



New 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 New Food Service Plan Review Packet
- Submit two (2) sets of full architectural drawings (plans must be scaled).

The following are to be included in your plans.

1. Equipment schedule
 2. Finish Floor Schedule
 3. Ventilation layout (HVAC-Heating, Ventilations and Air Conditioning)
 4. Wall and Ceiling Finish Schedule
 5. Plumbing Layout
- Approval letter from Clayton County Water Authority for grease trap.
 - Water Heater Specifications submitted. (recovery rate @100% rise; # of gallons, BTU's/KW)
 - Submit Menu/Food List of Foods and Preparation Processes.
 - Submit Payment for the 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.

New Food Service Information

Definition: A new food service establishment is a newly constructed facility or conversion of a non-food service establishment to a food service establishment.

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 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 Clayton County Board of Health 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 of 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 dept. 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.

Projected Date for Start of Construction: _____

Projected Date for Completion of Project: _____
(Ready for the Final Inspection to receive Food Permit)

PLANS SHOULD BE SUBMITTED TO THE FOLLOWING:

Zoning Department

Fire Department

Building Inspections Department

Water Department

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)

MEATS (other major products)	COOKING OR PROCESSING METHOD
Vegetables	

****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:

**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

New Building Facility Information

The items below will apply to newly constructed or conversion food service establishments. Please use this itemized listing to ensure satisfactory compliance with the current Rules and Regulations of the Food Code.

A. Food Service Preparation and Storage Facilities

1. Enough conveniently located refrigeration facilities are required to maintain potentially hazardous and perishable foods at required temperatures. Refrigerators/coolers must be 41° F or below.
2. Freezers must be 0 °F or below. Adequate refrigeration space is required to ensure the prevention of stacking food items and to allow the separation of raw meats from cooked foods and produce.
3. Adequate hot holding equipment is required to hold cooked foods at 135 °F or above (i.e. oven, grill, fryers, steamer, stove, convection oven, microwave, steam table, bain marie, soup well, warming units).
4. Adequate storage space and/or shelving shall be provided for the proper storage of bulk foods, dry goods and other food related items. All food items must be stored a minimum 6 (six) inches from the floor surface.
5. A separate produce preparation sink is required. This sink must be stainless steel with both hot and cold water drain-board or equivalent. If any multi-compartment sink is designated for vegetable and fruit preparation, the entire unit shall be designated for that purpose.
6. Food on display shall be protected from consumer contamination by the use of packaging, serving line or salad bar protective devices or display cases. Protective devices shall be designed and constructed so as to intercept customer contaminants. Specifications for sneeze shields in customer self service areas must provided.
7. All refrigeration/freezing units must be equipped with a numerically scaled thermometer, and placed for immediate reading. A numerically scaled thermometer must be provided and used for monitoring temperatures of potentially hazardous foods during the cooking process and storage.
8. Adequate containers for transporting hot and cold foods 135 °F and above 41 °F and below are required.

B. Food Service Equipment Installation

1. Sufficient space for cleaning shall be left between, behind and above all fixed equipment. If exposed to seepage the space between adjacent walls or ceiling shall be sealed.
2. Counter mounted equipment must be on elevated legs at least four-inch clearance if it is not easily portable.
3. All floor mounted equipment must have six-inch floor clearance between the floor and the equipment if it is not on wheels or raised platform that is sealed to the floor.
4. All rooms shall have mechanical ventilation to keep them free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes. An exhaust hood is required at the cooking line area unless exempted by local fire department.
5. A grease trap is required unless exempted by the Clayton County Plumbing Department. The grease trap must be located in an area that is easily accessible for frequent cleaning.
6. Garbage and refuse on the premises shall be stored in a manner to make them inaccessible to insects and rodents in water resistant, leak proof containers large enough to store the garbage and refuse. Dumpsters and compacting systems located outside shall be stored on or above a smooth surface of nonabsorbent material. Liquid waste from compacting or cleaning operations shall be disposed of as sewage. Dumpsters and compactors must be kept closed or covered.
7. Excess grease from deep fryer units must be stored in a grease bin serviced by a contractor.
8. The hot water heater must be able to supply continuous hot water at all times to all sinks. As required with all equipment, the hot water heater must be installed on six-inch legs or sealed to the floor. **WATER HEATER SIZE MUST BE SPECIFIED ON PLANS.** This should include storage capacity, BTU's or kW's recovery rate, etc. Also include specifications for dishwashers.
9. For the manual washing, rinsing, and sanitizing utensils and equipment, a sink with no fewer than three (3) compartments shall be provide and used. The three (3) compartment sink must be stainless steel with a t least two drain-boards or equivalent. The sink compartments must be large enough to accommodate the largest utensil.
10. For the mechanical washing, rinsing, and sanitizing of utensils, a dish machine may be used. Dish machines must have proper gauges; psi, temperatures and an approved sanitization system. Dish machines shall be operated according to the manufacturer specifications. Drain-boards must also be provided. Specifications must be submitted.

