GNR PUBLIC HEALTH

ENVIRONMENTAL HEALTH OFFICES

GWINNETT
455 Grayson Highway, Suite 600
Lawrenceville, GA 30046
770.963.5132
866.265.4293

NEWTON
1113 Usher Street, Suite 303
Covington, GA 30014
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ROCKDALE
1329 Portman Drive, Suite F
Conyers, GA 30094
770.278.7340
866.551.0133

FOOD SERVICE PERMIT APPLICATION - CHANGE OF OWNERSHIP

Use this application ONLY if you are: 1) taking ownership of an existing, operating food service establishment, AND 2) NOT changing the menu or performing an extensive remodel (i.e., structural changes or installing new equipment).

Application Date _____ Is This Facility In a Food Court or Mall? ❑ YES ❑ NO

Food Service Type ❑ Permanent ❑ Mobile ❑ Mobile Base of Operation ❑ School ❑ Catering ❑ Institutional

Number of Seats _____ ❑ Smoke Free ❑ All Smoking* ❑ Designated Smoking*

*Refer to the Georgia Smoke free Air Act for appropriate selection. An applicable sign, referencing O.C.G.A. § 31–12A-1 et seq. must be posted at the facility. Designated smoking requires additional approval from Gwinnett County Planning & Development. Approval application will be given to applicant, upon request.

FOOD SERVICE FACILITY PHYSICAL LOCATION

Facility Name _____

Address _____

City _____ State _____ Zip _____

Phone 1 ( ) _____ Phone 2 ( ) _____ Fax ( ) _____

OWNER INFORMATION

Must be either a valid corporation that is registered with the Secretary of State or the owner's personal name. This information cannot be changed once the facility is permitted. If changed after permitting, it will be considered a change of ownership and will require a new application and plan review. All plan review and permitting fees will apply. Continued operation without a valid permit is a violation of the Georgia Food Service Rule and Regulations and may result in legal action.

Corporation Name or LLC (if applicable) _____

Owner's Personal Name _____

Address _____

City _____ State _____ Zip _____

Phone 1 ( ) _____ Phone 2 ( ) _____ Fax ( ) _____

E-mail _____

BILLING INFORMATION (This is the address where all bills and permits will be mailed.)

Facility Name _____ Attention _____

Address _____

City _____ State _____ Zip _____

Phone ( ) _____ E-mail _____

APPLICANT/AUTHORIZED AGENT INFORMATION

By signing below, I affirm that all information provided in this application (including all supporting documents) is true to the best of my knowledge. I understand that any misrepresentation, omission, or concealment of material facts is grounds for denial or revocation of my Food Service Permit. I have read and agree to abide by the Department of Public Health Rules and Regulations for Food Service.

Print Name _____ Phone Number _____

Sign Name _____ Email _____

Applicant's affiliation with facility (check one): ❑ Owner ❑ Contractor ❑ Architect ❑ Expeditor ❑ Other _____

No inspector available in Gwinnett County on Wednesdays to accept/review applications

Office Use Only: PR1 PR2 PR3 PR4 PR5 Inspector Area _____ Property Tax ID _____

Previous Permit # _____ Risk Type _____ Desk Duty Initials _____

VERIFICATION OF RESIDENCY AFFIDAVIT

O.C.G.A. Section 50-36-1(e)(2)

As part of my application for a permit from GNR Public Health (a public health district under 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). That secure and verifiable document is my

_____

_____ .

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 the 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 _____

FOOD SERVICE PLAN REVIEW REQUIREMENTS

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT ALL OF THE FOLLOWING ITEMS.

❑ **Completed Application Packet**

- ❑ Pages 1-6 of this application are FULLY COMPLETED
- ❑ SIGNED (both the *Application* and *Verification of Residency Affidavit* MUST be signed by the same person)
- ❑ DATED (DO NOT date the application until the day it is accepted by your local health department)

ALL PAGES MUST BE COMPLETED BY THE APPLICANT. Please fill out all pages to the best of your ability. Assistance will be provided when meeting with an application intake inspector; however, if ALL documentation and information is NOT provided, your application will be DENIED. You will be asked to return, when you have all REQUIRED information needed to process your application. If assistance is needed in Newton or Rockdale Counties, an appointment must be made with an inspector.

