

GLYNN COUNTY FOOD SERVICE PERMIT APPLICATION

Step 1 Beginning the Process

Pick up an Environmental Health application and design a plan for your food facility by following the “ Plan Review/Construction Guide”. Online construction guide at <http://health.state.ga.us/programs/envservices/FSPlanReviewManual.asp>
Contact other agencies including your local **Building inspection, Joint Water and Sewer**, and the **Fire Inspector** for information concerning their requirements.

Step 2 Submittal of Application, Plan and Fees

Turn in your completed application, and a copy of your plan and a full menu with consumer advisory to the Environmental Health for review.
Pay plan review fee.
Environmental Health has 10 days to review all applications and plans.

Step 3 Plan Review Process

Your Plan will be reviewed by the EHS. The proposed facility plan is checked according to the requirements of the” Georgia Foodservice Rules and Regulations 290-5-14”.
New businesses and change of ownership on all facilities will be required to meet the current laws. Inadequate plans may result in a delay of approval. In this case, a letter may be mailed to you outlining the deficiencies and/or requesting additional information. If any changes on the plans are desired by the facility, revised plans must be submitted to Environmental Health for review and approval before construction begins.

Step 4 Construction and Pre-opening Inspections

Two or more inspections may be necessary.
One construction inspection to ensure that installation is completed to specifications.
Second inspection after construction and before opening for business, is required.
The Permit Application fee is due at the time of your final inspection before we issue your Foodservice Permit. All construction should be finished, equipment should be installed and functional and your pre opening checklist should be complete.

Step 5 Routine Facility Inspections

After you are open for business, your EHS will be making periodic unannounced inspections of your facility. An operating food service facility is required to maintain a clean organized environment in good repair. Employees are required to practice safe and sanitary methods of handling food at all times. As a “Food Service Operator” you are required to know the “Georgia Foodservice Rules and Regulations”.

Glynn County Environmental Health. 1725 Reynolds Street #105. Brunswick, GA 31520
Phone: 912.279.2940 Fax: 912.267.4879

Certificate of Occupancy Signature Form

All of the following departments must sign this form for the issuance of a Certificate of Occupancy. Once completed, please take it to:

In Glynn County: 1725 Reynolds St, Suite 3rd floor, Brunswick, GA

In the City: City Hall, 601 Gloucester Street, 1st floor, Brunswick, GA

Business: _____

Applicant Name: _____

Address: _____

Date: _____

Glynn County Fire Department
912.554.7533; 912.554.7779

City of Brunswick Fire Department
912.267.5546; 912.269.4373

(Fire Inspector)

(Fire Inspector)

County Building Inspector
912.554.7456

City of Brunswick Building Inspector
912.267.5519; 912.506.1432

(Building Inspection Official)

(Building Inspection Official)

Environmental Health Department
912.279.2940

(Environmental Health Specialist)

Brunswick-Glynn County Joint Water & Sewer Commission
912. 261.7143

(Compliance Coordinator)

F.O.G. & Backflow Inspector

GLYNN COUNTY HEALTH DEPARTMENT ENVIRONMENTAL HEALTH FOOD FACILITY PLAN REVIEW & APPROVAL PROCEDURE

***Note:** Please ensure the zoning allows for the proposed use in the proposed location.

Georgia Food Service Rules and Regulations, Chapter 290-5-14, requires a plan review prior to construction on all new or remodeled food facilities. Plans will be reviewed within 10 working days of receipt by the Environmental Health office. If plans are not approved a written notice will be sent to applicant detailing additional information needed.

All construction and operational aspects of your project must be completed and approved by this office prior to issuance of the health permit. Below are the steps for receiving a health permit.

- Obtain and review Georgia Rules and Regulations for Food Service (Chapter 290-5-14). Available at <http://health.state.ga.us/programs/envservices/index.asp>
- Submit a menu or list of foods to be prepared in the facility.
- Submit a list of all food sources and suppliers.
- Submit a set of detailed plans and list of equipment to be used. If any alterations are made after review, submit changes to EH for approval.
- The following need to be included in the plans and are requirements for equipment and physical facilities:
 - Square footage and number of seats.
 - Floor plan drawn to scale (1/4 inch = 1 foot) showing location of all sinks, coolers, and other equipment (Minimum 3 compartment sink, hand sink, vegetable sink and mop/utility sink required)
 - A direct waste connection may not be used for equipment in which food or ice is placed or utensils washed. Use air gap.
 - Equipment schedule: Include manufacturers' specification sheets and method of installation of equipment. All food service equipment must meet applicable NSF standards.
 - Finish schedule specifying materials and finishes for floors, bases, walls, ceilings, shelving, and cabinets. All surfaces must be non-absorbing and easily cleanable.
 - Identify food preparation sinks, including location of indirect drains.
 - Show where raw and ready-to-eat food will be prepared.
 - Identify each designated hand sink. This includes hand sinks in the restrooms, food preparation, food service, and dishwashing areas.
 - Location of entrances, exits, loading/unloading areas and docks.
 - Plumbing schedule including location of floor sinks, overhead wastewater lines, water heater BTU or KW and capacity, grease trap or interceptor.
 - Source of water supply and method of sewage disposal; indicate if other than a municipal system – (Systems must meet state regulations).
 - Mop sink or curbed cleaning facility with facilities for hanging wet mops.
 - Location for storing chemicals.
 - Location for the storage of personal items such as dressing rooms, locker areas and employee rest areas.

- Dish (warewashing) machine or 3-compartment sink, including indirect drain.
 - Largest piece of equipment must be able to fit into sink or dish machine.
 - Indicate if dish machine is chemical or high temperature sanitizing
- Indicate surface materials and the location of where the dumpster, compactor, garbage cans, waste oil, and recycling containers are stored.
- Complete the application, fee schedule determination worksheet, and plan review forms. Return plans and completed paperwork to EH for review with applicable fees (plan review and first year's permit).
- Contact EH office to schedule an initial construction walk-through.
- When facility is complete schedule a final inspection. All equipment (hot water, dishwashers, stoves, coolers, freezers, etc.) must be on and operational for final opening inspection.

Note: This packet only encompasses Environmental Health requirements and should not be construed to encompass other agencies involved such as the local planning and zoning department, local building authority, or the local fire department.

Owners and agents should be advised to contact the appropriate all local agencies involved to obtain any permits and/or to clarify other local codes.

If you have any questions about the plan review process, please contact this office at (912) 279-2940.

**THIS PORTION OF THE APPLICATION
SHOULD BE SUBMITTED WITH FLOOR
PLAN AND THE PLAN REVIEW FEE.
YOU MUST ALSO SUBMIT A COPY OF THE
MENU WITH CONSUMER ADVISORY.**

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

Complete in duplicate and forward the original to the **County Health Department** in which the facility is located.

