

**Rockdale Environmental Health Services**

1329 Portman Drive Suite F

Conyers, GA 30094

Phone: 770.278.7340

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[www.rockdalehealth.com](http://www.rockdalehealth.com)**FOOD SERVICE APPLICATION**

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

**FOOD SERVICE TYPE**    ☐ Permanent    ☐ Mobile    ☐ School    ☐ Catering    ☐ Institutional  
☐ Temporary (Dates of Operation \_\_\_\_\_, 20\_\_\_\_ TO \_\_\_\_\_, 20\_\_\_\_)**NUMBER OF SEATS** \_\_\_\_\_ ☐ Smoke Free    ☐ Designated Smoking\*    ☐ All Smoking\*  
(\*Refer to the GA SmokeFree Air Act for correct selection)**FACILITY INFORMATION**

Facility Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Total Number of Employees** \_\_\_\_\_

Phone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_

**OWNER INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone (    ) \_\_\_\_\_ Work (    ) \_\_\_\_\_ FAX (    ) \_\_\_\_\_ Other (    ) \_\_\_\_\_

E-mail \_\_\_\_\_

**BILLING INFORMATION**

Facility Name \_\_\_\_\_ Attention: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**NOTICE TO ALL FOOD SERVICE PERMIT APPLICANTS**

Effective November 13, 2007, all newly permitted food service establishments are required to employ a manager who has successfully completed an approved food safety certification course and exam within ninety (90) days from the date of permit issuance. Rockdale County Extension Service regularly conducts training meeting this requirement. Scheduled dates of training opportunities are available by contacting this office.

**ANY CHANGE TO OWNER NAME CONSTITUTES A CHANGE IN OWNERSHIP. ANY CHANGE IN OWNER/OWNERSHIP WILL REQUIRE A NEW PLAN REVIEW AND PERMITTING FEE.**

**PERMITS ARE NOT TRANSFERABLE FROM OWNER-TO-OWNER OR PLACE-TO-PLACE.**

**AUTHORIZED OWNER/AGENT INFORMATION**

Print Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Sign Name: \_\_\_\_\_

**Affiliation with facility (check one):**    ☐ Owner    ☐ Contractor    ☐ Architect    ☐ Other \_\_\_\_\_**Hours of Operation**

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Opening time							
Closing time							

**Name(s) of Certified Food Safety Professionals working in this Establishment (Use additional sheets if necessary)**

Name	Title	Certified by Whom?	Certificate Number & Expiration Date

# Please submit a copy of the proposed menu that will be offered at your facility.

If there will be any item that will be offered and serve raw or undercooked the following consumer advisory statement must be provided on the menu:

**ADVISORY: THE CONSUMPTION OF RAW OR UNDERCOOKED FOODS SUCH AS MEAT, POULTRY, FISH, SHELLFISH, OR EGGS WHICH MAY CONTAIN HARMFUL BACTERIA, MAY CAUSE SERIOUS ILLNESS**

On a separate sheet(s) of paper please provide information to address the following processes:

Cooking and Reheating Potentially Hazardous Food:

1. Identify if any items on the menu will cooked and/or reheated for service.
2. For each item identified, list the equipment that will be used to cook/reheat that item and what temperature will it be cooked or reheated to.

Thawing:

1. Identify if any items on the menu will need to be thawed.
2. For each item identified, list how the potentially hazardous foods on the menu will be thawed. (Under refrigeration, under running water, microwave, cook from frozen, or other)

Cooling Potentially Hazardous Food:

1. Identify if any items on the menu will cooked and cooled for later reheating for service.
2. For each item identified, list all food items that will be cooled and what method and a description of the method that will be used to cool the food item. Foods must be cooled to 41°F within 6 hours (140°F to 70°F in 2 hours and 70°F to 41°F in 4 hours). (Shallow pans in refrigerator, ice baths, volume reduction, rapid chill device, ice paddles, and other)

Personnel Hygiene:

Describe how personnel hygiene will be addressed in your establishment, including:

1. Describe your hand washing policy; when, how, where, why?
2. Describe your policy on ill food service workers.
3. How will employees eliminate direct hand contact with food?
4. Describe your hand washing procedures after handling raw meats and seafood, and before handling ready to eat foods or using gloves.