Answers to the following questions:

❑ List the contact information for plan review comments and opening inspection scheduling.

Name _____ Title _____
(ex: Owner/Manager/Contactor, etc.)

Phone Number _____ Email _____

❑ Please list the days and times you are open to the public
(ex: Monday 11 am – 10 pm Saturday 11 am – 11 pm Sunday CLOSED).

Monday _____ Tuesday _____

Wednesday _____ Thursday _____

Friday _____ Saturday _____

Sunday _____

❑ Please list the days and times, outside of the time you are open to the public, that you are conducting food preparation.
(ex: Open at 11 am for lunch, staff arrives at 8 am for food prep)

Monday _____ Tuesday _____

Wednesday _____ Thursday _____

Friday _____ Saturday _____

Sunday _____

Mobile Base of Operations. If applying for a **mobile base of operation**,

- How many mobile units will operate out of this facility? _____
- Is parking available for each mobile unit? ❑ YES or ❑ NO

If YES, how much parking is available? _____

NOTE: Ownership of the mobile food units MUST match the ownership of the mobile base of operations. Therefore, a separate application must be submitted for each mobile food unit. Failure to update ownership of the mobile food unit(s) constitutes operating without a valid permit and may result in legal action.

Sewage Disposal. Is your facility on **public sewer** or serviced by a **septic tank**? If unsure, contact the local water authority. If your facility is serviced by a septic tank, an Onsite Sewage Management System (OSSMS) review will be required. A commercial OSSMS application will be required at the time of submission of the Food Service Application.

❑ Public Sewer or ❑ Septic Tank

Grease Trap Approval (one of the following options is required)**:**

Gwinnett County

❑ Grease Interceptor Approval Form from Gwinnett County Planning & Development (P&D)

❑ Variance Form (applied or approved form) from Gwinnett County P&D; signed & approved form will be required prior to the opening inspection

IMPORTANT: *Grease Interceptor Approval Forms* and *Variance Forms* are approved by Gwinnett County Department of Water Resources via the Gwinnett County Department of P&D – Stormwater/Water/Sewer Plan Review Section.

You will need to obtain the above paperwork at the following office:
Gwinnett County Department of P&D - Stormwater/Water/Sewer Plan Review Section
Innovation Square
446 West Crogan Street - Suite 300 (3rd Floor)
Lawrenceville, GA 30046
678.518.6000 (office)
P&D-CustomerSupportCenter@gwinnettcounty.com

❑ City Letter regarding grease trap approval (must be on the city's letterhead, signed, and dated)

❑ If on septic, approval from Gwinnett Environmental Health

Newton County

❑ If on sewer, approval from:
Newton County Water & Sewage Authority
11325 Brown Bridge Road,
Covington, Georgia 30014
770.787.1375 (office)
Website for Newton County Water & Sewage Authority: http://ncwsa.us/

❑ City Letter regarding grease trap approval (must be on the city's letterhead, signed, and dated)

❑ If on septic, approval from Newton Environmental Health

Rockdale County

❑ If on sewer, approval from:
Rockdale County Water Resources
958 Milstead Avenue
Conyers, GA 30012
770.278.7450 (office)
770.918.6514 (fax)
Website for Rockdale County Water Resources: https://www.rockdalecountyga.gov/rockdale-water-resources/

❑ If on septic, approval from Rockdale Environmental Health

Menu. Attach a copy of the menu for review.

Will you offer customers any food that may be ordered undercooked or raw (such as hamburgers, steak, eggs, ceviche, sushi, etc.) or contain raw ingredients (e.g., fresh caeser dressing made with raw eggs)? ❑ YES OR ❑ NO

List the food items that may be offered undercooked or raw on your menu.

