



Frequently Asked Questions: PERMITTING PROCESS

- **What types of facilities are required to obtain a DPH Food Service Permit?**

A food service permit is required when a food service establishment prepare and serve meals, lunches, short orders, sandwiches, frozen desserts, or other edible products directly to the consumer either for carry out or service within the establishment. This term includes restaurants; coffee shops; cafeterias; short order cafes; luncheonettes; taverns; lunchrooms; places which retail sandwiches or salads; soda fountains; food carts; itinerant restaurants; industrial cafeterias; catering establishments; and similar facilities.

- **What types of food service operations need permits?**

Food service permits are issued to following types of food service operations: permanent food service establishments, mobile units and base of operations, extended food service operations, and temporary food services.

Nonprofit food service event vendors are not regulated by the local health department, but the county/municipality may request the local health department to conduct a food safety inspection to ensure the provisions of the nonprofit law are being followed.

- **How do I begin the permitting processing?**

To begin the permitting process with **Clayton County Environmental Health Services**, you will need to submit a completed application. To obtain an application, please feel free to visit our website or contact our Environmental Health Services office at **(678) 610-7469**.

- **How soon will my application be processed?**

It depends. Incomplete applications will not be processed and will be returned to applicants. To avoid delays, please ensure all required documents are submitted with your application along with the plan review fee payment.

Our department is allotted 10 business days to complete your application's plan review. Applications are processed in the order to which they are received. Once the application is reviewed and approved, an approval letter is issued to proceed to the final steps of the permitting process. Further information is provided in the approval letter.

- **When will I receive a permit?**

Once all required documents/approvals are submitted, all associated fee payments are processed, and the facility passes our department's final inspection a permit will then be issued.

- **What can invalidate a current permit?**

Change of Ownership, Change of Location, and a Major Renovation of an Existing Establishment.