



Forsyth County Health Department

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To: New and Change of Ownership Food Service Establishments

From: Erin Stitt, Food Service Program Manager

Date: October 1, 2019

Subject: Checklist for Food Service Application

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, the following will have to be submitted for review:

- 1) Completed and signed application by the OWNER of the facility. Our office will not accept applications signed by anyone other than Owner.
- 2) Addendum to include facility and owner info (NOT contractor or engineer)
- 3) Affidavit - One of the OWNERS of the facility shall have the Affidavit notarized and submit a copy of the same form of id that was shown to notary
- 4) Provide water interruption plan if facility will continue to operate without water in the event of a water interruption (see application). If this is a chain restaurant, the plan shall be approved by Georgia Department of Public Health
- 5) Provide manufacturer specifications for each piece of equipment (showing that it is NSF rated or equivalent)
- 6) Floor plan drawn to scale by architect to include the plumbing riser diagram (hand drawn plans will not be accepted)
- 7) Menu -to include to go and any seasonal menus (include consumer advisory if applicable)
- 8) Cleanup procedures for vomit/fecal accidents (example is on our website)
- 9) Employee health policy (example is on our website)
- 10) Food service plan review and permit fee (based on number of seats)
- 11) Copy of business plan (summary of how you plan to operate)
- 12) Copy of key drop delivery agreement if applicable (receiving deliveries after hours)
- 13) Information if dogs are allowed on patio
- 14) Will any menu items be held at room temperature (pizza by the slice, butter, etc) if so, fill out the Time as Public Health Control document
- 15) Catering facilities will need to submit additional information

*Our office will not accept any of the above documents unless **All** documents are included*

Please allow 10 business days for plan review comments