_____

_____

_____

_____

- If undercooked or raw foods are offered to customers at any time, a consumer advisory is required on the menu.
- ALL menus that contain raw or undercooked foods must have a consumer advisory that contains the disclosure and reminder statement.
- Menu items that require the consumer advisory MUST be marked with an asterisk (*) or other consistent marking.

Facility Layout. Will the existing layout be changed at the time of this ownership change? ❑ YES OR ❑ NO

If YES, submit a floor plan or drawings.

❑ **New Equipment Specification Sheets** (if applicable)
NOTE: Spec. sheets not required for existing equipment; MUST be provided for any new equipment that is installed or added.

❑ **Written Vomit/Diarrheal Clean-Up Procedures** (REQUIRED)

❑ **Written Pets In Outside Dining Procedures** (if applicable)

❑ **Written Key Drop Delivery Procedures** (if applicable)

❑ **Variance/HACCP Plan for Specialized Processes** (if applicable)
Examples: curing, smoking for preservation, sprouting seeds or beans, reduced oxygen packaging, and using food additives or adding components to render food non-TCS or for preservation

❑ **Written Partial (Par) Cooking (i.e., Non-continuous Cook Step) Procedures** (if applicable)

❑ **Emergency Operation Plan** (if applicable)

❑ **Applicable Fees Paid** ❑ PLAN REVIEW (MUST be paid at time of application)

❑ ANNUAL (MUST be paid at time of application, except for new construction only, which may be paid prior to the opening inspection)

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ATTENTION

THE REMAINING PAGES OF THIS PACKET ARE FOR YOUR REFERENCE AND FOR YOU TO KEEP.
DO NOT TURN IN THESE PAGES WITH YOUR APPLICATION.

FOLLOW-UP, INFORMAL, AND REQUIRED ADDITIONAL ROUTINE INSPECTIONS

A yearly permit and inspection fee is collected and provides for the routine inspection(s) as required by applicable codes. If an establishment requires a re-inspection, an informal re-inspection, or a required additional routine inspection, additional fees will be charged for these inspections (check https://www.gnrhealth.com/restaurant-regulations-and-forms/ for more information). **It is the responsibility of the food service permit holder to pay these fees.** Below is a breakdown of these inspections:

Follow-up Inspection (Re-inspection):

- A follow-up inspection will be conducted when an establishment earns a “C” or “U” on a routine inspection.
- A follow-up inspection will be conducted when an establishment does not earn a “B” grade or higher from a previous follow-up inspection.
- A new score will be posted on the inspection report.

Informal Follow-up Inspection (Partial Reinspection):

- An informal follow-up inspection will be conducted when an establishment has earned an “A” or “B” on a routine inspection and violations were not corrected on-site.
- This inspection is to confirm the correction of uncorrected violations cited on the previous inspection report. An inspection report addendum will be completed and added to the file.
- The establishment will keep the score earned on the previous routine inspection (a new score will not be issued).

Required Additional Routine Inspections:

- Establishments that earn a “C” or “U” grade on a routine inspection will have at least one additional routine inspection added and may have more inspections at the discretion of the Health Authority.
- A new score will be posted on the inspection report.

If a food service permit is suspended* and a compliance conference is required, payment must be made at the compliance conference and/or prior to reopening. Otherwise, an invoice will be sent to the food service establishment.

*“Suspended” means the temporary invalidation of the food service permit, resulting in the closure of the facility until further notice. Permit suspensions are temporary and will be resolved after the reason for the suspension is addressed (e.g., after on-site training, a compliance conference, or payment of delinquent fees). However, if the food service permit is suspended four (4) times within a rolling twelve (12) month period, the permit may be revoked (i.e., the permanent closure of the facility).

