

**FOOD SERVICE PERMIT APPLICATION PACKET**

In accordance with DPH Chapter 511-6-1, Properly prepared plans to scale and specifications must be submitted for review and approval when a food service establishment is constructed or extensively remodeled, or when an existing structure is converted to use as a food service establishment. In DeKalb County, the local health authority also conducts minor plan reviews for existing food service establishments that have changed of ownership to assess the level of compliance with the current Food Service Rules and Regulations.

511-6-1-.02(1)(c)1: To qualify for a permit to operate a food service establishment, the permit applicant must 1) be an owner of the proposed food service establishment (or an officer of the legal ownership), 2) agree to allow the health authority access to the food service establishment, 3) provide all required information requested by the health authority and pay all applicable fees.

511-6-1-.02(1)(c)2: Prior to the issuance of the permit to new or existing establishments, the applicant shall provide evidence of satisfactory compliance with the provisions of the Chapter and all other provisions of laws that apply to the location, construction and maintenance of food service establishments and the safety of persons therein.

**INSTRUCTIONS: COMPLETE THE FOLLOWING APPLICATION IN DUPLICATE AND FORWARD THE ORIGINAL COMPLETED DOCUMENT TO DEKALB COUNTY BOARD OF HEALTH.**

**DeKalb County Board of Health**

445 Winn Way – Box 987

Decatur, GA 30030

404.508.7900 • [www.dekalbhealth.net](http://www.dekalbhealth.net)

## FOOD SERVICE APPLICATION DOCUMENT CHECKLIST

Please enclose the following documents:

- Copy of the lease agreement or bill of sale
- Completed and signed food service permit application and verification of residency form (signed and notarized)
- Valid photo ID
- Menu (including seasonal, special occasion, and catering menus)
- Manufacturer Specification sheets for all food service equipment shown on the plan (including but not limited to cooking equipment, cold/hot holding units, toasters, microwaves, blenders, mixers, juicers, ware washing machines, plumbing fixtures, etc.) **REQUIRED FOR ALL NEW BUSINESSES AND CHANGE OF OWNERSHIP BUSINESSES ADDING NEW EQUIPMENT**
- One set of floor plans drawn to scale. The plans will be retained by the Division of Environmental Health. The drawings must include an equipment plan with all equipment labeled (or otherwise identified) and a plumbing plan with plumbing schedule. For change of ownership establishments with existing plumbing fixtures, photos of the existing plumbing fixtures will be accepted in lieu of a plumbing plan/schedule.
- If submitting for a catering establishment with a mobile unit, a copy of the mobile unit layout is required along with a completed mobile unit application.
- Water heater specification sheet(s)
- Sewer connection—For existing buildings not previously permitted by the Health Department, a water bill or proof of connection to sewer is required. A food service permit cannot be issued for a building on a septic system.
- Detailed business plan (includes a description of your business model, operations plan, market/consumers, services provided, etc.). **REQUIRED FOR ALL NEW BUSINESSES.**

**NOTICE: ALL REQUIRED DOCUMENTS AND FEES MUST BE SUBMITTED TO THE DIVISION OF ENVIRONMENTAL HEALTH BEFORE THE PLAN REVIEW PROCESS BEGINS.**



**FOOD SERVICE PERMIT APPLICATION FORM**  
**Division of Environmental Health**  
**Food Protection Program**  
**445 Winn Way, Suite 320**  
**Decatur, GA 30030**  
**Phone: (404) 508-7900 Fax: (404) 508-7979**  
[www.dekalbhealth.net](http://www.dekalbhealth.net)

This form must be completed for all new and change of ownership facilities and for any changes to facility information. **If the information on this application or application addendum changes this department is to be notified. Picture identification is required to process application (i.e. driver's license, passport, etc.)** (PRINT IN CAPITAL LETTERS).