Name of Facility: _____

Check Appropriate Block(s): ☐ Mobile food Service ☐ Food Service Establishment ☐ Catering Operation
☐ New ☐ Change of Owner ☐ Renovation of Existing Establishment
☐ Plans Attached ☐ Equipment List Attached ☐ Menu Attached

Supporting Documentation: ☐ Plan Review Checklist ☐ Food Preparation Review ☐ Construction Review

Food Service Risk Categorization: ☐ Risk Type I ☐ Risk Type II ☐ Risk Type III/HAACP Plan

Address of Facility: _____ Ga.
(Street, Highway, or RFD) (City) (County) (Zip Code)

Billing Address: _____ Phone (____) _____

Physical Location of Mobile Unit(s) if Applicable: _____
(Counties in which mobile units will operate)

Business Owner's Name: _____ Phone Number: _____

Business Owner's Address: _____
(Street, Highway, or RFD) (City) (County) (State) (Zip Code)

Business Ownership: _____ Phone (____) _____
(Individual, Association, Partnership, Corporation or legal Entity)

If Association, Partnership, Corporation or Legal Entity, give names, title, address and phone number of persons involved, including owners and officers. Otherwise indicate **N/A**

Name _____ Address _____ City _____ Phone _____

Name _____ Address _____ City _____ Phone _____

Name _____ Address _____ City _____ Phone _____

Name _____ Address _____ City _____ Phone _____

(USE ADDITIONAL PAPER IF NEEDED)

This food service Unit will operate as part of:

(Check Applicable Blocks)

☐ Extended Food Service Operation

☐ Mobile Food Service Operation

Type: Please check the appropriate unit location/route and complete the information

☐ Unit Locations #1 _____

#2 _____

☐ Unit Routes #1 _____ / _____

#2 _____ / _____

Attach to the permit application the following paper work from your Base of Operation's county of origin:

- 1) Copy of Food Service Permit for the Restaurant of the Base of Operations.
- 2) Copy of the most recent Food Service Inspection Report.
- 3) Copy of the current county of origin approved menu.

I attest that the information provided above is true and accurate. I agree to comply with the State of Georgia Rules and Regulations for Food Service Chapter 290-5-14 and I further understand that as specified under Rule .10 subsection (2)(d)1 of this rule that the Health Authority is to be allowed access to the establishment and to the records specified under Rule .04 subsection (3)(1) and Rule .06 subsection (2)(q) and subsection (5)(d)7 of this Rule. I understand that only the foods listed on the menu submitted with the establishment plans may be prepared and served in this facility.

Note: It will be the responsibility of the permit holder to notify the Health Authority when ever there is a change in schedule or locations.

Name of Applicant: _____ Phone _____

Signature of applicant: _____ Date _____

DO NOT WRITE BELOW THIS LINE – HEALTH DEPARTMENT USE ONLY

DISPOSITION –

☐ Unit Permit Issued YES _____ NO _____ Date _____

If Yes, then permit # _____

OPERATIONAL INFORMATION

Page 3

Type of Service

Check the food service that best describes your operation:

- ☐ Cook and Serve (example: hamburgers cooked on grill and served immediately)
- ☐ Cook, Hold Hot and Serve (example: includes hot held soup, gravy etc...)
- ☐ Cook, Chill, Reheat, Hold Hot and Serve (example: includes cooling and reheating of previous hot held foods)
- ☐ Hold Cold and Serve (example: make cold sandwiches and salads only)
 - ☐ Commercially prepackaged food only (except beverage) (example: heat or fry commercially packaged chicken wings, cheese sticks etc...)
- ☐ Continental Breakfast (definition: non potentially hazardous food which has been prepared commercially and is served to the customer out of the original container in which it was purchased. Potentially hazardous foods such as milk, cream, butter and cheese only if it is served in single serving commercially packaged original containers. Likewise, juices and condiments including jams, jellies, sugar, salt and pepper may be served only in single serving commercially packaged original containers) **If you meet the exact definition of continental as shown here then you do not need a food service permit and will be subject to rules and regulations for Tourist Accommodations, chapter 290-5-18. Please supply us with a menu of your continental breakfast to include drinks.**
- ☐ Other _____

If your operation is anything other than continental breakfast as defined above you will need a food service permit and must complete the following application.

Will food be transported to another location as with a catering operation or satellite or mobile kitchen?

Yes___ No___

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

FOOD PREPARATION REVIEW

Check categories of Potentially Hazardous Foods (PHF's) to be handled, prepared and served.

CATEGORY *	(YES)	(NO)
1. Thin meats, poultry, fish, eggs (hamburger; sliced meats; fillets)	<input type="checkbox"/>	<input type="checkbox"/>
2. Thick meats, whole poultry (roast beef; whole turkey, chickens, hams)	<input type="checkbox"/>	<input type="checkbox"/>
3. Cold processed foods (salads, sandwiches, vegetables)	<input type="checkbox"/>	<input type="checkbox"/>
4. Hot processed foods (soups, stews, rice/noodles, gravy, chowders, casseroles)	<input type="checkbox"/>	<input type="checkbox"/>
5. Bakery goods (pies, custards, cream fillings & toppings)	<input type="checkbox"/>	<input type="checkbox"/>
6. Other _____		

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

PERSON IN CHARGE:

7. Who will be your Certified Food Safety Manager (CFSM) and what certification do they hold and when does it expire? (If you are any operation other than continental breakfast, or serve only non potentially hazardous food)
8. Are you aware of the rule that requires a “knowledgeable” person to be present at all times of operation? Yes__ No__
Who will be your people in charge (PIC)?

PROPER USE OF RESTRICTION AND EXCLUSION:

9. List symptoms and illnesses that would require you to exclude or restrict food workers (LIST symptoms and illnesses)?
10. How are employees informed of this illness and symptom policy? (provide a copy of written policy)

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

HANDWASHING AND HANDSINKS:

(A handsink shall be located to allow convenient use in food preparation, food dispensing and ware washing areas)

11. Do you have reminder signs at all hand sinks explaining when and how to wash hands?

12. List all 5 handwashing steps. 1.
2.
3.
4.
5.

13. When are employees required to wash their hands, list specific examples (ex. after going to restroom)?

14. How do you enforce hand washing and ill employee requirements?

15. Is there a hand washing sink in each food preparation, food dispensing and warewashing area? (as required) YES ☐ NO ☐

16. Do all hand washing sinks, including those in the restrooms, have a mixing valve or combination faucet? YES ☐ NO ☐

17. Do self-closing metering faucets provide a flow of water for at least 15 seconds without the need to reactivate the faucet? YES ☐ NO ☐

18. Is hand cleanser available at all hand washing sinks? YES ☐ NO ☐

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

HANDWASHING AND HANDSINKS:

19. Are hand drying facilities (paper towels, air blowers, etc.) available at all hand washing sinks? YES ☐ NO ☐

20. Is there a waste receptacle provided at each hand sink? YES ☐ NO ☐

21. Is hot (at least 100 degrees) and cold running water under pressure available at each hand washing sink?

YES ☐ NO ☐

NO BARE HAND CONTACT:

22. It is a violation to handle ready to eat food with bare hands, this includes all raw produce, and any foods that need no further cooking in order to be consumed. Describe how you will minimize the handling of ready-to-eat food.

APPROVED SOURCES:

23. Are all food supplies from inspected and approved sources? YES NO
List names of food source: _____

24. What are the projected frequencies of deliveries for: Frozen foods _____
Refrigerated foods _____
Dry goods _____

25. Provide information on the amount of space (in cubic feet) allocated for: Dry storage _____
Refrigerated Storage _____
Frozen storage _____

26. How will dry goods be stored off the floor? _____

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

FOOD STORAGE:

27. How will you store raw animal food to prevent contamination of ready-to-eat food?

REFRIGERATION:

28. Are your walk-in coolers and walk-in freezers accessible from inside the establishment? ☐ Yes ☐ No ☐ N/A

29. Have you designated refrigerated space for:

- Cooling large quantities of food ☐ Yes ☐ No
- Marinating food product ☐ Yes ☐ No
- Separating meat, poultry, fish, and other food items ☐ Yes ☐ No
- Quick chilling of food ☐ Yes ☐ No
- Special events, large volumes of food ☐ Yes ☐ No

30. Refrigeration and freezer storage:

- What food will be stored in Short-term refrigeration (reach-in): _____

- What food will be stored Long-term refrigeration (walk-ins refrigerator and walk in freezer): _____

- Which equipment will be have adequate space for cooling product (blast chiller, additional walk-in cooler, extra cooler space): _____

- Is there a cold holding unit for the display of product: _____

- Are there cold holding units for products for customer self service: _____

Note: Coolers must maintain potentially hazardous food at 41°F or less and each must have a thermometer located so as to be visible and in the warmest part of the unit.