PLAN REVIEW PROCESS

1. A plan reviewer will be assigned to your application. Once a complete review of your application is completed, your facility will receive a scheduled inspection to determine whether it meets the current standards specified by the Georgia Food Code.
2. Please allow three (3) business days for your application to be reviewed, and an inspector contact you to schedule the provisional inspection.
3. Your plan reviewer will contact you via phone and/or email as indicated on page 3 of your application. Depending upon the status of your application, your inspector will contact you to either schedule your provisional inspection or, if additional information is needed, to complete your review.
4. At this point, your plan reviewer will guide you through the rest of the permitting process. They will work with you to schedule the opening inspection at a time that is convenient for you.
5. All operating facilities undergoing a change of ownership MUST score at least an 80 (B) with no imminent health hazards present on their provisional inspection. If the provisional inspection is passed with at least an 80 (B), a provisional inspection report and a provisional permit will be issued to the facility, and the facility will be allowed to open and operate. The permit will be valid for up to 60 days and will not be renewable. If the opening inspection is not passed with at least a score of 80 (B), those violations will be marked on the inspection report, and a re-inspection will be scheduled within three (3) business days.

   If an inspection score requires a re-inspection, an additional fee will be charged for this inspection**.** It is the responsibility of the food service permit holder to pay applicable fees
6. Notify your plan reviewer when you have made all necessary corrections and are ready for the final opening inspection. The plan reviewer will schedule a date and time to return and conduct the final opening inspection.
7. If all violations are not corrected at the end of the provisional permit phase, the facility must close until the corrections are completed.

   NOTE: In Gwinnett County, once the opening inspection is successfully passed, the plan reviewer will notify the appropriate Business License office and Planning & Development Department that the facility has met all the Health Department requirements.

HOW TO PREPARE FOR YOUR OPENING INSPECTION

This is not a comprehensive list.
Your inspector may inform you of additional requirements at the time of inspection.

- ❑ Set aside an adequate area for food containers that are delivered as bent/broken/dented (example: dented cans). Label the area, as such. These foods are not to be used for public consumption. They must be discarded or returned.
- ❑ Designate an area for employees to store their personal belongings that is away from food, equipment, single-service items, etc.
- ❑ Obtain NSF-approved (or equivalent) food-safe containers with tight-fitting lids for storage in all coolers and dry storage areas.
- ❑ Make sure ALL food and single-service items (to-go containers, disposable cups, plates, napkins, etc.) are stored at least six (6) inches off the floor.
- ❑ Make sure that all gaskets on refrigerators and freezers are clean, attached securely to the frame of the doors, and in good repair.
- ❑ Food service equipment must be NSF-approved and on six (6) inch casters or sliders unless it can be easily moved by one person.
- ❑ Place hanging thermometers in ALL refrigeration equipment and applicable hot holding units.
- ❑ Have all refrigeration units turned on and ensure they are at 41° F or below.
- ❑ Have all freezer units turned on and ensure they are at 32° F or below.
- ❑ Stoves, ovens, steam tables, etc., are not required to be turned on for the opening inspection, but must be able to be turned on and operate properly, if asked by your inspector.
- ❑ Choose a chemical sanitizer (chlorine, quaternary ammonium—aka “quat”—or other sanitizers approved for food contact surfaces) for the manual dishwashing procedure, the dish machine, and all wiping cloth buckets.
- ❑ Provide correct test strips for checking chemical sanitization in dish machines, manual dishwashing procedure, and cloth sanitization buckets (usually white for chlorine and orange for quat). If you have a high-temperature sanitizing dish machine, you must have an irreversible method of checking the sanitizing temperature (i.e., maximum registering thermometer or heat-sensitive test strips).
- ❑ Have a thin-tipped probe thermometer on-site that is capable of measuring the temperature of thin pieces of food, such as a digital thermometer.
- ❑ Provide drain stoppers for all compartments of the manual dish sink.
- ❑ All shelving must be clean and have at least six (6) inches legs for all food and clean dish storage.
- ❑ Confirm that the following types of equipment (if applicable) are installed with approved indirect connections (air gaps) to sewage/floor drains:
    - ❑ All food prep sinks
    - ❑ Three or four compartment dish sink
    - ❑ Ice machine
    - ❑ Ice storage bins
    - ❑ Dipper wells
    - ❑ Dishwashing machine
- ❑ Replace any missing floor/ceiling tiles and cove base.

