



Forsyth County Environmental Health

514 West Maple Street Suite 404 · Cumming, Georgia 30040
PH: 770-781-6909 · FAX: 678-807-7343 · www.forsythhd.com
District 2, Public Health

Checklist for Food Service Application

Please provide the following items if you plan to operate a public or private establishment which prepares and serves meals, lunches, sandwiches, drinks directly to the consumer either for carry out or service within the establishment:

- **Completed and signed GA DPH Food Service Facility application** – Please ensure the attached application is signed by the OWNER of the facility
- **Food Service Addendum** – Please fill out the addendum to include facility and owner contact information
- **Verification of Residency** - Please submit a notarized Verification of Residency form from at least one (1) OWNER of the facility and attach a copy of the identification used by the notary for verification.
- **Manufacturer Specifications** - Please submit specifications for each piece of equipment including the water heaters
- **Floor plan** - Drawn to scale by architect to include the plumbing riser diagram
Plans are accepted in the following ways:
 - Pdf emailed to connie.vaughn@dph.ga.gov or felicia.ochu@dph.ga.gov
 - Uploaded to county/city portal (may not be required if change of ownership)
- **Menu** - to include take out menus and seasonal menus (include consumer advisory if applicable)
- **Food service plan review and permit fee** (based on number of seats)

Please ensure all documents listed above are included prior to application.

Items listed below should be submitted during plan review or prior to opening inspection.

- **Copy of business plan** (summary of how you plan to operate)
- **Emergency Operation Plan** - If the facility will continue to operate in the event of a water interruption (see application).
- **Cleanup procedures** - for vomit/fecal accidents (example is on our website)
- **Employee health policy** (example is on our website)
- **Copy of key drop delivery agreement** - if applicable (receiving deliveries after hours)
- **Dogs on Patio Procedure** –please provide information if dogs are allowed on patio

Catering facilities will need to submit additional information not included in this checklist.