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

SELF SERVICE:

31. Will you provide self service food to your customers? ☐ Yes ☐ No ☐ N/A
32. How will you protect food in self service areas from customer contamination?
33. Are you installing a buffet or salad bar? ☐ Yes ☐ No ☐ N/A
34. If yes, is the buffet or salad bar mechanically refrigerated? ☐ Yes ☐ No ☐ N/A
35. What will happen to food leftover from buffet?
36. If you will be using ice for keeping food cold (such as in a salad bar, milk and juice at hotel breakfast buffet), how should the food be stored in the ice? Please describe:
37. If not using ice how will food be held cold at buffet? (such as salad, milk and juice at hotel breakfast buffet)

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

DRY FOOD STORAGE:

38. Are containers constructed of safe material to store bulk food products? I.e sugar, flour, spices etc... Indicate Type of Containers _____
☐ Yes ☐ No ☐ N/A
39. Do containers have tight fitting lids? ☐ Yes ☐ No ☐ N/A
40. Are they labeled? ☐ Yes ☐ No ☐ N/A
41. Are they equipped with a scoop that has a handle? ☐ Yes ☐ No ☐ N/A
42. Specify the **type** of shelving unit that will be provided in the following areas:
- Dry storage:
 - Walk-in freezers:
 - Walk-in coolers:
 - Beer/alcohol cooler:
 - Kitchen utensils:

Reminder: All storage equipment must be 6" above the floor and all surfaces must be non-absorbent, smooth, and easily cleanable.

COOKING:

43. How will final cooking/reheating temperatures of food products be measured?
44. What type of temperature measuring device will be used? _____
45. List types of cooking equipment.

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

REHEATING:

46. How will reheating cooked and cooled food to 165 ° F for at least 15 seconds for hot holding be done rapidly and within 2 hours?

CONSUMER ADVISORY:

47. List food from animals that you will serve raw or partially cooked such as eggs, steaks, sushi, steak tartar, and oyster shooters:

48. Explain how raw or partially cooked animal foods will be identified on menus and which consumer advisory will be used. (Advisory and asterisks are required if you serve items such as eggs over easy, medium cooked steak etc...)

A. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

OR

B. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.

A MENU WITH A CONSUMER ADVISORY AND ASTERISKS MUST BE PROVIDED WITH THIS APPLICATION.

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

COLD STORAGE:

Refrigerated food must be maintained at 41°F or colder.

49. Is adequate and approved freezer and refrigeration available to store frozen foods frozen, and refrigerated foods at 41° F (5 ° C) and below? YES ☐ NO ☐

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

51. If yes, how will cross-contamination be prevented?

52. Does each refrigerator/freezer have a thermometer? YES ☐ NO ☐

53. How will you ensure that each refrigerator has a working thermometer and that the temperature is maintained at 41°F or colder? (ie... temperature logs etc..)

54. List size, description/manufacturer, and what will be stored in each:

Refrigerator / freezer Number	Size/capacity	Manufacturer or Description	Type of food stored inside

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

HOT HOLDING:

- 55. Will you hot hold any food?
- 56. What foods will be hot held? (soup, grits, gravy etc...)
- 57. What type of equipment will you use for holding food hot?
- 58. What is the required temperature for hot holding food?
- 59. How will you ensure that food is at the required temperature throughout the day?
(temperature logs etc...)
- 60. Describe how food temperatures (hot holding) will be maintained while in transport
and at the catered site or satellite kitchen(s)?

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

Cooling:

61. Will you be cooling any foods? (If you do any cooking or hot holding you are likely to be doing cooling)

62. In the appropriate box, **list food items** that will be cooled.

Cooling Method	Solid Food (roast, turkey, solid cuts of meat)	Soft, Thick Food (refried beans, rice, potatoes, stews, soups, sauces & chili)	Liquid Food (thin broths)
Shallow Pans*			
Ice Baths**			
Reduce Volume or Size			
Blast Chiller			
Other (Describe)			

* Adequate and appropriate refrigeration is required

** Food-preparation sink and ice machine are required

**PHF's must be cooled to 41 ° F (5 ° C) within 6 hours
(135 ° F to 70 ° F in 2 hours; then, 70 ° F to 41 ° F in 4 hours).**

63. How will the two stage cooling process be monitored? (If you are cooling the process must be monitored)

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

DATE LABELING:

64. Describe your procedure for date marking of ready-to-eat potentially hazardous food items? All food prepared and potentially hazardous food removed from original packaging must have a date label.

Note: Maximum 7 day hold after potentially hazardous items are opened or prepared.

HACCP and Highly Susceptible Populations:

65. Providing a HACCP plan is required for specialized processing methods such as vacuum packaged food items prepared on-site or otherwise required by the regulatory authority. Attach a copy of HACCP plan if applicable. (See Rule 290-5-14-.02 (5) page 24 and Rule 290-5-14-.04 (6) (j) page 70 and 71 of Chapter.)

66. Will the facility be serving food to a highly susceptible population? YES ☐ NO ☐
If yes, how will the temperature of foods be maintained while being transferred between the kitchen and service area? _____
-

CHEMICALS:

67. Are chemicals/cleaning products/sanitizers stored separately from food and clean equipment? YES ☐ NO ☐
68. Indicate location: _____
69. Are all toxics for use on the premise or for retail sale (this includes personal medications), stored away from food preparation and storage areas? YES ☐ NO ☐
70. Are all containers of toxics including sanitizing spray bottles clearly labeled? YES ☐ NO ☐

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

VARIANCE/SPECIAL PROCESS:

71. If serving raw fish (sushi, lox, ceviche), will parasite destruction be done on-site or by the supplier?

A. On-site: Provide your procedure on parasite destruction. Explain process:

B. Supplier Provide the name of your supplier and documentation to show parasite destruction. *(Each invoice received from the supplier shall state the specific fish by species that have been frozen to meet the parasite destruction requirements.)*

72. List your food suppliers for the following (Chapter 3, Section 2):

Category	Suppliers
Game meats (e.g., emu, ostrich, elk)	
Raw or partially cooked fish products (e.g., lox, ceviche, raw oyster, sushi)	
Fresh or live shellfish	
Wild mushrooms	

73. Will you conduct food processing within your facility (smoking meats, sous vide, canning, specialty processing)? If yes describe process.