- ❑ Thoroughly clean all floors, walls, and ceilings.
- ❑ Ensure walls are clean and in good repair.
- ❑ Ensure all tile grout is in good repair (i.e., no missing sections, smooth, flushed, no spacing between tiles).
- ❑ Is the warewashing sink (3 or 4 compartment sink) large enough to submerge the largest food contact utensil? Is the largest utensil able to fit in the compartments of the warewashing sink? If not, must have procedures to manually wash/rinse/sanitize. Drainboards are required.
- ❑ Provide designated sink for washing raw fruits and vegetables.
- ❑ Provide NSF-approved scoops with handles for all dry products and ice.
- ❑ Provide paper towels and soap at all hand sinks, including the restrooms.
- ❑ Ensure the hot water at all of the hand sinks reaches at least 85°F. All other sinks must have hot water of at least 110°F.
- ❑ Provide a covered waste receptacle for the female restrooms. If only one unisex restroom is provided, a covered waste receptacle is required.
- ❑ Drive-thru windows must be self-closing or have a functioning air curtain.
- ❑ Ensure all gaps around pipes passing through walls, floors, and ceilings are sealed properly.
- ❑ All entrances/exits must have adequate tight-fitting and self-closing doors.
- ❑ All restrooms must have adequate tight fitting and self-closing doors.
- ❑ Make sure that lights (including heat lamps made of glass) are shielded or shatterproof.
- ❑ Provide an adequate area for chemical storage.
- ❑ Eliminate all exposed wood in the food preparation and storage areas.
- ❑ Eliminate all residential-grade equipment in the prep areas and, if necessary, replace with commercial-grade equipment.
- ❑ Thoroughly clean the interiors and exteriors of all equipment.
- ❑ Make sure the facility's dumpster is installed with an adequate drain plug, tight-fitting lids/doors, and located on concrete/asphalt.
- ❑ **Ensure refrigeration units:**
  - ❑ Are commercial grade and ANSI-approved.
  - ❑ Are in good repair and calibration.
  - ❑ Have doors and hinges that are in good repair and are tight-fitting to the frame.
  - ❑ Have gaskets that are in good repair and free of contaminants.
  - ❑ All cooler units maintain temperatures at or below 41°F.
  - ❑ All freezer units maintain temperatures that keep the frozen foods solidly frozen.
  - ❑ Have adequate and approved storage shelving
  - ❑ Have approved cove basing around the interior and exterior of walk-in units.
- ❑ Ensure all equipment is ANSI-approved (sinks, utensils, counter top equipment, warmers, freezers, etc.)
- ❑ **Ensure food-contact items and linens are stored on clean, dry surfaces and are NOT stored in the following locations:**
  - ❑ Locker rooms/employee break rooms
  - ❑ Restroom facilities
  - ❑ Mechanical rooms
  - ❑ Under sewer lines
  - ❑ Under open stairwells