**Please indicate the following:**

<b><u>Type of Operation:</u></b> <input type="checkbox"/> Take Out/Fast Food <input type="checkbox"/> Dine-In <input type="checkbox"/> Delivery <input type="checkbox"/> Catering <input type="checkbox"/> Cafeteria <input type="checkbox"/> Buffet/self-service <input type="checkbox"/> Bar	<b><u>Any of the following foods on the menu?</u></b> <input type="checkbox"/> Raw seafood (sushi, ceviche, etc.) <input type="checkbox"/> Meat/eggs cooked-to-order <input type="checkbox"/> Dressings/sauces prepared on-site <input type="checkbox"/> Molluscan shellfish (oysters, clams, scallops, etc)
<b><u>Performing the any of the following procedures:</u></b> <input type="checkbox"/> Use of food additives as a method of food preservation (ex. Sushi rice with vinegar) <input type="checkbox"/> Reduced oxygen packaging <input type="checkbox"/> Smoking food as a method of food preservation <input type="checkbox"/> Curing food <input type="checkbox"/> Operation of molluscan shellfish life-support system, when shellfish are intended for consumption <input type="checkbox"/> Sprouting seeds or beans <input type="checkbox"/> Preparing/storing food by another method that is determined by RCEH to require a variance	
<b><u>Water Supply :</u></b> <input type="checkbox"/> Public water <input type="checkbox"/> Well	<b><u>Sewage Disposal:</u></b> <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Septic System

#### **Floor Plans**

1. One floor plan must be submitted with the name and address of establishment, contact person, and a phone number.
2. Each plan must be drawn to scale (no smaller than ¼" to 1' or use graph paper) and show in detail the following:
  - a. Number, types and location of all sinks and drain boards.
  - b. Refrigeration and cooling equipment.
  - c. Food preparation and service areas.
  - d. Employees' and/or customers restrooms.
  - e. Dry goods storage area (show detail of shelving area and describe type of shelving).
  - f. Employees' belongings storage
  - g. Service areas, bus or wait areas.
  - h. Include a list of all equipment and indicate on plans where equipment will be located.

#### **Finish Schedule**

##### **Floors, Walls, Ceilings**

1. Finishes shall be light-colored, smooth, non-absorbent and easily cleanable.
2. Any alternate materials not listed in the chart below must be submitted for evaluation.
3. There must be coving at base junctures that is compatible with both wall and floor coverings. The coving should provide at least 1/4 inch radius and 4" in height.
4. Floor drains, floor sinks and the surrounding area must be easily accessible for cleaning.
5. 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. Floors should be sloped to the drain at least 1/8" per foot.
6. Equipment must not puncture or indent the floor. Anti-slip flooring may only be used in high traffic areas.
7. Custom cabinetry shall be constructed of durable materials with surfaces that are smooth, non-permeable and light colored for easy cleaning. This includes the interior surfaces (i.e. beverage stations, salad or buffet units, service counters and the underside of open countertops).
8. All bare wood surfaces (doors, trim, counters, shelves, cabinets, etc.) must be sealed or painted.

The following chart is a list of acceptable finishes for floors, walls, ceilings, by area. Please identify the proposed finish in each area by circling the finish for the following areas. Please check the cove box to signify that you will install cove molding in the following areas.