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

WATER SUPPLY:

74. Is water supply public or private? PUBLIC ☐ PRIVATE ☐

75. If private, has source been approved? YES ☐ NO ☐ PENDING ☐

Please attach copy of written approval and/or permit

ICE MACHINE:

76. Is ice made on premises ☐ or purchased commercially? ☐

77. If ice is purchased, who is your supplier? _____

78. How will you provide ice needed for processes in this facility? _____

79. If made on premise, are specifications for the ice machine provided? YES ☐ NO ☐

80. Is an ice machine provided and indirectly drained? YES ☐ NO ☐

81. Describe provision for ice scoop storage

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

HOT WATER:

82. What is the capacity of the hot water generator? _____

83. Is the hot water generator sufficient for the needs of the establishment?
Provide calculations for necessary hot water. (See Section 9 of the Food Service Manual
for Design, Installation and Construction for more information)

84. Is there a water treatment device? YES ☐ NO ☐

85. If yes, how will the device be inspected & serviced?

HOT WATER GENERATING EQUIPMENT

For information on sizing water heating equipment see attachment A in the reference
section of this application. (The portion of the application that is not to be returned to
environmental health.)

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

THAWING FROZEN POTENTIALLY HAZARDOUS FOOD:

86. Please indicate in the appropriate boxes how frozen potentially hazardous foods (PHF's) will be thawed. More than one method may apply. Also, indicate where thawing will take place.

Thawing Method	*THICK FROZEN FOODS	*THIN FROZEN FOODS
Refrigeration	Type of food/Thawing Location	Type of food/ Thawing Location
Running Water Less than 70 ° F(21 ° C)		
Microwave (as part of cooking process)		
Cooked from Frozen state		
Other (describe)		

- Frozen foods: approximately one inch or less = thin, and more than an inch = thick

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

THERMOMETERS:

87. List the types of food probe thermometers (0-220°F range) that food handlers will be using ? (A facility is required to have thermometers for testing food temperatures. This thermometer must be capable of testing thick and thin items.)

88. List steps for how you calibrate your food probe thermometers and how often? (Ice point method or boiling point method)

- A.
- B.
- C.
- D.

89. Who is responsible for calibrating thermometers?

90. Where the thermometers will be kept

91. How do you clean and sanitize your probe thermometer?

92. Do you have accurate thermometers placed in the warmest part of each cooling unit?

PERSONAL CLEANLINESS:

93. Are hair restraints provided for every employee working with food as required?

94. Total number of employees: _____

95. Have you shown the location for personal belonging storage on the plans?

Reminder: Break area, office area, dressing room, and personal storage areas cannot be located in areas of food and/or utensil storage, preparation, food service, or dish areas.

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

SANITIZER BUCKETS AND CLOTHS:

96. Will linens(includes cloths used for cleaning) be laundered on site? YES ☐ NO ☐

97. If yes, what will be laundered and where? _____

98. If no, how will linens(includes cloths used for cleaning) be cleaned?

99. Is a laundry dryer available? YES ☐ NO ☐

100. What is the location of clean linen/cleaning cloths storage:

101. What is the location of dirty linen/cleaning cloths storage:

VEGETABLE/PRODUCE SINK:

102. Do you have a sink for washing fresh produce?(as required)

103. Is produce sink labeled for produce only? ☐ Yes ☐ No

104. Does your produce sink have an indirect drain? (as required) ☐ Yes ☐ No

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

WAREWASHING AND SANITIZING:

All food contact surfaces must be washed, rinsed and sanitized, this includes utensils, equipment, and preparation surfaces etc...)

105. How will any reusable utensils, equipment or dishes be washed, rinsed and sanitized? (as required)

Three compartment sink ☐

Dishwasher ☐

106. If using **3 compartment sink** is each compartment large enough to hold the largest item required to be washed, rinsed and sanitized?(as required) YES ☐ NO ☐

107. What type of sanitizer is used in three compartment sink and for sanitizer buckets?

☐Chlorine ☐Hot water

☐Iodine ☐Quaternary ammonium

☐Other _____

108. Are test papers and/or kits available for checking each type of sanitizer concentration? (as required)

A. At what concentration do you use this sanitizer?

B. What type of test kit do you have?

C. When do you use your test kit?

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

109. Are there drain boards on both ends of the pot sink?(required) YES ☐ NO ☐

110. If using **Dish machine** list Type of sanitization used:

Hot water (temp. provided) _____

Booster heater _____

Chemical type _____

111. If using dish machine Is ventilation provided? YES ☐ NO ☐

112. Do all dish machines have templates with operating instructions? YES ☐ NO ☐

113. Do all dish machines have temperature/pressure gauges as required that are accurately working? YES ☐ NO ☐

114. Do you have test kits or thermometers for testing sanitizing process in machines?

115. Dishes and utensils **must** be air-dried prior to stacking, you **must** included adequate space for air-drying. Where will dishes be air dried?

116. Describe how cutting boards, counter tops, equipment and other food contact surfaces that are too big to be submerged into sinks and too big for the dishwasher are cleaned and sanitized? (these surfaces are required to be washed, rinsed and sanitized)

117. When does cleaning and sanitizing need to occur?

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

SEWAGE DISPOSAL:

118. Is building connected to a municipal sewer? YES ☐ NO ☐
119. If no, is private disposal system approved? YES ☐ NO ☐ PENDING ☐

Please attach copy of written approval and/or permit.

120. Are grease traps provided? YES ☐ NO ☐
121. If so, where?

If a grease trap is not required you will need a letter from Joint water and sewer stating no grease trap required.

Provide schedule for cleaning & maintenance of grease trap

122. How is backflow prevention devices inspected & serviced?
-

RESTROOMS:

Check with local Fire Department on handicap accessibility questions

123. Can the public access the restrooms without going through the kitchen, storage area, or utensil washing area? ☐ Yes ☐ No

***All dine-in facilities must have patron toilet facilities.**

124. Are the rooms mechanically vented to the outside? ☐ Yes ☐ No

125. Have you provided garbage containers with lids for sanitary items and diapers?(As required) ☐ Yes ☐ No

126. Are restroom doors equipped with self-closers?(as required) ☐ Yes ☐ No

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
 AND MOBILE FOOD SERVICE OPERATIONS**

GARBAGE AND REFUSE DISPOSAL:

Reminder: All containers must be easily cleanable with tight fitting lids, doors, covers, and shall be kept covered when not in use. If designed with drains, plugs must be in place except during cleaning.

Inside	YES	NO
127. Do all containers have lids?	<input type="checkbox"/>	<input type="checkbox"/>
128. Will refuse be stored inside?	<input type="checkbox"/>	<input type="checkbox"/>
If so, where? _____		
129. Is there an area designated for garbage can or floor mat cleaning?	<input type="checkbox"/>	<input type="checkbox"/>
<u>Outside</u>		
130. Will a dumpster be used?	<input type="checkbox"/>	<input type="checkbox"/>
Number _____ Size _____		
Frequency of pickup _____		
Contractor _____		
131. Will a compactor be used?	<input type="checkbox"/>	<input type="checkbox"/>
Number _____ Size _____		
Frequency of pick up _____		
Contractor _____		
132. Will garbage cans be stored outside?	<input type="checkbox"/>	<input type="checkbox"/>
133. Describe surface and location where dumpster/compactor/garbage cans are to be stored _____		
134. Describe surface and location of grease storage receptacle _____		

135. Is there an area to store recycled containers?	<input type="checkbox"/>	<input type="checkbox"/>
Describe _____		

Indicate what materials are required to be recycled;		
<input type="checkbox"/> Glass <input type="checkbox"/> Metal <input type="checkbox"/> Paper <input type="checkbox"/> Cardboard <input type="checkbox"/> Plastic		
136. Is there any area to store returnable damaged goods? (ie dented cans) <input type="checkbox"/> <input type="checkbox"/>		

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

LIGHTING:

137. Are all of your light fixtures over food preparation, display, service, storage, and utensil washing areas shielded or shatter resistant (as required)? ☐ Yes ☐ No
138. Do I meet the following light intensity requirements: ☐ Yes ☐ No
1. *At least 10 foot candles (108 lux) at a distance of 75 cm (30 inches) 30 inches (75 cm) above the floor, in walk-in refrigeration units and dry food storage areas and in other areas and rooms during periods of cleaning.*
 2. *At least 20 foot candles (215 lux) at a surface where food is provided for consumer self-service such as buffets and salad bars or where fresh produce or packaged foods are sold or offered for consumption and inside equipment such as reach-in and under-counter refrigerators.*
 4. *At least 20 foot candles (215 lux) at a distance of 30 inches (75 cm) above the floor in areas used for handwashing, warewashing, and equipment and utensil storage, and in toilet rooms.*
 5. The light intensity shall be at least 50 foot candles (540 lux) at a surface where a food service employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.