Facility Name: (as it will show on permit)		Phone: ( ) _____ Fax : ( ) _____	
Facility Address:	Suite #:	City: _____ Zip Code: _____	E-mail: _____ Website: _____
Anticipated Opening Date:		Is this food establishment located within a hotel, institution, or office space? (If yes, provide name)	
Name of Incubator (Shared Kitchen) if Applicable:			
Operation Classification: <input type="checkbox"/> Food service Establishment (Fast Food, Full Service) <input type="checkbox"/> Caterer <input type="checkbox"/> Mobile Base of Operation <input type="checkbox"/> Institution (specify) _____ <input type="checkbox"/> Receiving/Satellite Kitchen <input type="checkbox"/> Extended Food Service <input type="checkbox"/> Incubator A ( <b>VARIANCE REQUIRED</b> ) <input type="checkbox"/> Incubator B ( <b>VARIANCE REQUIRED</b> )			
<b>OWNERSHIP INFORMATION</b>			
Ownership By: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC ( <b>Provide State Registration</b> ) <input type="checkbox"/> Association <input type="checkbox"/> Other: _____			
Name of Ownership:		Owner's Home Phone: ( ) _____ Owner's Cell Phone: ( ) _____	
Owner's Address:	City: _____ State: _____ Zip Code: _____	E-mail: _____ Fax Number: ( ) _____	
<b>BILLING INFORMATION (for INVOICES) same as facility <input type="checkbox"/> or:</b>			
Bill to Name:	City: _____ State: _____ Zip Code: _____	Phone: ( ) _____ E-mail: _____ Fax Number: ( ) _____	
Bill to Address:			
<b>AUTHORIZED AGENT INFORMATION: Authorized Agent (person affiliated with establishment after opening) for a corporation may sign this document in lieu of owner. No other agent's signature will be accepted.</b>			
Agent's Name:		Home Phone: ( ) _____ Cell Phone: ( ) _____	
Address		City: _____ Zip Code: _____	
<b>CERTIFIED FOOD SAFETY MANAGER (CFSM) INFORMATION</b>			
CFSM Name:	Certificate Expiration Date:	Phone: ( ) _____ Cell Phone: ( ) _____	
		<b>** Please provide a copy</b>	

The undersigned hereby applies for a permit to operate a Food Service Establishment pursuant to the OCGA 26-2-371-373 and hereby certifies that the undersigned has received a copy of the Rules and Regulations for Food Service, Chapter 511-6-1, Georgia Department of Public Health. The undersigned hereby attests to the accuracy of the information provided in this application and affirms that the undersigned will comply with this chapter and allow the Health Authority access to the establishment. **IT IS UNLAWFUL TO PROVIDE FALSE INFORMATION ON THIS DOCUMENT.**

Signature:	Date:
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**FEES ARE NOT TRANSFERABLE OR REFUNDABLE**

<b>Office Use Only</b>		
Establishment #:	Inspector Area:	
Menu Type:	<input type="checkbox"/> No Cook	<input type="checkbox"/> Cook-Serve <input type="checkbox"/> Complex
<input type="checkbox"/> Facility Name Change Old Name _____	<input type="checkbox"/> Billing Address Change	<input type="checkbox"/> Owner Address Change
<input type="checkbox"/> Corporation/Organization Name Change		

PARTNERSHIP INFORMATION		
Partner's Name:		Partner's Home Phone: ( ) _____ Partner's Cell Phone: ( ) _____
Partner's Address:	City: _____ Zip Code: _____	E-mail: _____ Fax Number: ( ) _____
Business Address:	City: _____ Zip Code: _____	Business Phone Number: ( ) _____
The undersigned hereby applies for a permit to operate a Food Service Establishment pursuant to the OCGA 26-2-371-373 and hereby certifies that the undersigned has received a copy of the Rules and Regulations for Food Service, Chapter 511-6-1, Georgia Department of Public Health. The undersigned hereby attests to the accuracy of the information provided in this application and affirms that the undersigned will comply with this chapter and allow the Health Authority access to the establishment. IT IS UNLAWFUL TO PROVIDE FALSE INFORMATION ON THIS DOCUMENT.		
Signature:		Date:

Partner's Name:		Partner's Home Phone: ( ) _____ Partner's Cell Phone: ( ) _____
Partner's Address:	City: _____ Zip Code: _____	E-mail: _____ Fax Number: ( ) _____
Business Address:	City: _____ Zip Code: _____	Business Phone Number: ( ) _____
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Signature:		Date:

Partner's Name:		Partner's Home Phone: ( ) _____ Partner's Cell Phone: ( ) _____
Partner's Address:	City: _____ Zip Code: _____	E-mail: _____ Fax Number: ( ) _____
Business Address:	City: _____ Zip Code: _____	Business Phone Number: ( ) _____
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Signature:		Date:

**FEES ARE NOT TRANSFERABLE OR REFUNDABLE**



ADDENDUM TO  
 APPLICATION FOR FOOD SERVICE PERMIT  
 Division of Environmental Health  
 Food Protection Program  
 445 Winn Way, Suite 320  
 Decatur, GA 30030  
 Phone: (404) 508-7900 Fax: (404) 508-7979  
[www.dekalbhealth.net](http://www.dekalbhealth.net)

The following information is REQUIRED. Please return this completed form with the FOOD SERVICE PERMIT APPLICATION.

Name of Establishment: \_\_\_\_\_

Establishment Address: \_\_\_\_\_

Number of Seats: \_\_\_\_\_ Total Square Footage of kitchen, bar, storage and restrooms: \_\_\_\_\_

Total square footage of the building: \_\_\_\_\_

TOTAL Number of Managers: \_\_\_\_\_ Food Handlers: \_\_\_\_\_ Waiters: \_\_\_\_\_ Deliverers: \_\_\_\_\_

Estimated/Projected Number of Meals Served Weekly (approximate number):  
 Breakfast: \_\_\_\_\_ Lunch: \_\_\_\_\_ Dinner: \_\_\_\_\_ Cater: \_\_\_\_\_

Total number of Managers with supervisory responsibility certified in Food Safety (i.e. ServSafe Certified, HACCP Certified, etc.) Please mail copies of certificates with application: \_\_\_\_\_

Type of Service [check all that apply]:

- Sit Down Meals (Patron restroom required)
- Catering
- Other \_\_\_\_\_
- Take-out
- Mobile Unit
- Drive-thru
- Delivery

**Days and Hours of Operation**

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
OPENING TIME:							
CLOSING TIME:							

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Owner

Agent



PLAN REVIEW APPLICATION  
Division of Environmental Health  
Food Protection Program  
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PLEASE PRINT IN CAPITAL LETTERS.

Facility Name:		
Facility Address	City:	Zip code:
Owner :		
Owner Phone:	Owner Email	
Agent :		
Agent Phone:	Agent Email:	

*One set of floor plans is required for a review and will be retained by the Division of Environmental Health.*

Please provide a brief description of the scope of work. If this is an existing establishment, please indicate what changes, if any, will be made to food preparation and storage areas, bar, restrooms, dining, etc.



FOOD SERVICE PLAN REVIEW QUESTIONNAIRE  
 Division of Environmental Health  
 Food Protection Program  
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**PLEASE PRINT IN CAPITAL LETTERS.**

Facility Name:		
Facility Address	City:	Zip code:
Completed By:	Title:	

- 1)  New operation/facility or  Change of ownership
- 2) Is the location on sanitary sewer?
- 3) If change of ownership, will there be any changes to the menu (including items discontinued, items added, or changes in the way food is processed/prepared)?
- 4) If change of ownership, will there be any changes to equipment, plumbing fixtures, finishes of physical facilities, or facility structure?
- 5) What type of process (es) will be used in food preparation? Check all that apply.
  - Cooking (raw meat, poultry, eggs, and or fish)
  - Assemble only (No cooking)
  - Warming (heating commercially processed foods and/or cooking vegetables)
  - Reheat for hot holding (heating foods previously cooked and cooled onsite)  
Please list: \_\_\_\_\_
  - Cooling (previously cooked/reheated foods for refrigeration)  
Please list: \_\_\_\_\_
  - Specialized Process: check all that apply;  
Please include HACCP plan and SOPs; may require a variance application.
    - Operating A Molluscan Shellfish Tank
    - Reduced Oxygen Packaging
    - Curing
    - Using Food Additives or Adding Components To Render Food Non-Time/Temperature Controlled for Safety
    - Smoking for Preservation
    - Other \_\_\_\_\_
    - Sprouting Seeds
- 6) Will foods be transported after preparation (e.g. catering, delivery)?
- 7) Will meat, poultry, eggs, and/or fish be offered raw or undercooked on the menu? If yes, which items? ***Provide the menu showing the consumer advisory with disclosure and reminder.***
- 8) Will produce (fruits/vegetables) be prepared (washed, rinsed or cut) for menu items?
- 9) Are there any outdoor dining, serving, bar, or cooking areas? If yes, please describe.
- 10) Will pet dog(s) be allowed at the patio area? ***If yes, please provide patio layout, and written procedures.***

