Village of Arlington Heights
Health Services Department
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
(847) 368-5782

Food Service
Plan Review Requirements

The Village of Arlington Heights has adopted the Illinois Department of Public Health Food Service Sanitation Code. Copies may be obtained by visiting www.idph.state.il.us or calling (630) 293-6800.

For a complete plan review, drawings to scale must be submitted containing the information noted below. This list, while not necessarily complete, highlights areas of concern and common reasons for plan rejection.

1. Floor Plan for Operation. Designation of various areas (service areas, food preparation, dry storage, numbers and locations of seats, restrooms, break areas, etc).

2. General Layout. Location of equipment fixtures (cross-reference to an equipment schedule) including distances above the floor, between other pieces of equipment, whether on legs or casters, etc.

3. Food Service Equipment. All equipment must be commercial and listed with NSF or equivalent in both construction and installation. Used equipment must be inspected for approval prior to installation. Equipment schedules must contain manufacturer and model numbers for each piece of foodservice equipment. Equipment spec sheets are required for all new equipment.

4. Plumbing fixtures. Location and type must be shown in overhead and schematic design. Include provisions for drainage from condensate for refrigerators and freezers, ice machines, soda or water stations, steam tables, etc. The location of all floor drains and sinks must also be shown. All 3 compartment sinks, dish machines, prep sinks, ice machines, steam tables, and condensate lines must have an air-gap (open-site drain) on the waste line. All hub drains, floor sinks, and floor drains must be located on the toe-edge of, or adjacent to, the equipment to facilitate cleaning. Facilities cooking or performing food prep must have a grease trap. Newly constructed facilities having cooking that produces grease or vapors, or where 3 compartment sinks or food prep sinks are located in two or more areas are required to have an exterior grease trap. Dish machines and garbage grinders may not drain through the grease trap.
All ice machines must be air cooled.

5. Sinks. Sinks that are mandatory to be installed include:
- three compartment sink with integral drain boards
- mop/utility sink
- hand sink in preparation areas (including bars) and dish areas (more than one may be required)
- food prep sink (depending on type of operation)

Hot and cold running water are required at all sinks. The water must be tempered by means of a mixing valve. A metering faucet must provide at least 10 seconds of running water.

6. Ventilation Requirements. Adequate ventilation must be provided throughout the facility to remove excessive heat, steam, vapors, smoke, fumes, and noxious odors. Submit specifics on ventilation hoods for Fire Code review.

7. Floors, Walls, and Ceilings. The surfaces on all food preparation, storage, dishwashing, and toilet rooms, must be smooth, light colored, non-porous, and easily cleanable. Ceiling tiles may not contain fissures, and must be vinyl coated above food prep areas. Cove base must be provided at all floor/wall junctures. Grouting for all floor tiles must be sealed to be non-porous. Non-slip finishes may only be installed in traffic areas, not under equipment.

8. Lighting. Artificial light sources must be installed to provide at least 20 footcandles of light in all food prep areas, dish areas, and wash rooms. All walk-in refrigeration/freezer units, dry storage areas, dining rooms during cleaning, and other areas must be provided with at least 10 footcandles of light.
All light fixtures over, near, or within food preparation, display, or service areas, and dish areas, must be shielded to prevent broken glass from falling onto food. This includes heat lamps.

9. Dry Storage Areas. A minimum of 25% of the food preparation area must be set aside for dry storage. Provide calculations showing how the dry storage requirement is met. Show dimensions and numbers of tiers for each shelving unit. All shelving must be at least 6 inches above the floor, and 18 inches below the ceiling.
Remember that carry-out operations require more storage space for disposable containers.

10. Other Storage Areas. Provide storage for the following and indicate their locations: refrigerated and frozen storage, both clean and dirty dish storage, kitchen utensils, employee belongings and coats, and all cleaning supplies and toxic chemicals. Provide a mop and broom storage rack over the mop/utility sink.

11. Garbage and Refuse Disposal. An adequately sized solid waste storage site must be provided. The area must be paved, curbed, and graded to the front to prevent the accumulation of liquids. Visual screening for the area must be provided.

12. Outer Openings. No doors or windows may be left open and unscreened. All doors must be self-closing and tight-fitting. Provide screening of at least 16 mesh per inch for any windows to be opened. Air curtains and self-closing automatic windows must be installed on drive-through windows. Doors to outdoor dining areas must have operable air curtains installed above if outdoor waitstaff are provided.

13. Other Concerns. All conduits and plumbing pipes must be installed inside the walls. If this is not possible, they must be at least 1 inch from the wall, and 6 inches above the floor to facilitate cleaning.

14. Menu. A copy of the proposed menu must be submitted.

15. Smoking. No smoking is allowed in any enclosed space, including bars, private offices, or outdoor dining areas. Smoking is not allowed within 15 feet of any door, and ashtrays and other smoking materials may not be within 15 feet of the doors.

16. Certified Foodservice Manager. At least 1 IDPH certified Foodservice Manager must be present at all times foods are handled in high-risk establishments. Medium risk establishments need at least 1 certified Manager on staff.

Installation Standards for Food Service Equipment

Equipment must be mounted with a minimum of 6 inches of clear space underneath. In lieu of the clear space, equipment may be equipped with casters or placed on a raised solid masonry or sealed metal platform. The platform must be at least 2 inches high, sealed at all edges, and sealed to the floor. Necessary space for air intake must be provided for any units that need ventilation. If fresh air if provided, any air intake openings must be screened with a minimum of 16 mesh per inch screening.

Equipment that is not easily moveable must also be sealed to the wall, or meet the following minimum clearances to facilitate cleaning:

- When the distance to be cleaned is less than 2 feet in length, the width of the clear unobstructed space must not be less than 5 inches.
- When the distance to be cleaned is between 2 and 4 feet, the width of the clear unobstructed space must not be less than 8 inches.
- When the distance to be cleaned is greater than 4 feet, the width of the clear unobstructed space must not be less than 12 inches.

Other Considerations

A valid Business License is required to operate a foodservice facility in the Village of Arlington Heights. Contact the Licensing Coordinator in the Building Department at (847) 368-5560.

A special use permit may be required for your location. Contact the Village Planning Department at (847) 368-5200 to inquire about the requirements.

No alcoholic beverages may be sold without first obtaining a Village Liquor License. Contact the Liquor License Officer at (847) 368-5100.

Other licenses may be required as well. It is up to the owner and/or operator of each facility to obtain all of the required State and Local licenses prior to opening.

An early consultation between this Department and the persons planning to build and/or operate a foodservice establishment can be beneficial. We may also be able to answer any questions you may have during the process. Contact this Department at (847) 368-5782 or by fax at (847) 368-5980.