MOP SINK/JANITORIAL SINK:

139. What type of sink do you have? (a mop sink is required)

- ☐ Pre-fabricated floor basin ☐ Laundry Tub
- ☐ Wall mounted sink

140. Have you specified a heavy-duty mop rack capable of holding wet mops above the mop basin? (as required) ☐ Yes ☐ No

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

HOOD SYSTEM:

**YOU MUST CONTACT THE FIRE DEPARTMENT FOR APPROVAL OF
HOOD SYSTEM**

141. Indicate all areas where exhaust hoods are installed:

LOCATION	SQUARE FEET	FIRE PROTECTION

142. How is each listed ventilation hood system cleaned?

Georgia Department of Community Health
**PERMIT APPLICATION FOOD SERVICE ESTABLISHMENTS
AND MOBILE FOOD SERVICE OPERATIONS**

INSECT AND RODENT CONTROL:

<i>APPLICANT: Please check appropriate boxes.</i>	YES	NO
143. Will all outside doors be self-closing and rodent proof ? (as required)	<input type="checkbox"/>	<input type="checkbox"/>
144. Are screen doors provided on all entrances left open to the outside? (as required)	<input type="checkbox"/>	<input type="checkbox"/>
145. Do all openable windows have a minimum #16 mesh screening? (as required)	<input type="checkbox"/>	<input type="checkbox"/>
146. Is the placement of electrocution devices identified on the plan?	<input type="checkbox"/>	<input type="checkbox"/>
147. Will all pipes & electrical conduit chases be sealed; ventilation systems exhaust and intakes protected?	<input type="checkbox"/>	<input type="checkbox"/>
148. Is area around building clear of unnecessary brush, litter, boxes and other harborage?	<input type="checkbox"/>	<input type="checkbox"/>
149. Will air curtains be used? If yes, where? _____	<input type="checkbox"/>	<input type="checkbox"/>

Reminder: All doors and windows must be weather, rodent, and insect proof and tight fitting. Daylight is NOT to be observed around door.

FINISH SCHEDULE

Applicant must indicate which materials (quarry tile, stainless steel, 4" plastic coved molding, etc.) will be used in the following areas.

KITCHEN	FLOOR	COVING	WALLS	CEILING	SHELVING
<i>EXAMPLE</i>	<i>QUARRY TILE</i>	<i>QUARRY TILE</i>	<i>PAINTED DRYWALL</i>	<i>VINYL COATED TILES</i>	<i>WIRE RACKS</i>
Bar					
Food Storage					
Other Storage					
Toilet Rooms					
Dressing Rooms					
Garbage & Refuse Storage					
Mop Service Basin Area					
Warewashing Area					
Walk-in Refrigerators and Freezers					

	AIR GAP(required)*		**P TRAP	VACUUM BREAKER	CONDENSATE PUMP	*INTEGRAL TRAP
DISHWASHER*						
GARBAGE GRINDER*						
ICE MACHINES*						
ICE STORAGE BINS*						
MOP SINK						
HANDWASH						
3 COMP SINK*						
PRODUCE SINK*						
STEAM TABLE						
DIPPER WELL*						
REFRIGERATOR CONDENSATE/DRAIN LINES						
HOSE CONNECTION						
BEVERAGE DISPENSER W/ CARBONATOR*						
OTHER _____						

**** TRAP:** A fitting or device which provides a liquid seal to prevent the emission of sewer gases without materially affecting the flow of sewage or waste water through it. An integral trap is one that is built directly into the fixture, e.g., a toilet fixture. A “P” trap is a fixture trap that provides a liquid seal in the shape of the letter “P”. Full “S” traps are prohibited.

Are floor drains provided & easily cleanable, if so, indicate location: _____

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 he has received a copy of the Rules for Food Service, or can obtain a copy online at <http://health.state.ga.us/pdfs/environmental/290-5-14.pdf> Chapter 290-5-14, Georgia Department of Human Resources.

I hereby certify that the above information is correct and I fully understand that any deviation from the above and submitted plans without prior permission from the Environmental Health office may nullify final approval.

Signed: _____

Signature(s) of Owner(s) or responsible representative(s):

_____	Date _____
_____	Date _____
_____	Date _____

Date _____

Title: _____

(State Whether Business Owner or Authorized Agent)

NOTE: ANY CHANGES IN THE EXISTING FOOD SERVICE ESTABLISHMENT FACILITY WILL REQUIRE THE OWNER OR AGENT TO CONTACT THE LOCAL HEALTH AUTHORITY. IT IS ILLEGAL FOR FOOD SERVICE ESTABLISHMENTS TO BEGIN OPERATION WITHOUT FIRST OBTAINING A VALID FOOD SERVICE PERMIT FROM THE LOCAL HEALTH AUTHORITY.

Approval of these plans and specifications by the Environmental Health office does not indicate compliance with any other code, law or regulation that may be required -- federal, state or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with the Food Service Rules

**DO NOT RETURN WITH
APPLICATION**

**THE FOLLOWING PAGES ARE FOR
PERSONAL USES AND REFERENCE**

Pre-opening Checklist for Operators

If you can Answer yes to each item you are ready for scheduling a pre-opening inspection

Hand-washing facilities

1. Is hot and cold running water available at each handwashing sink?
2. Are mixing valves, combination faucets or metered faucet provided at each hand washing sink?
3. Are metered faucets set for a minimum of 15 seconds?
4. Are hand cleansers provided for all hand-washing sinks?
5. Are approved methods for drying hands provided at all hand-washing sinks such as paper towels?
6. Are covered waste receptacles available in unisex and women's restrooms?
7. Are all toilet room doors self-closing?

Dishwashing Facilities

1. Do all dish machines have data plates with operating specifications?
2. Do all dish machines have the required temperature and pressure gauges that are accurately working?
3. Is your dish machine reaching 160°F at the tray level or dispensing 50ppm chlorine residual in the final rinse?
4. Do you have a procedure for manual cleaning and sanitizing of fixed equipment?
5. Does the three-compartment sink have a drain board on each end of it? Or alternatives?
6. Do you have sanitizer test strips in proper range for all sanitizers used?