Please answer the following questions.

1. Chapter 511-6-1-.03(2)(n) allows for continued operations in the event of an interruption of electrical or water service for two or more hours ONLY if the Health Authority has approved a plan prior to the occurrence of such an event. Please indicate whether or not you would like to continue operations in the event of an interruption of electrical or water service for two or more hours:

YES – I will provide an Emergency Operation Plan to the Health Authority prior to opening that will address adequate control of Risk Factors such as, but not limited to: Ensuring availability (including alternate sources if necessary) of safe water; Adequate access to functioning toilets; Length of time capable of operating with no water and/or electricity; Other information as necessary dependent upon my type of operation

NO – I do NOT plan to continue operations if there is an interruption in electrical service or water for more than 2 hours. I understand that any future decision to operate under such conditions will require a PRE-APPROVED Emergency Action Plan by the Health Authority PRIOR to such incident.

2. Please indicate how and when employees will be trained on employee health policy, food safety, and allergens. Describe the method of training and tracking.

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3. Are all food supplies from inspected and approved sources? YES  NO

4. What are the projected number of deliveries for the items below and square footage:

Item	Number of times per week	AM/PM	Key Drop Delivery (Yes or No)
Frozen foods			
Refrigerated foods			
Dry goods			

5. Will raw meats, poultry and seafood be stored in the same refrigerators and freezers with cooked/ ready-to-eat foods? YES  NO

6. Is an ice machine provided? YES  NO

7. Please describe the cleaning schedule of the ice machine:

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8. Which barriers do you plan to utilize to prevent handling of ready-to-eat foods with bare hands?

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### FINISH SCHEDULE

**Instructions:** Indicate which materials (quarry tile, stainless steel, fiberglass reinforced panels [FRP], ceramic tile, 4" plastic coved molding, etc.). Indicate **Not Applicable (NA)** as appropriate.

ROOM/AREA	FLOOR	FLOOR/WALL JUNCTURE	WALLS	CEILING
Food Preparation				
Dry Food Storage				
Warewashing Area				
Walk-in Refrigerators and Freezers				
Mop Sink				
Refuse Area (Outdoor Dumpster and/or Recycling Bin)				
Toilet Rooms				
Bar				
Other: _____				

**INSTRUCTIONS:** Explain the following with as much detail as possible. Indicate Not Applicable (NA) as appropriate.

<p><b>Cleaning and Sanitizing Food Contact Surfaces</b></p>	<ul style="list-style-type: none"> <li>• How will cooking equipment, cutting boards, counter tops and other food contact surfaces which cannot be submerged in sinks or put through a dishwasher be sanitized?</li> </ul>
<p><b>Warewashing Facilities</b></p>	<p><b>MANUAL DISHWASHING</b></p> <ul style="list-style-type: none"> <li>• Identify the length, width, and depth of <b>one</b> compartment of the 3-compartment sink: _____</li> <li>• Describe size, location, and type (drainboards, wall-mounted or overhead shelves, stationary or portable racks) of air-drying space: _____</li> <li>• Sanitization method? <input type="checkbox"/> Chemical _____ or <input type="checkbox"/> Hot Water</li> </ul> <p><b>MECHANICAL DISHWASHING</b></p> <ul style="list-style-type: none"> <li>• Manufacturer _____ Model# _____</li> <li>• Sanitization method? <input type="checkbox"/> Chemical/low temp <input type="checkbox"/> High Temp</li> <li>• Ventilation required? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>
<p><b>Water Supply</b></p>	<ul style="list-style-type: none"> <li>• Type: <input type="checkbox"/> Public <input type="checkbox"/> Individual Well (attach copy of permit) <input type="checkbox"/> EPD Permitted Well (attach copy of permit)</li> <li>• Water System Name: _____</li> <li>• Ice: <input type="checkbox"/> Ice Machine on-site <input type="checkbox"/> Ice purchased from an approved source</li> <li>• Will there be an ice bagging operation? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>
<p><b>Water Heater</b></p>	<p>Manufacturer _____ Model # _____ Please include specification sheet.</p>

