



Clayton County Health Department New Food Service Plan Review

Proposed Food Service Name: _____

Address: _____

Owner/Authorized Agent/Contact Person: _____

Phone Number: _____

Owner/Authorized Agent/Contact Person: _____

Phone Number: _____

* Initially only complete this shaded area. Environmentalist will complete and finalize this form with you during the Food Plan Review process.

Check the appropriate item: **New construction** _____ **Conversion** _____

Type of Operation: Restaurant () Bar/Lounge () Institutional () Take-Out ()

Total Sq. ft. of facility: _____ **Kitchen area size (sq. ft.):** _____

Submit all forms and documents for review to the following: **Clayton County Health Department – Environmental Health Division** / 1117 Battle Creek Road / Jonesboro, Georgia 30260 / 678-610-7199.

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.

Properly prepared plans and specifications must be submitted to the Clayton County Environmental Health Department for review and approval when a food service establishment is newly constructed or an existing structure is converted to use as a food service establishment.

Two (2) sets of plans and specifications must be submitted to the Clayton County Health Department at least fourteen (14) days prior to beginning construction. The plans should be submitted on 11 x 17 architectural drawings (minimum), drawn to scale and shall indicate the proposed layout, equipment schedule, floor schedule, arrangement, menu, and type of facility.

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. Listed below are some of the major items that the food service establishment must have to be in compliance to receive food service permits. Only those items checked are applicable to your 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 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)

I have submitted plans/ applications to the following:

_____ Zoning Department
_____ Fire Department

_____ Building Inspections Department
_____ Water Department

Additional Remarks or Comments:

** If any part of the plans are changed after the approval of the Clayton County Health Department, the revisions with the changes will have to be submitted to our office to receive approval.*

Date: _____

Business Owner or Authorized Agent

Environmental Health Specialist

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 140°F
4. or above (i.e. oven, grill, fryers, steamer, stove, convection oven, microwave, steam table, bain marie, soup well, warming units).
5. 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" inches from the floor surface.
6. A separate produce preparation sink is required. This sink must be stainless steel with both hot and cold water and a 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.
7. 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 be provided.
8. 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.
9. Adequate containers for transporting hot and cold foods at 140 degrees Fahrenheit and above or 41 degrees Fahrenheit 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 4-inch clearance if it is not easily portable.

3. All floor-mounted equipment must have a 6-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 sufficient 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 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/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 3-compartments shall be provided and used. The 3-compartment sink must be stainless steel with at 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, temperature and an approved sanitization system. Dish machines shall be operated according to the manufacture 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 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" 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 & 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

Plumbing layout/description must be submitted with plans

11. 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 machines/bins, refrigeration condensate drainage lines, dish machines, steam tables, etc...)
12. All hose connections must have an attached or in line backflow prevention device. (i.e. vacuum breaker)
13. A curbed or free standing mopsink 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.
14. 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.

15. If establishment desires to use on-site sewage disposal system a grease trap is required and septic system must meet Department Human Resource's (DHR) 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, food storage areas, mop room, restrooms, bar, and dish-wash room must be smooth, easily cleanable, durable, nonabsorbent surfaces that are light in color and in good repair. Light sources must be able to accommodate at least 20 ft. candles of light. Adequate shielding must be provided for light fixtures in food preparation and storage areas.
2. Floor must be properly constructed of quarry tile, terrazzo, ceramic tile or monolithic (poured) acrylic reactive resins material in the following areas: food preparation, food storage, utensil wash, walk-in refrigeration/freezers, dressing.
3. Junctures between walls and floors shall be covered and sealed with base cove in the following areas: food preparation, food storage, utensil wash, walk-in refrigeration/freezers, dressing and toilet rooms.