Miscellaneous

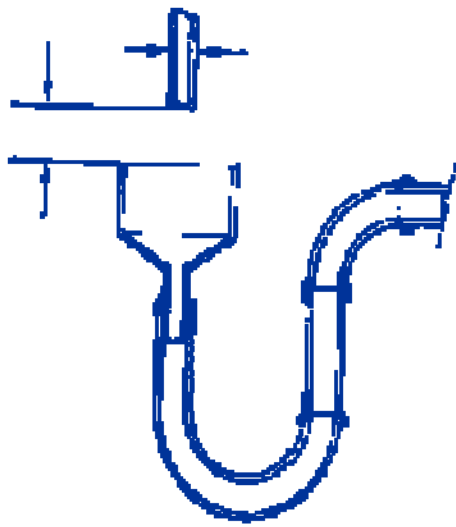
1. Are all containers of chemicals, including spray bottles, clearly labeled and stored away from food?
2. Will dry product storage be stored 6 inches off the floor?
3. Are all food containers made of food grade materials?
4. Do you have a system for laundering linens or work clothes?
5. Are all food preparation areas free of carpet?

Insect and Rodent Control

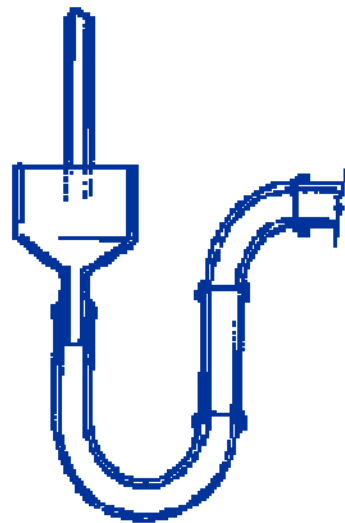
1. Are all outside doors self-closing and rodent proof?
2. Are screens provided for doors and windows that will be kept open to the outside?
3. Are all pipes & electrical conduit openings sealed? Is the ventilation system (exhaust and intake) protected?
4. Is the area around the building clear of unnecessary brush, litter, boxes and other unnecessary items?
5. Do you have a location and a procedure in place for cleaning garbage cans and floor mats? (Is the drain plumbed to sewer?)

Refrigeration Units

1. Are all refrigeration units operational?
2. Does each refrigeration unit have a working thermometer?
3. Is each refrigerator operating at 41F or colder?
4. Do you have a procedure for date marking?



Air Gap



Air Break

Indirect Waste

Large adapters twice the diameter of smaller pipe (ex. 2" pipe needs 4" adapter). In second illustration small pipe extends into adapter but is not sealed to it, they do not physically connect.

PLAN CHECK GUIDE FOR RETAIL FOOD FACILITIES

**Glynn County
Health Department
Environmental Health Section
1725 Reynolds Street #105
Brunswick, GA 31520
Phone: 912 279-2940
fax: (912) 267-4879**

The Plan Check Guide for Retail Food Facilities is an outline of requirements for plan preparation before submission to the Glynn County Health Department Environmental Health Section. It is intended to give basic information for compliance with Georgia Food Service Rules and Regulations, Chapter 290-5-14. Georgia Food Service Rules and Regulations apply throughout the state.

This guide only encompasses health aspects and should not be construed to encompass other agencies involved such as the local planning and zoning department, local building authority, or the local fire department. Owners and agents should be advised to contact the appropriate local agencies involved to obtain any permits and/or to clarify other local codes. If you have any questions about the plan review process, please contact this office at (912) 279-2940.

Construction Plan Approval Procedures for Food Facilities

A plan approval must be obtained from the Glynn County Environmental Health Office before constructing or remodeling any building for use as a food facility. Remodeling of a food facility means construction, building, enlarging, altering, converting, or repairing that requires a permit from the local building authority. The following procedures are required to process and approve food facility plans as well as to obtain final approval to open for business:

1. The plans must include sufficient information to demonstrate compliance with the minimum requirements of the Georgia Food Service Rules and Regulations, Chapter 290-5-14.
2. Plans must be prepared by an architect, draftsman, designer, contractor, or owner. All plans must be drawn in a concise, detailed, and professional manner. Inadequate plans will be rejected.
3. Items to be submitted to begin the plan review process:
 - a. Set of detailed plans
 - b. Completed application and fee schedule
 - c. Payment of plan review fee
4. Upon plan approval, one set of approved plans must remain at the construction site until the final inspection has been made. A second set of approved plans will be kept on file by the Environmental Health Office until construction has been completed.
5. Before commencing construction, approvals must be obtained from the Environmental Health Office, local building authority, and other appropriate agencies.
6. If any changes on the approved plans are desired, revised plans shall be submitted for review and approval prior to construction.
7. All construction and equipment installation shall be subject to field inspection. The food facility shall not open for business until final approval is obtained from the Glynn County Environmental Health Office and a valid food service permit is issued. Call your Glynn County Environmental Health Specialist at least 48 hours in advance for inspection appointment(s).

II. Minimum Requirements for Food Facility Plans

Plans shall be drawn to scale (1/4 inch = 1 foot) and shall include the following:

1. Name and address of facility.
2. Name, mailing address, and telephone number of owner, contractor, and contact person.
3. Floor plan of entire facility.
4. Floor plan showing equipment layout including:
 - a. Complete equipment list
 - b. Equipment specification sheets
5. Plumbing layout.
6. Electrical layout.
7. Exhaust hood ventilation and make-up air system design.
8. Site plan including proposed exterior waste storage receptacle location.
9. Room finish schedule for floors, base (coving), walls, and ceiling that indicates the type of material, the color and surface finish for each room or area. Give specific brand names and colors. Samples of proposed finish material may be required.
10. Any changes to plans must be re-submitted to the Glynn County Environmental Health Office.

III. Field Construction Inspections

1. Preliminary construction inspection: Contact your Environmental Health Specialist at least 48 hours in advance to request a preliminary construction inspection prior to the installation of equipment.
2. Final/Pre-opening inspection: Upon completion of construction, including finishing work, contact your Environmental Health Specialist at least 48 hours in advance to arrange for a final pre-opening inspection. Approved materials/equipment and good workmanship are significant factors in the evaluation and final field approval of food facility construction and equipment installation. Prior to opening for business or use of remodeled areas final construction must be approved.

IV. Structural Requirements

1. Floors

- Floors in food establishments shall be durable, smooth, and impervious to water, grease, and acid, and of easily cleanable construction (i.e. quarry tile or seamless epoxy pour). Floor surfaces in all areas where food is prepared, packaged, dispensed, or stored in open containers; where any utensil is washed; where refuse is stored; where janitorial facilities are located; in all toilet and hand washing areas; and in employee changing and clothing storage areas shall be approved type that continues up walls at least four inches, forming a 3/8 inch minimum radius cove as an integral unit
- Floor drains (draining to an approved sewer system) are required in floors that are water-flushed for cleaning and/or where pressure spray methods for cleaning equipment are used. Where floor drains are utilized, the floor surface shall be sloped 1:5 (1/4 inch per foot) to floor drains.
- Approved anti-slip floor finishes or materials are acceptable in areas where necessary for safety reasons, such as traffic areas.

2. Walls & Ceilings

- Walls and ceilings shall be durable, smooth, nonabsorbent, and washable (i.e. gloss or semi-gloss enamel paint, epoxy paint, FRP paneling, stainless steel, ceramic tile). Walls and ceilings in food preparation and utensil washing areas and interior surfaces of walk-in refrigeration units shall also be light-colored (must have light reflectance value of 70% or greater). Exposed brick, concrete block, rough concrete, rough plaster, or textured gypsum board is not acceptable.
- The wall behind sinks and dish tables should be covered with a durable, water-proof material (i.e. FRP, ceramic tile, stainless steel, etc.) extending from the top of the coved base to 12 inches above the backsplash.
- Walls adjacent to floor mounted mop sinks should be covered with durable, water-proof material extending from the top of the sink to at least 48 inches above the floor.
- Provide durable, cleanable, smooth, non-corrodible and non-flammable material (i.e. stainless steel, ceramic tile, etc.) behind the cook line and to any side walls that are adjacent or in close proximity.