Area	Floor	Wall	Ceiling	Cove base
Cooking	Quarry Tile Poured Seamless Plastic Polymer	Stainless Steel Aluminum Ceramic Tile	Plastic coated fiberboard Metal clad Drywall w/ epoxy paint Glazed surface Plastic laminate	<input type="checkbox"/>
Food Preparation	Quarry Tile Poured Seamless Plastic Polymer	Stainless Steel Aluminum FRP panel Drywall w/ epoxy paint Block w/ epoxy paint Ceramic Tile	Plastic coated fiberboard Metal clad Drywall w/ epoxy paint Glazed surface Plastic laminate	<input type="checkbox"/>
Ware washing	Quarry Tile Poured Seamless Plastic Polymer	Stainless Steel Aluminum FRP panel Drywall w/ epoxy paint Block w/ epoxy paint Ceramic Tile	Plastic coated fiberboard Metal clad Drywall w/ epoxy paint Glazed surface Plastic laminate	<input type="checkbox"/>
Dry Storage	Quarry Tile Poured Seamless Plastic Polymer VCT	Stainless Steel Aluminum FRP panel Drywall w/ epoxy paint Block w/ epoxy paint Ceramic Tile	Plastic coated fiberboard Metal clad Drywall w/ epoxy paint Glazed surface Plastic laminate Suspended acoustical tile	<input type="checkbox"/>
Serving	Quarry Tile Poured Seamless Plastic Polymer VCT	Stainless Steel Aluminum FRP panel Drywall w/ epoxy paint Block w/ epoxy paint Ceramic Tile	Plastic coated fiberboard Metal clad Drywall w/ epoxy paint Glazed surface Plastic laminate Suspended acoustical tile	<input type="checkbox"/>
Restroom	Quarry Tile Poured Seamless Plastic Polymer VCT Ceramic Tile	Stainless Steel Aluminum FRP panel Drywall w/ epoxy paint Block w/ epoxy paint Ceramic Tile	Plastic coated fiberboard Metal clad Drywall w/ epoxy paint Glazed surface Plastic laminate Suspended acoustical tile	<input type="checkbox"/>
Janitor Closet	Quarry Tile Poured Seamless Plastic Polymer VCT	Stainless Steel Aluminum FRP panel Drywall w/ epoxy paint Block w/ epoxy paint	Plastic coated fiberboard Metal clad Drywall w/ epoxy paint Glazed surface Plastic laminate Suspended acoustical tile	<input type="checkbox"/>
Walk-Ins Freezer & Cooler	Quarry Tile Poured Seamless Plastic Polymer Stainless Steel Aluminum	Stainless Steel Aluminum	Stainless Steel Aluminum	<input type="checkbox"/>

Fill in the following chart for calculating the hot water demand for the facility.

Equipment	Quantity	Times	Gallons	Equals	Total of gallons
Three Compartment dishwashing sink (18"×18" size)		X	42	=	
Four Compartment dishwashing sink (18"×18" size)		X	56	=	
Three Compartment dishwashing sink (24"×24" size)		X	75	=	
Four Compartment dishwashing sink (24"×24" size)		X	100	=	
Four Compartment Bar sink		X	24	=	
Prep Sink		X	15	=	
Hand wash sinks		X	5	=	
Pre rinse sink		X	45	=	
Mop/ can wash		X	5	=	
Other:		X		=	
Other:		X		=	
Dish machine Flow Rate (GPH)					
Add the total number of gallons from last column					

Compartment wash sink must be sized so that the largest utensil is accommodated for proper dishwashing procedure.

#### Hot Water Heater Sizing Calculations

If proposing to use a gas hot water heater uses this:

Total Number of gallons from above \_\_\_\_\_

Multiple by 83.3 \_\_\_\_\_

Divide by 76 \_\_\_\_\_ Number of BTU's in 1000's needed

If proposing to use an electric hot water heater uses this:

Total Number of gallons from above \_\_\_\_\_

Multiple by 833 \_\_\_\_\_

Divide by 3413 \_\_\_\_\_ Number of KW's needed

#### Dry Storage

List the following square footages:

Kitchen \_\_\_\_\_

Dry Storage Room \_\_\_\_\_

Storage Shelving \_\_\_\_\_

The following charts are based on recommended dry storage needs. Facilities with less storage area than the recommended amount may experience problems and other issues associated with a lack of storage which may reflect negatively on your facilities health score. Breakfast, lunch, dinner, service after 9:00 p.m. and 24-hour service each count as one meal period.

Seating & storage room Dry storage space estimate Square feet of <u>storage room</u> based on seating				
Number of meal periods (B=1, L=1, D=1, >9pm=1, open 24 hr. )				
Number of seats	1	2	3	4
50	42-83	83-167	125-250	167-333
100	83-167	167-333	250-500	333-667
150	125-250	250-500	375-750	500-1000
200	167-333	333-667	500-1000	667-1,333
*** Drive thru only	50-75	75-150	150-225	200-300

OR

Seating & shelving with no storage room Dry storage space estimate Square feet of <u>shelving</u> based on seating				
Number of meal periods (B=1, L=1, D=1, >9pm=1, open 24 hr.)				
Number of Seats	1	2	3	4
50	25	50	75	100
100	50	100	150	200
150	75	150	225	300
200	100	200	300	400
*** Drive thru only	25	50	75	100

The following is a list of facility requirements for opening a food service establishment. Read each requirement below and initial or mark "N/A" if not applicable. Please make sure that you understand and satisfy all applicable requirements for your food service establishment. Incomplete applications will be delayed or returned. **Failure to meet these requirements at the pre -opening inspection will delay the opening of your establishment.**