11. All entries to the outside of the building must be protected against the entrance of rodents and insects by tight-fitting, self-closing doors, 16 inch to the mesh screening, or controlled air currents.
12. Utensils, dishes, pots, pans, and other related Food Service equipment shall be stored at least six (6) inches above the floor in areas that are protected against splash and other contamination.
13. Single service articles shall be stored at least 6 (six) inches off the floor in areas that are protected against splash and other contamination.
14. Clean linens shall be stored in a dry, clean place and protected from contamination until used. Soiled linens shall be stored in nonabsorbent containers or washable laundry bags.
15. Separate rooms shall be provided for laundry facilities. If items are laundered on the premises, a dryer shall be provided and used.
16. All poisonous or toxic materials shall be stored in cabinets or in a similar physically separate place used for no other purpose and separated by type.

C. Employee/Hygiene/Public Facilities

1. The restrooms shall be conveniently located and have self-closing doors with an adequate ventilation system. The women's restroom must have a covered waste receptacle.
2. Enough easily accessible or centrally located hand wash sinks must be provided. Hand wash sinks must have both hot and cold water and supplied with dispensed paper towels and soap. (Employees in food preparation and service areas or dish wash areas should not have to walk a distance that exceeds 25 feet for hand washing. Preparation areas that are physically separated by walls and doors should have sinks installed in each area.)
3. Lockers or other suitable facilities must be provided and used for the orderly storage of employee belongings. These facilities must be located in an area away from food and utensils.

D. Plumbing Installation

1. Plumbing layout/description submitted with plans.
2. All drains originating from equipment, in which food, portable equipment and utensils are placed, shall be plumbed indirectly to sanitary sewer through an air gap or air break to a hub drain, or a properly trapped open floor drain. (i.e. utensil washes sink, food preparation sinks, ice machine/bins, refrigeration condensate drainage lines, dish machines, steam tables, etc.)

3. All hose connections must have an attached or in line backflow prevention device. (i.e. vacuum breaker)
4. A curbed or free standing mop sink will be required for the disposal of mop water and the cleaning of garbage cans. The curbed floor unit must be equipped with an integral vacuum breaker on the faucet or a hose bibb vacuum breaker connection.
5. Properly installed, trapped floor drains shall be provided in floors that are water-flushed for cleaning or that receive discharges of water or other fluid waste from equipment, or in areas where pressure spray methods for cleaning equipment are used. Such floors shall be properly constructed and shall be graded to drain.
6. If establishment desires to use on-site sewage disposal system a grease trap is required and septic system must meet Department of Public Health (DPH) On-Site Management Systems Rules before approval may be granted.

E. Finish Materials Floors, Walls, Ceiling, Lighting

1. The walls, ceiling and floors of the kitchen, bar area, restroom and dish-wash room must be smooth, easily cleanable, durable, and nonabsorbent. Light sources must be able to accommodate at least 20 feet candles of light. Adequate shielding must be provided for light fixtures in food preparation and storage areas.

Wall Finish Examples: FRP, Stainless Steel, Aluminum and Epoxy Painted Drywall

Ceiling Finish Examples: Plastic coated, metal clad fiber board, drywall with epoxy paint, glazed surface and plastic laminate.

Bar Ceilings must meet local building code.

2. Floor must be properly constructed of quarry tile, poured seamless and stainless steel material in the following areas: Food preparation, utensil wash and walk-in refrigeration/freezers. Floors shall be properly installed and sloped to drain.
3. Junctures between walls and floors shall be covered and sealed with base cove in the following areas: food preparation, food storage, utensil washing areas, personal hygiene and storage areas.