3. Conduits

- All plumbing, electrical, and gas lines shall be concealed within the building structure to as great an extent as possible. When otherwise installed, they shall be mounted or enclosed so as to facilitate cleaning (i.e. at least two inches from wall and six inches above the floor).
- Where conduits or pipelines enter a wall, ceiling, or floor the opening around the line shall be tightly sealed and made smooth.
- Conduits or pipelines shall not be installed across any aisle, traffic area, or door opening.
- Multiple runs or clusters of conduits or pipelines shall be installed within walls or encased in an approved sealed enclosure.

4. Exterior Doors and Windows

- All exterior doors shall be well-fitted and self-closing to effectively prevent the entrance of flies, rodents, and vermin. If exterior door remains open for extended time periods, then a screen door with no less than 16 mesh per square inch screening will be required.
- All exterior which open to food preparation areas, food storage areas, and utensil washing areas shall be screened with no less than 16 mesh per square inch screening

5. Pass-through Windows

- When food is passed through a window to a customer on the outside of the building, the size of the window should not exceed 432 square inches.
- Food service pass-through window openings should be equipped with a self-closing screen or window, or an automatic switch activated air curtain which will produce an air flow eight inches thick at the discharge opening and with an air velocity of not less than 600 FPM (foot per minute) across the entire opening measured at a point three feet below the air curtain. Window openings must be closed when not in use.

6. Delivery and Cargo Doors

- All delivery doors leading to the outside shall open outward and be self-closing. Overhead air curtains must be provided when delivery doors must remain open for extended periods of time and when necessary to exclude insects, dust, dirt, and fumes.
- The air curtain when installed inside the building shall produce a downward and outward air flow not less than three inches thick at the nozzle with an air velocity of not less than 1600 FPM across the entire opening measured at a point three feet below air curtain.
- When the air curtain is installed outside the building the same velocity of air needs to be directed straight down over the entire door opening. The air curtain shall turn on automatically when the door is open. *An overhead air curtain is not a substitute device to permit a door to remain open.*
- Large cargo type doors shall not open directly into a food preparation area. Cargo type doors that open into any food warehouse of a food facility may only be open during deliveries.

7. Dry Food and Beverage Storage

- Adequate and suitable space shall be provided and designated on plans for dry storage purposes. This area shall be equipped with sufficient and approved shelving to accommodate anticipated needs. It shall include only aisle space and floor area where shelving, cabinets, or other storage facilities are located. It shall not include floor area where desks, equipment, ladders, or other items may be placed.
- Shelving shall meet NSF standards or the equivalent. Shelving must be durable, easily cleanable, nonabsorbent, and vermin tight. The lowest shelf shall be at least six inches above the floor with clear unobstructed area below.

8. Other Required Storage Facilities

- Adequate and suitable space shall be provided for the separate storage of clean and soiled linen.
- A room, area, or cabinet separated from any food preparation or storage area, or utensil washing or storage area shall be provided for the storage of all cleaning equipment, supplies, and poisonous substances (i.e. mops, buckets, brooms, cleaning compounds, waxes, commercial insecticides, detergents, bleaches, or any other injurious or poisonous materials).

9. Clothing Changing Rooms and Areas

- A room, enclosure (i.e. locker, cabinet, etc.), or designated area shall be provided where employees may change and store clothing and personal effects.
- The room, enclosure, or designated area should be sized to accommodate the number of employees.
- The room, enclosure, or designated area shall be separate from toilets, food storage, food preparation, and utensil-washing areas.

10. Refuse Disposal Facilities

- Garbage and waste grease shall be disposed into adequate, watertight, nonabsorbent, rodent proof containers with close-fitting lids. There shall be an area provided for the storage of these containers and facilities for their washing.
- A mop sink or floor mounted janitorial sink may be sufficient to clean the food waste containers of a small food facility.
- Structural requirements for **interior** refuse disposal rooms and areas:
 - a. Floors shall be smooth, durable, grease-resistant, nonabsorbent, coved, and easily cleanable.
 - b. Walls and ceilings shall be durable, easily cleanable, impervious to grease and moisture, and capable of withstanding the expected impacts.
 - c. The room or enclosure shall be well ventilated.
 - d. Hot and cold running water through a mixing valve protected with a backflow protection device and located so that the room or enclosure can be cleaned.
- Structural requirements for **exterior** refuse disposal facilities:
 - a. An outdoor storage ground surface for refuse, recyclables and returnables shall be constructed of nonabsorbent material such as concrete or asphalt and shall be smooth, durable and cleanable.
 - b. If used, an outdoor enclosure shall be constructed of durable and cleanable materials.
 - c. Wash-down facilities shall be provided with hot and cold water and a sanitary drain for liquid waste disposal. The slope to the drain shall be on a 1:5 gradient slope.

11. Toilet Facilities

- In each food facility, there shall be employee toilet facilities.
- Toilet facilities that are provided for use by patrons shall be so situated that patrons do not pass through food preparation, food storage, or utensil washing areas.
- The floors, walls, and ceilings shall have surfaces that are smooth, nonabsorbent, and easily cleanable.
- Toilet tissue shall be provided in a permanently installed dispenser at each toilet.
- Toilet rooms shall be separated from other portions of the food establishment by well-fitted, self-closing doors that prevent passage of flies, dust, or odor.
- Toilet rooms shall be vented to outside air by means of an operable screened window, an air shaft, or a light-switch activated exhaust fan, consistent with the requirements of the local building codes.

12. Water

- An adequate, protected, pressurized, potable supply of hot water at least 120°F and cold water shall be provided.
- In sizing the water heater, the peak hourly demands for all sinks, dishwashing machines, etc. are added together to determine the minimum required recovery rate.
- The water supply shall be from a water system approved by Glynn County Environmental Health.

13. Backflow Protection

- An approved backflow prevention device shall be properly installed upstream of any potential hazard between the potable water system and a source of contamination (i.e. all threaded water outlets, mop sinks, sprayers, dishwashers, etc.)

14. Indirect Waste Receptors

- All steam tables, ice machines and bins, food preparation sinks, utensil washing sinks, display cases, and other similar equipment that discharge liquid waste shall be drained by a means of indirect waste pipes and all wastes drained by them shall discharge through an air gap into an open floor sink, or other approved type of receptor that is properly connected to an approved sewer system.
- The floor sink or other approved waste receptors should be located to provide adequate drainage of the equipment being served. Equipment should be located within 15 feet of the waste receptor.
- Floor sinks or other approved waste receptors shall be located so that they are readily accessible for inspection, cleaning, and repair. Overflow from floor sinks shall be prevented from flowing into accessible areas (i.e. storage cabinets, display refrigerators, etc.)

15. Sewage Disposal, Grease Traps, & Interceptors

- All liquid waste, including sewage generated by a food establishment, shall be disposed of in an approved manner into either a public sewer system or to an approved on-site sewage disposal system.

