

Avoid costly mistakes!

Prior to construction, remodeling, or change in type of food establishment, plan approval is needed from the Health Department.

Coffee. Hot water run through ground coffee beans. It's a simple thing... or is it? In terms of health codes, a coffee shop is almost as involved as a full fledged restaurant.

Various city and county departments must give approval before a coffee shop is given a license to operate.

Here are some questions to ask before signing a lease or buying an existing facility:

- Have you contacted the town or county plan commission, building inspectors, or town hall about any proposed construction?
- Is the wiring, plumbing and physical structure suitable for the demands of a coffee shop?
- Will you need handicap accessibility? (ramps, wide doorways, handrails)
- Will a fire suppression system or sprinklers be required? How about fire extinguishers?
- Does your equipment meet current health code [National Sanitation Foundation (NSF) standards]?
- How many restrooms will you need?

PLAN REVIEW

The Indiana State Department of Health's food code, Retail Food Establishment Sanitation Requirements, 410 IAC 7-24, states in Section 110 that



plans and specifications shall be submitted and approved by the local health department prior to construction, conversion, or remodeling of an existing retail food establishment and before the

operation of a retail food establishment. Even though the menu is limited, a coffee shop is still a retail food establishment.

Plan review forms are available at the health department or online through our website (listed on the back). Items required for a plan review include:

- application
- questionnaire
- schematic layout of the facility
- menu
- list of equipment

The food sanitarian is generally available to answer questions Monday thru Friday 8:00 to 9:30 AM. The phone number is (812) 738-3237, extension 1013. Plan approval is usually given within two weeks by way of an approval letter. There is no fee for the plan review.

PRE-OPERATIONAL INSPECTION / LICENSE

Once the equipment is installed and construction equipment and debris removed, call the health department to



schedule a Pre-Opening Inspection. If any items are found to be out of compliance, you will be notified and another inspection will be required. The building inspectors and the health department usually try to coordinate their final inspections within several days of each other. The building inspectors will issue a Certificate of Occupancy and the health department will arrange for issuance of the annual food permit.

Food permit fees cannot be collected on-site. The owner must contact the health department to obtain the permit. Annual food permit fees are as follows:

- 1-4 employees - \$25 a year
- 5-10 employees - \$50 a year
- 11 or more employees - \$100 a year

The food permit fee is pro-rated. For instance, if you don't open until July, you will only owe a portion of the yearly total.

POINTS TO CONSIDER....

- Remember – food for sale cannot be prepared in a private home!
- All businesses must apply for a Tax ID number by contacting the Indiana Department of Revenue, (812) 282-7729
- If your menu is limited to coffee and/or breads/muffins, etc., you will probably not be required to have a certified food handler. If your menu will be more extensive, contact the health department.

DEPARTMENTS TO CONTACT

Indiana Department of Revenue
(812) 282-7729
1446 Horn Avenue
Clarksville, IN 47129
Tax ID Number

Are you within town limits?

If so, contact your local Town Hall for their requirements / approval

Harrison County Plan Commission
(812) 738-8927
Building and/or Sign permits

If you are building a new facility or doing a major remodel, your plans may have to be submitted to and approved by the State. Planning & Zoning will help you with this.

Harrison County Health Department
(812) 738-3237, extension 1013
Food Permit

REQUIREMENTS FOR COFFEE SHOPS

It may seem like overkill if all you want to serve is coffee, but these things are required by the Indiana Food Code.

1. EQUIPMENT

- **3-COMPARTMENT SINK** – a stainless steel sink with built in drainboard on each end. Required to wash, rinse and sanitize coffee pots, utensils, cups, etc. Must meet current NSF standards and be equipped with an indirect drain.
- **HAND SINK** – a handwashing sink is required in all food prep and utensil washing areas (yes, coffee is “food”). More than one hand sink may be required depending on the kitchen size and set up. This sink must be easily accessible and within 25 feet of all food prep and utensil washing areas. Hand sinks may be used for no other purpose than handwashing.
- **VEGETABLE/FRUIT PREP SINK** – required if any vegetables or fruits will be used. A stainless steel sink with one drainboard. Must also meet current NSF standards and have an indirect drain.
- **MOP SINK** – provide curbed-style mop basin or free-standing sink for the proper disposal of liquid waste from cleaning operations. Install away from food prep surfaces. A mop sink is required in all food establishments.
- **COOLING UNITS** – if you will have milk, cream, whipped cream or flavorings, you will need a refrigerator and/or freezer. Every cooling unit must be provided with a thermometer. Maximum temps: 0° F for a freezer and 41° F for a refrigerator.
- All equipment must be in good condition (no rust, torn seals, etc.). Surfaces must be smooth, easily cleanable, non-absorbent and light-colored. Equipment must be installed on approved six-inch NSF metal legs, casters or solid masonry bases.

2. EQUIPMENT SPECIFIC TO A COFFEE SHOP

– Do you plan to serve gourmet coffees or just a plain ol’ cup o’ joe? Depending on your plans, you may need a drip coffee maker, espresso machine, coffee roaster, coffee grinder, blender, smoothie station, display cases, etc.

Will you be using disposable paper or foam cups, or will you be serving your coffee in washable mugs? If you’re considering serving pastries or sandwiches, plan for it now, because it might be more difficult to incorporate it later.

3. **RESTROOMS** – every food establishment must have at least one restroom for employee’s use. If you have a dine-in facility, at least one restroom must be provided for patrons as well.
4. **PLUMBING** – must have an adequate supply of hot and cold running water. Water for manual dishwashing must reach at least 110° F. Indirect drain connections must be used on all food service equipment (ice bins & machines, dipper wells, etc.) Install vacuum breakers on all fixtures requiring them. All plumbing must be to current Indiana Plumbing Code requirements.
5. **GREASE INTERCEPTOR** – building inspectors will know if this is required for your facility.
6. **SANITIZING** – an approved chemical sanitizer and appropriate test kit are required for general kitchen sanitizing.
7. **LIGHTING** – provide completely shielded fixtures or shatterproof sleeves on fluorescent tubes. A minimum of 70 footcandles of light shall be provided at food prep and washing stations.
8. **FLOORS** – in the kitchen, food and dry storage areas and restrooms, the floor must be smooth, non-absorbent and easily cleanable. Carpeting is prohibited in these areas, though it can be used in the dining area.
9. **WALLS AND CEILINGS** – non-perforated, light-colored, smooth, washable walls and ceilings must be provided in work areas.
10. **STORAGE** – provide an adequate amount of approved, easily cleanable metal shelving. Do not use wood shelving in the kitchen. All shelves must be at least 6” above the floor.
11. **ZONES** – Be aware of “areas” or “zones” you’ll need; food prep area, warewashing area, dry storage area, customer areas.

When you plan well, things will fall into place much easier.

So, you want to open a coffee shop?



**Guidelines from the
Harrison County Health
Department**



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