

# HOW TO OPEN A RESTAURANT

## What We Do

The Environmental Health Division of the LaSalle County Health Department protects public health through the Food Sanitation Program. The goal of this program is the reduction of foodborne illness through education of food service operators and consumers regarding safe food handling practices.

By following the steps below, opening a restaurant can be a smooth process. The Environmental Health Division will provide the information and assistance to assure the highest standards of sanitation and food safety for your establishment.

### STEP ONE: Initial Inquiry

Contact the LaSalle County Health Department for a plan review application, food ordinance, and for any questions regarding your project.

### STEP TWO: Submit a Plan Review Application

Provide the LaSalle County Health Department with a complete plan review for new or extensively re-modeled facilities, or facilities that have been closed for more than thirty (30) days, and submit required plan review fee.

### STEP THREE: Review Process

Health Department staff will review the plans to determine compliance with all applicable rules and regulations of the food service code.

### STEP FOUR: Plan Approval Process

After reviewing the plans, you will be notified in writing regarding the status of compliance of the plans with the Illinois Food Code. A request for a plumbing inspection will be forwarded in writing to the appropriate authority. Additional information or changes may be necessary before the plans are approved.

### STEP FIVE: Preliminary Inspections

You must contact the Health Department to schedule a preliminary survey of the establishment before construction is completed. If you are re-opening an existing food service establishment, a preliminary survey will be needed to determine that the establishment meets all requirements of the current food service code. An inspection report will be filled out indicating all violations of the food code.

### STEP SIX: Opening Inspection

At the time of the opening inspection, a determination will be made regarding the status of other permits; an occupancy permit and a plumbing inspection. Upon conclusion of the survey, the inspection report will be completed with a notice that all existing violations be eliminated within thirty (30) days.

No Facility, whether new or existing, will be allowed to open if priority violations are cited. An application for the Health Permit and appropriate fee shall be submitted at this time. "FACILITY ALLOWED TO OPEN" will be written on the inspection report if appropriate.

All category I and II facilities must have a valid Certified Food Protection Manager certificate prior to opening.

### STEP SEVEN: Follow-up Inspection

A routine survey will be conducted on all new, re-modeled, or re-opened facilities thirty (30) days after the opening inspection or shortly thereafter. The establishment will then be inspected according to its risk assessment.

**IF YOU OPEN OR CHANGE OWNERSHIP PRIOR TO  
ISSUANCE OF A PERMIT YOU WILL BE SUBJECT TO A  
LATE FEE**



**LASALLE COUNTY HEALTH DEPARTMENT**

717 E ETNA ROAD

OTTAWA, IL 61350

815/433-3366

[environmentalhealth@lasallecountyil.gov](mailto:environmentalhealth@lasallecountyil.gov)