- ❑ **Ensure food-contact items and linens are:**
  - ❑ Stored in a self-draining position that allows for air-drying
  - ❑ Kept in original protective packaging that affords protection from contamination until used
- ❑ **Ensure food-contact items and linens are NOT exposed to:**
  - ❑ Splash
  - ❑ Dust
  - ❑ Other possible sources of contamination
- ❑ Ensure self-service counter areas, buffet lines, and/or food bars have adequate and approved shielding. *For guidance, please see Section E of the DPH Design, Installation, and Construction Manual (located https://dph.georgia.gov/environmental-health/food-service under "Food Manuals").*
- ❑ Ensure that there is adequate space for separation of raw animal foods during storage, preparation, holding, and display from all ready-to-eat foods.
- ❑ Ensure that all unwashed fruits and vegetables are stored below all washed fruits and vegetables and ready-to-eat foods.
- ❑ Ensure notice is posted in a prominent place in the self-service area that customers must use clean tableware each time they visit the self-service area.
- ❑ Designate an area where the most current inspection report shall be prominently displayed in public view at all times, within fifteen feet (15') of the front or primary public door and between five feet (5') and seven feet (7') from the floor and in an area where it can be read at a distance of one foot (1') away.
- ❑ If applicable, ensure all drive-thru windows have the most current inspection report posted, so that a minimum of the top one-third of a copy of the current inspection report is visible through each window, allowing customers to easily read the score, date of inspection, and establishment information.
- ❑ Provide the following posters (available at https://www.gnrhealth.com/restaurant-regulations-and-forms/)
  - ❑ A choking poster that is displayed in a prominent place in the dining room.
  - ❑ Appropriate signage for the smoking designation of the facility (Smoking Allowed or No Smoking/Vaping).
  - ❑ Signage provided at all handwashing sinks reminding food employees to wash their hands.
- ❑ **Key Drop Delivery.** Must have a written agreement between your establishment and food delivery company if food is delivered after-hours (when no employee is present to receive it). The agreement should require that food temperatures be taken and recorded by the delivery company. The agreement must be kept on-site.
- ❑ **Vomit/Diarrhea Clean-up Procedures.** Must have written procedures for cleaning up a vomit or diarrheal incident and all supplies needed. Disinfectant must be approved against Norovirus under EPA List G.
- ❑ **Employee Health.** Have an appropriate *Employee Health Policy* on-site and be prepared to answer questions regarding this policy with your inspector. In addition, all food employees and conditional employees must be informed in a verifiable manner of their responsibility to report to the person in charge about their health and activities as they relate to diseases that are transmissible through food. Both the *Employee Health Policy* and *Employee Health Reporting Agreement* form (both available in multiple languages) can be found at the following website https://www.gnrhealth.com/restaurant-regulations-and-forms/

❑ **Allergy Awareness Training.** All employees shall have training as it relates to their assigned duties. Be aware of the nine major food allergens, food allergy symptoms, and how to prevent allergen cross-contact. A documented training plan and records are highly recommended.

❑ **Allergen Disclosure.** An effective written disclosure must be provided for any major food allergen used in unpackaged foods. The wording and placement of the disclosure are not specific. May be physical or electronic (visit https://www.gnrhealth.com/restaurant-regulations-and-forms/ for more information). Consider drive-thru menu boards and separate ordering kiosks.

❑ **Emergency Operations Plan.** This is a written, detailed operations plan outlining how a food the facility may continue operations in the event an imminent health hazard exists because of an emergency such as an interruption of electrical or water service for two or more hours that may endanger public health.

- The operation plan should demonstrate and outline procedures and actions of how the facility will ensure food can continue to be prepared and served safely without comprising the public's health.
- The plan should demonstrate how the facility can provide potable water, temperature control, cleaning and sanitizing, and general sanitization when resources may not be available during the event.
- This plan MUST be approved by the Health Department before use (visit https://www.gnrhealth.com/restaurant-regulations-and-forms/ for more information).

❑ **Register for a Certified Food Safety Manager's Training Course.** At least one Certified Food Safety Manager is required at each facility within 60 days of permitting. This person must have either managerial or supervisory responsibility to better direct the staff and make decisions for the restaurant. The ORIGINAL certificate must be posted within public view. Certificates may only be used at ONE location. Copies are NOT allowed. If you do not have the certification already, registration is available at the Gwinnett County Environmental Health Office (visit https://www.gnrhealth.com/servsafe-food-safety-certification/ for more information).

Additional accredited programs and classes taught in other languages may be found at https://dph.georgia.gov/environmental-health/food-service (under "Additional Resources" then click "Accredited Certified Food Safety Manager Courses).