<b>Toilet Facilities</b>	<ul style="list-style-type: none"> <li>Identify locations and number of toilet facilities: _____</li> </ul>
<b>Dressing Rooms</b>	<ul style="list-style-type: none"> <li>Will dressing rooms be provided? <input type="checkbox"/>Yes <input type="checkbox"/> No</li> <li>Describe storage facilities for employee personal belongings: _____</li> </ul>
<b>Linens</b>	<p>Will linens be laundered on site? <input type="checkbox"/>Yes <input type="checkbox"/> No</p> <p>If yes, what will be laundered and where? _____</p>
<b>Poisonous/Cleaning Storage</b>	<ul style="list-style-type: none"> <li>Identify the location and storage of poisonous or toxic materials (chemical disinfectants/sanitizers, soaps, pesticides, etc).</li> </ul>
<b>Pest Control</b>	<ul style="list-style-type: none"> <li>Will all outside doors be self-closing and rodent proof? <input type="checkbox"/>Yes <input type="checkbox"/> No</li> <li>Will screens be provided on all entrances left open to the outside? <input type="checkbox"/>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</li> <li>Will air curtains be used? If yes, where? _____</li> </ul> <p><i>Note: All pipes and electrical conduit chases must be sealed to prevent rodent access.</i></p>
<b>Refuse, Recyclables and Returnable</b>	<ul style="list-style-type: none"> <li>Will a dumpster or a compactor be used? <input type="checkbox"/> Dumpster <input type="checkbox"/> Compactor</li> <li>Will there be an area to store recyclables? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>If yes, where : _____</li> <li>Will there be an area to store returnable damaged goods? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>If yes, where : _____</li> </ul>
<b>Outdoor cooking</b>	<ul style="list-style-type: none"> <li>Will there be an outdoor bbq pit, smoker, etc... <input type="checkbox"/>Yes <input type="checkbox"/> No</li> <li>If yes, provide the drawing inclusive of materials used for housing the bbq equipment.</li> </ul> <p><i>Note: Permanent overhead covering and enclosed (screened) sides are required.</i></p>



GEORGIA DEPARTMENT OF PUBLIC HEALTH

Verification of Lawful U.S. Residency for License Application
O.C.G.A. Section 50-36-1(e)(2)

As part of my application for licensure from the Georgia Department of Public Health, I hereby swear, under oath, that I am:

[Check one of the following]

- (1) A citizen of the United States;
(2) A legal permanent resident of the United States;
or
(3) A qualified alien or non-immigrant under the Federal Immigration and Nationality Act. The alien number assigned to me by the United States Department of Homeland Security or other federal immigration agency is Alien Number.....

I also swear that I am eighteen years of age or older, and that I have provided at least one secure and verifiable identity document with this affidavit, as required by O.C.G.A. Section 50-36-1(e)(1). The secure and verifiable document is my.....

The original "secure and verifiable document" was shown to the notary public, and a true of the document is attached to my application with this affidavit.

In making these representations, I understand that any person who knowingly and willfully makes a false statement in an affidavit on any matter within the jurisdiction of state government shall be guilty of a violation of O.C.G.A. Section 16-10-20 and face criminal penalties authorized by that statute.

Signature of Applicant

Subscribed and sworn before me this \_\_\_ day of \_\_\_\_\_, 20\_\_ .

Printed Name Of Applicant

Notary Public

My Commission Expires \_\_\_\_\_