- 1.\_\_\_\_ **1. DOORS AND WINDOWS**  
All outside openings must be tight-fitting to exclude the entrance of insects and rodents.  
Openable Windows: \_\_Screens \_\_Air curtain \_\_Self-closing \_\_Other  
Outside Windows: \_\_Screens \_\_Air curtain \_\_Self-closing \_\_Other
- 2.\_\_\_\_ **2. LIGHTING REQUIREMENTS**  
Protective shielding for all light fixtures in food preparation, utensil and equipment washing, and other areas where food is stored or displayed. Shatterproof bulbs may be substituted.
- 3a.\_\_\_\_ **3. VENTILATION**  
a. Ventilation must be adequate so that all areas, including restrooms, are kept free from excessive heat, steam, condensation, vapors, fumes, or objectionable odors.
- 3b.\_\_\_\_ b. Ventilation hoods and devices must be designed to prevent grease or condensation from dripping out of the hood device.
- 3c.\_\_\_\_ c. Allow for ready removal of filters for cleaning and replacement.
- 3d.\_\_\_\_ d. Ventilation must meet all applicable Mechanical and Fire Codes. Contact the county or city building departments.
- 4a.\_\_\_\_ **4. PLUMBING**  
a. All equipment requiring indirect waste lines must be properly drained by discharging through a physical air gap or listed air gap unit and into a plumbing fixture or receptor which is directly connected to the drainage system. (i.e. ice machines, ice bins, vegetable prep sinks, ware washing sinks).
- 4b.\_\_\_\_ b. Floor drains or sinks must be accessible for cleaning and maintenance.
- 4c.\_\_\_\_ c. Equipment with a direct connection to the water supply will require a properly installed vented dual check valve device or an approved pressure backflow assembly (i.e. carbonated beverage dispensing machines, ice machines, etc...).
- 4d.\_\_\_\_ d. All plumbing must meet all applicable Uniform Building Codes and Uniform Plumbing Codes. Contact county or city building departments.
- 5a.\_\_\_\_ **5. TOILET FACILITIES**  
a. Toilet facilities are required when customer seating for on-premises consumption of food or drink is provided. Note: employees may use the public restroom if an employee restroom is not provided. If public restrooms are not provided, then an employee restroom is required
- 5b.\_\_\_\_ b. Toilet facilities must be available to patrons without passing through the food preparation, utensil-washing, and storage areas.
- 5c.\_\_\_\_ c. Restrooms must be located within 200 feet by normal pedestrian route if food facility is located in multi-purpose building.
- 5d.\_\_\_\_ d. Sanitary napkin receptacles should be provided in female restrooms and in common employee restrooms (a covered trash receptacle is sufficient).
- 5e.\_\_\_\_ e. Restroom doors must be self-closing.
- 6a.\_\_\_\_ **6. HANDWASHING FACILITIES**  
a. Handwashing facilities must be readily accessible in all food preparation areas, equipment/utensil-washing areas, and restrooms. **A separate sink installed and used for handwashing only is required. Hand sinks must be within 25 feet of all preparation areas and in same room and in line of sight without going through a door.**
- 6b.\_\_\_\_ b. Each handwashing facility must be provided with soap and paper toweling or hand-drying device, as well as, proper employee hand washing signage.

7.\_\_\_\_

## **7. EMPLOYEE LOCKERS**

Where will storage facilities for employee's clothing and other personal items be located if dressing rooms are not provided (must be separate from food preparation area). Please specify. \_\_\_\_\_

8a.\_\_\_\_

## **8. DESIGN, CONSTRUCTION AND INSTALLATION OF EQUIPMENT**

a. All equipment and utensils meet National Sanitation Foundation Standards (NSF) or equivalent. Domestic refrigerators, freezers, stoves, crockpots, sinks, microwaves, etc. are not acceptable.

8b.\_\_\_\_

b. A vegetable and/or meat preparation sink with one drainboard must be provided if vegetables, salads and meats are a standard menu item that is prepared or processed in a manner that requires placement in a sink.

8c.\_\_\_\_

c. Running-water dipper wells are needed for the storage of frozen dessert utensils

8d. \_\_\_\_

d. In good repair and calibration.

## **9. EQUIPMENT PLACEMENT**

9a.\_\_\_\_

a. Equipment used for food preparation or storage must be installed so as to facilitate cleaning around and beneath each unit.

9b.\_\_\_\_

b. Equipment which is placed on tables or counters must be either readily moveable, seated to or mounted on legs or feet to facilitate easy cleaning.

