

**Listed below are some of the major items that the food service establishment must have to be in compliance to receive food service permits.**

1. Floor properly constructed (quarry tile, ceramic tile, terrazzo, poured seamless material, with cove base with same material).
2. Floor sloped to drain; drains properly located and covered.
3. Facility structure in-tack / no outer-openings unprotected.
4. Walls & ceilings constructed of the proper material (durable, easily cleanable, non-absorbent and smooth, finish-smooth, cleanable, and impervious); light colors are recommended in kitchen area.
5. Ventilation system must be adequate including kitchen and restroom areas; air intake/return ducts should be protected.
6. Vent-a-hood systems must have adequate overhang (9”) extend over grills, fryers, ovens, etc.
7. Restrooms must be vented to the outside, mechanically and/or screen window)
8. Toilet facilities must be installed for food service employees according to local plumbing codes.
9. Dishwasher or three-compartment sink with two drain board (s).
10. Grease trap installed according to applicable state or local plumbing code
11. Dishwasher with proper gauges (psi, temperature); approved sanitization system. (180°F final rinse if no sanitizer is used).
12. Vegetable sink with drain board for raw fruits and vegetables.
13. Hand sinks provided as deemed necessary (food prep areas, laboratories) with soap, paper towels or hand dryer device.
14. Mop sink or utility sink with a back flow siphonage / reduced pressure device.
15. Thermometers for each cooler and freezer.
16. Self-closing doors to the restroom.
17. Female restroom must have covered waste receptacle or sanitary napkin container.
18. Adequate and properly designed shelves to properly store foods 6 inches off the floor.
19. Condensation from cooling units must be directed to the outside to prevent any contamination of food.
20. Adequate lighting located over areas where food is stored, prepared, and displayed shall have protective shielding.
21. Outside storage facilities must be adequate (rodent-proof, concrete pad, etc.).
22. Water supply potable and approved source.
23. Indirect sewer connections for all plumbing.

**Additional requirements are listed below:**

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*\*The items noted above are not the only requirements for the proposed food service establishment to receive a food permit. These are key items, condensed into a short list that is taken from the County Food Code. The County Environmentalist will notify you of all requirements according to your type of food service operations.*

## MENU LISTING OF PROPOSED FOOD SERVICE

*In order for our office to properly process your food service application, we need to know what food is to be served. We must know about the storage, preparation, cooking, and serving procedures. This information will help us to determine which equipment and items you will need to operate in a safe and sanitary manner.*

*You may submit a copy of your printed menu or use the provided form to list the major foods to be served to the public. (English Version of Menu required)*

<b>MEATS (other major products)</b>	<b>COOKING OR PROCESSING METHOD</b>
<b>Vegetables</b>	

***\*HACCP- Submit a HACCP Plan if any of the food you will serve requires it\****

***Reminder: For Buffet and Salad Bars provide specifications.***

Additional Remarks or Comments:

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*\*If any parts of the plan are changed after the approval of the Clayton County Board of Health, the revisions with the changes will be to be submitted to our office to receive approval.*

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Business Owner or Authorized Agent

\_\_\_\_\_  
Environmental Health Specialist



# Existing Food Service Plan Review Checklist

**The following items should be completed before you return your application.**

- Read “Starting a Food Service Brochure” to help you in the process.
- Confirm whether property is serviced by county public sewer or individual septic system.

**The following items **MUST** be completed before your application will be processed.**

- Complete Food Service Application
- Complete Plan Review Fee Schedule
- Complete Annual Fee Schedule
- Complete Existing Food Service Plan Review Packet
- Submit two (2) sets of 11 x 17 professionally drawn plans (plans must be scaled).

The following are to be included in your plans.

1. Major equipment locations and label (various required sinks, work tables, coolers, cooking equipment, preparation tables, etc.)
  2. Finish Floor Material Layout
  3. Ventilation Type
  4. Wall and Ceiling Finish Material
  5. Plumbing Layout (Floor Drains, etc.)
- Approval letter from Clayton County Water Authority for grease trap.
  - Submit Menu/Food List of Foods and Preparation Processes.
  - Submit Payment for the Existing Food Service Plan Review

**Partially Completed Applications Will Not Be Accepted.**

Completing the information above will assist in making the plan review process delay free as possible. If you have questions regarding the plan review package, please contact our office and speak with an inspector.

## Existing Food Establishment Information

This proposed restaurant/food service establishment shall provide evidence of satisfactory compliance with the provisions of the Rules and Regulations for Food Service, Clayton County Board of Health, Office of Environmental Health Services Regulation, and all other provisions of laws, which apply to the location, construction and maintenance of food service establishments and the safety of persons therein.

Two (2) sets of plans and specifications must be submitted to the Office of Environmental Health Services at least fourteen (14) days prior to beginning construction. The plans shall indicate proposed layout, equipment schedule, floor schedule, finish schedule arrangement, menu, and type of facility. You shall submit to our office an application and fee schedule for a food service permit at least ten (10) days prior to the anticipated date of opening and commencement of the operation of the food service establishment.

1. All plumbing shall be sized, installed, and maintained according to applicable state or local plumbing code. Contact the Clayton County Building Inspection department at 770-477-3571, or local city Building Inspection Department (if applicable).
2. If the food service is on an individual on-site sewage system, confirm with our office that the sewage system is properly sized.
3. Contact Clayton County Fire Marshal (770-473-7833) or local city fire marshal for applicable fire codes.
4. Contact Clayton County Water Authority Grease Program Inspector at 770-478-7496 for questions concerning grease trap sizing and regulations.
5. Contact the Clayton County Business License Dept. at 770-477-3569 or local city business license office to apply for a business license and (CO) Certificate of Occupancy (if applicable).
6. Contact the County Planning and Zoning Department concerning local zoning laws at 770-477-3678.

### PLANS SHOULD BE SUBMITTED TO THE FOLLOWING:

- Zoning Department
- Fire Department

- Building Inspections Department
- Water Department