

Princeton Office
526 Bureau Valley Parkway
Princeton, IL 61356
Phone: 815-872-5091
Fax: 815-872-5092



Hennepin Office
220 East High Street
Hennepin, IL 61327
Phone: 815-925-7326
Fax: 815-925-7001

Public Health
Prevent. Promote. Protect.
Bureau/Putnam County Health Department
www.bpchd.org

Dear Food Establishment Owner/Manager:

Thank you for inquiring into the license requirements for a new or remodeled establishment and/or ownership change. All food and drink establishments within the County are required to obtain a Food Service License. Licenses are not transferable and a new license must be obtained when an establishment is first opened or changes ownership.

Step One – Submit Plans and Fee

Please submit the following items to the Health Department when completed -

1. Plan Review (yellow packet) – if any of the questions do not apply to your establishment, please mark N/A.
2. Plan Review Fee – Bureau Co. - \$250/new establishment \$200/change of licensee \$150/remodel
Putnam Co. – \$100/new establishment \$50/change of licensee or remodel
3. Zoning verification letter - this is to verify that your establishment is properly zoned for its intended use. Please obtain a letter from the appropriate governing body (village, city, or county).
4. Satisfactory plumbing report from a licensed plumber and/or State Plumbing Inspector – all plumbing shall be sized, installed, and maintained in accordance with applicable provisions of the Illinois State Plumbing Code. Please have your licensed plumbing contact the Illinois plumbing inspector at 309/693-5360.
5. Satisfactory sewage inspection report by a licensed sewage contractor (for private systems only) – private septic systems must be constructed and operated in conformance with applicable State and local laws, ordinances, and regulations.
6. Satisfactory well inspection and water sample (for private wells only) – potable water shall be provided from a source constructed and operated according to law and shall be in compliance with the requirements and maximum contaminant levels of the Drinking Water Code.
7. Proof of a Certified Food Service Sanitation Manager’s License – Category I and II establishments shall have a certified food service sanitation manager from the initial day of operation or shall provide documentation of enrollment in an approved course to be completed within three months.
8. Copy of service agreement or invoice from a Licensed Pest Control Operator – this is to ensure that routine pest control service will be conducted on premises.
9. Scale drawing of facility (see attached guide) – please include locations for the following; equipment, sinks, storage cabinets/shelves, storage rooms, refrigerators/freezers, restrooms, seating area, counters, work tables, and doors leading to the outside. (a drawing on notebook paper is acceptable)
10. Copy of menu - if the menu has not been established yet, submit a copy of your proposed menu.

Step Two – Review of Plans

After the Health Department has received the required paperwork, your proposed plans will be reviewed.

Step Three - Approval Process

After your plans have been reviewed, the Health Department will contact you to discuss any changes that may be required in order for your plans to be approved. A consultation inspection may be scheduled at this time if deemed necessary. Your establishment will be assigned a risk Category at this time.

Step Four – Pre-open Inspection

Once plan approval is granted, it is your responsibility to contact the Health Department when your facility is ready for a final inspection. A final inspection must be completed prior to opening. The final inspection should be scheduled several days prior to your anticipated date for opening, so time may be allowed for making any necessary corrections. The License Application and License Fee will be collected at this time.

Bureau County Annual License Fees

Category I - \$300

Category II - \$200

Category III - \$100

Putnam County Annual License Fees

Category I - \$150

Category II - \$100

Category III - \$50

Please find enclosed a plan review packet and the County Food Ordinance.

If you have any questions, please contact this office at 815-872-5091. We look forward to working with you.

Environmental Health Division