9c.\_\_\_\_

c. Floor-mounted equipment, unless readily moveable (on casters), must be sealed to the floor, installed on raised platforms of concrete or masonry or elevated at least 6 inches above the floor.

## **10. HOT AND COLD FOOD STORAGE**

10.\_\_\_\_

Hot and/or cold food storage units must be provided which are large enough to +Refrigeration equipment must be provided for the rapid cooling of cooked food products.

### **a. Walk-in refrigerator and freezer units:**

10a1.\_\_\_\_

1. Walk-ins must be constructed to NSF standards. Wooden shelves, pallets, or any wooden interior finishes are not permitted.

10a2.\_\_\_\_

2. Interior finishes must be smooth, non-absorbent, light in color and cleanable.

10a3.\_\_\_\_

3. Metal shelving must be of an approved metal wire construction. Solid metal shelving in walk-ins is not permitted.

10a4.\_\_\_\_

4. Size of walk-in(s). Specify whether a cooler or freezer:

\_\_\_\_\_  
length x width x height

\_\_\_\_\_  
length x width x height

\_\_\_\_\_  
length x width x height

### **b. Reach-in refrigerator and freezer units**

10b1.\_\_\_\_

1. Domestic -type units are not acceptable

10b2.\_\_\_\_

2. Number of refrigerator units \_\_\_\_\_ Approximate cubic feet (total) \_\_\_\_\_

10b3.\_\_\_\_

3. Number of freezer units \_\_\_\_\_ Approximate cubic feet (total) \_\_\_\_\_

### **c. Hot food holding units**

10c1.\_\_\_\_

1. Hot-holding units must be capable of holding the internal temperature of potentially hazardous foods at 135degrees F. or hotter.

10c2.\_\_\_\_

2. When unwrapped food is placed on display (smorgasbord, salad bars, buffet, etc.), it shall be protected against contamination from customers by easily cleanable sneeze guards, cabinets, display cases or other effective protective equipment. Sufficient mechanical hot or cold food facilities shall be available to maintain the required temperature of potentially hazardous food on display.

11. \_\_\_\_\_ **11. THERMOMETERS**  
All hot and cold holding and/or storage units must be provided with accurate, numerically scaled thermometers. Thermometers for testing cooked food items must be available and used by cook staff.
12. \_\_\_\_\_ **12. DRY STORAGE FOR FOOD AND FOOD PRODUCTS**  
Food and food products must be stored off the floor and must remain dry, splash free, and not exposed to water or sewer lines.
13. \_\_\_\_\_ **13. CHEMICAL STORAGE**  
All toxic poisonous material, including cleaning chemicals and sanitizers, must be clearly labeled and stored physically separate from food and food contact items. It is preferable to store all chemicals out of the kitchen, preparation, or dishwashing areas altogether.
14. \_\_\_\_\_ **14. STORAGE AND HANDLING OF EQUIPMENT AND UTENSILS**  
All utensils and equipment must be stored at least 6 inches off the floor; must be clean, dry, and protected from splash and dust.
- \_\_\_\_\_ **15. CLEANING/SANITIZING EQUIPMENT AND UTENSILS**  
**a. Manual dishwashing requirements:**
- 15a1. \_\_\_\_\_ 1. A 3 or 4 compartment sink must be provided. Sink compartments must be large enough to accommodate the largest piece of equipment or utensil used.  
Size of each compartment \_\_\_\_\_  
length x height x depth
- 15a2. \_\_\_\_\_ 2. Drain boards - To be as wide as adjoining sink compartments
- 15a3. \_\_\_\_\_ 3. Wall mounted or other approved drain shelving may be substituted for air drying.
- 15a4. \_\_\_\_\_ 4. A 4-compartment sink is required for a bar, tavern or lounge.
- \_\_\_\_\_ **b. Mechanical dishwashing requirements:**
- 15b1 \_\_\_\_\_ 1. Dish machines without pre-wash capabilities must have manual pre-wash spray hose and pre-wash sink.
- 15b2 \_\_\_\_\_ 2. A three compartment sink is required when utensils cannot be cleaned and sanitized in the mechanical dishwasher due to size or configuration.
- 15b3. \_\_\_\_\_ 3. Drainboards are to be provided at the dish machine.
- 15b4. \_\_\_\_\_ 4. Booster heater (if using a high temperature dish machine  
Make \_\_\_\_\_ Model \_\_\_\_\_  
Heats \_\_\_\_\_ gallons of water per hours at \_\_\_\_\_ degrees F rise.  
Booster heater must be within 5 pipe feet of dish machine or be fitted with an approved recirculating pump.
- 15b5. \_\_\_\_\_ 5. Is dish machine a chemical or heat sanitizing machine? \_\_\_\_\_
- \_\_\_\_\_ **16. WATER & SEWER**
- 16a. \_\_\_\_\_ a. Water supply must be adequate in quantity and quality.  
Source \_\_\_\_\_
- 16b. \_\_\_\_\_ b. Hot and cold water and mixing faucet under pressure must be supplied to all fixtures and equipment requiring water.
- 16c. \_\_\_\_\_ c. Sewage disposal by public sewer ☐; or by individual septic system ☐.
17. \_\_\_\_\_ **17. HOT WATER SUPPLY**  
**Approval of commercial water heater By RCEH is required prior to opening inspection.**  
Water heater: Make \_\_\_\_\_ Model No. \_\_\_\_\_  
Recovery rate: \_\_\_\_\_ gallons per hour at \_\_\_\_\_ degrees F  
BTU/KW rating: \_\_\_\_\_ Storage tank capacity: \_\_\_\_\_ gallons



### 18. CLEANING EQUIPMENT

- 18a. \_\_\_\_\_ a. Janitor (mop) sink required. Where located? \_\_\_\_\_
- 18b. \_\_\_\_\_ b. Cleaning equipment, mops, brooms, buckets, etc. shall be stored in an area completely separate from food storage, food preparation, utensil washing and storage areas.

### 19. OUTSIDE TRASH STORAGE FACILITIES

- 19a. \_\_\_\_\_ a. Durable outdoor containers with tight-fitting lids are required.
- 19b. \_\_\_\_\_ b. Pick-up schedule must be frequent enough to prevent garbage overflow.

## Food Service Plan Review Checklist

### General Information

1. It is the responsibility of the owner or his/her representative to submit all of the required information to the Environmental Health Department. DO NOT assume that other departments will submit this information for you.
2. According to Georgia's Food Service Code Chapter §290-5-14-.02(3a), the application for a permit must be submitted to the County Environmental Health Office at least 10 business days prior to the anticipated date of opening and commencement of food service operation.
3. According to Georgia's Food Service Code Chapter §290-5-14-.02(4b), plans for the food service establishment must be submitted to the County Environmental Health Office at least 14 business days prior to beginning construction.
4. Georgia's Food Service Code Chapter §290-5-14-.02(6), the permit will not be issued to the food service facility until the following requirements are met:
  - a. Completed application
  - b. Fees submitted
  - c. Plans and specifications approved
  - d. Pre-opening inspection
5. Note that the Rockdale County Environmental Health Office will keep one set of site/construction plans and specifications provided during the plan review process. If additional, identical copies with a final approval stamp are needed for other departments, provide the number of copies necessary for your project.
6. Please contact Rockdale County Water Resources for grease trap sizing requirements and approval. If you have questions or concerns with this requirement, please contact Pavel Vayner at (770) 278-7432.
7. Submit a completed application and plan review fee. Make sure that the contact information submitted with the application is accurate and legible.

Note: A food service establishment will have ninety (90) days from the date of initial permit issuance, change of ownership permit issuance, or termination of employment of its CFSM to employ a new Certified Food Safety Manager.

### Application package must include:

- |  |   |
|--|---|
| <input type="checkbox"/> Completed application               | <input type="checkbox"/> Separate sheets containing information concerning: |
| <input type="checkbox"/> Completed plan review form          | 1. Cooking and Reheating Potentially Hazardous Food                         |
| <input type="checkbox"/> Copy of the proposed menu           | 2. Thawing(if applicable)   |
| <input type="checkbox"/> Floor plans with equipment schedule | 3. Cooling Potentially Hazardous Food (if applicable)                       |
| <input type="checkbox"/> Grease trap location and size       | 4. Personnel Hygiene  |

Fees: A plan review fee will be due at the time of submission for this application. Prior to operation the facility's annual fee shall be paid. The annual fee is for the current calendar year and is not prorated or refundable. Facilities that do not maintain a 80 or higher score will be subject to additional inspections with additional fees for the services as required.

**I have completed and submitted all the above requirements for the Food Service Plan Review. I understand that any deviation from what I have submitted without prior permission from this regulatory office may nullify the approval of these plans.**

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