****Note: Check with local public works agencies (i.e. Water & Sewer Department) for information or regulations regarding special sewerage, grease trap, and interceptor requirements.***

16. Lighting

- In every room and area in which food is prepared, processed, or packaged, or in which utensils are cleaned, sufficient natural or artificial light shall be provided to produce an intensity of not less than 215 lux (20 foot candles).
- The work surfaces on which alcoholic beverages are prepared, or where utensils used in the preparation or service of alcoholic beverages are cleaned shall be provided with at least 108 lux (10 foot candles) of light.
- Dry food and utensil storage rooms, refrigeration storage, toilet rooms and dressing rooms shall be provided with at least 108 lux (10 foot candles) of light.
- Light fixtures in areas where food is prepared, open food is stored or utensils are cleaned shall be of shatterproof construction or protected with shatterproof shields and be readily cleanable.

V. Ventillation

1. Provide adequate ventilation to remove gasses, odors, steam, heat, grease, vapors, or smoke from all rooms in the facility including: food preparation, toilet, janitorial, garbage and changing rooms, consistent with the requirements of local building codes.
2. **Exhaust Hoods and Ducts**
 - Mechanical exhaust ventilation shall be required at or above all commercial type deep fat fryers, broilers, fry grills, steam-jacketed kettles, ranges, ovens, barbeques, rotisseries, dishwashing machines, and other similar equipments to effectively remove gasses, odors, steam, heat, grease, vapors, or smoke from the facility. Usually, chemical sanitizing or other under counter dishwashing machines do not require exhaust hoods.
 - Ventilation plans for each system shall include front and side elevations of the exhaust hood and duct details to the roof fans (both exhaust and make-up air).
 - Provide manufacturer specification sheets for exhaust fan, make-up air fan, and hood filters. Specify the number and location of make-up air diffuser.

VI. Equipment Requirements

1. All new and replacement food-related and utensil-related equipment shall meet or be equivalent to approved applicable sanitation standards.
2. All utensils, display cases, windows, counters, shelves, tables, refrigeration units, dishwashing machines and other equipment used in the preparation, sale, service and display of food shall be made of nontoxic, non-corrodible materials and shall be constructed, installed and maintained so as to be easily cleaned.
3. Equipment shall be installed so as to facilitate cleaning under and around the equipment, and of all adjacent surfaces. Equipment should be sealed to adjacent walls and equipment, or should be spaced away from the adjacent walls and equipment at least six inches.
4. All floor-mounted equipment shall be placed on NSF approved casters, minimum six inch high cleanable legs, or be completely sealed in position on at least four inch high continuous coved base or concrete curb.

5. Food Protection Equipment

- Displays of unpackaged foods or utensils shall be shielded so as to intercept direct line between the customers' mouths and the food or utensils being displayed or shall be dispensed from approved self-service containers.
- Cafeteria, buffet, salad bar self-service, food preparation and storage areas shall be protected by approved sneeze guards (Please see your Environmental Health Specialist for approved specifications).
- Approved self-service containers shall have tight-fitting, individual covers.

6. Refrigeration

- All reach-in and walk-in refrigeration and freezer units shall be adequate in capacity and usage to meet the needs of the proposed operation and shall:
 - a. Be specifically constructed for commercial use and shall meet or be equivalent to applicable NSF standards. Domestic model refrigerators and freezers will not be accepted if they do not meet the needs of the operation.
 - b. Have shelving that is nonabsorbent, non-corrodible, easily cleanable, and shall meet or be equivalent to applicable NSF standards.
 - c. Be provided with an accurate, readily visible thermometer.
 - d. Drain condensate and other liquid waste in a sanitary manner to a floor sink or other approved device by an indirect connection located outside the refrigeration and freezer units. Condensate may be drained to a properly installed and functioning evaporator.

- Walk-in refrigeration and freezer units shall also:
 - a. Be designed to be closed and sealed to the floor or be constructed integral with the floor. Coved bases shall be provided at the intersection of interior floors and walls.
 - b. Be Flashed or sealed to walls and/or ceiling as needed to prevent rodent and vermin harborage of inaccessible areas.
 - c. Have non-corrodible shelving that is at least six inches above the floor and shall meet or be equivalent to applicable NSF standards. Raw wood is not acceptable.
 - d. Have floor drains and floor sinks located outside units.

7. Sinks

- When a sink is installed next to a wall, the integral metal backsplash shall be sealed to the wall. Hot and cold water under pressure shall be provided through mixing valve to each compartment of the following sinks:
 - a. Utensil sinks:
 - Where multi-service kitchen utensils and eating and drinking utensils are washed, a minimum three compartment stainless steel sink with dual integral stainless steel drain boards shall be provided.
 - The sink compartment shall be large enough to accommodate the largest utensil or piece of equipment to be washed, and the drain boards shall be as large as the largest sink compartment.
 - b. Vegetable preparation sinks:
 - Food facilities shall provide a separate sink for washing raw fruits and vegetables.
 - c. Hand washing sinks
 - Hand washing sinks shall be provided in each food preparation areas, food dispensing areas and warewashing areas sufficient in number and conveniently located so as to be accessible at all times for use by food handlers.
 - Soap and single-use towels (or hand drying device) shall be provided in permanently installed dispensers at the hand washing sinks.
 - Hand washing sinks shall be equipped to provide tempered water at a temperature of at least 100°F (38°C) through a mixing valve or combination faucet.

d. Janitorial sinks

- Food establishments shall be equipped with either a one compartment, non-porous janitorial/mop sink or a slab, basin, or floor constructed of concrete or equivalent material curbed and sloped to a drain, to be used exclusively for general cleaning purposes and for the disposal of mop bucket and other liquid waste.
- The sink shall be located so as not to contaminate food preparation areas, food storage areas, utensils or equipment.
- The sink shall provide hot (minimum 120°F) and cold running water from a combination faucet or a mixing valve.
- The mixing valve faucet shall be equipped with a backflow prevention device.

8. Dishwashing and Glass-washing Machines

- An area should be provided for scraping utensils and equipment as circumstances require. An overhead pre-rinse sprayer with scupper tray, sink, or garbage disposal will satisfy this requirement.
- Dishwashing machines may be connected directly to the sewer immediately downstream from a floor drain or they may be drained through an approved indirect connection.
- Spray type dishwashing machines which are designed for a *hot water* bactericidal rinse shall be provided with an approved booster heater or be connected to an approved recirculating water system which is capable of maintaining the rinse water not less than 180°F. These machines may require an approved type II exhaust hood.
- Spray type dishwashing machines which are designed for a *chemical* bactericidal rinse shall be capable of maintaining the rinse water at a temperature in accordance with NSF listing.
- Dishwashing machines (including glass washing and under-counter dishwashing machines) must have two integral stainless steel drain boards, one for soiled utensils and one for clean utensils. The drain boards shall be sloped and drained to an approved waste receptor.
- Drain boards shall be large enough to adequately store all utensils above the floor at all times or additional approved shelving or racks shall be provided in the dishwashing area for this purpose.
- A minimum of a three compartment stainless steel sink with dual integral metal drain boards is required in addition to any dishwashing machine.
- When a dish table is installed next to a wall, the integral metal backsplash shall be sealed to the wall.

9. Dipper Wells

- A cold running water dipper well shall be provided, if scoops or reusable serving utensils are stored in water. The dipper well shall be drained by means of an indirect connection.

Attachment A

HOT WATER REQUIREMENTS AND TANK SIZING

HOT WATER USAGE

- Specify the water heater storage capacity in gallons: _____
- Manufacturer: _____ Model #: _____
- Specify the water heater recovery rate in GPH: __ Temp Rise (in °F): _____

- The high gallon demand should be used when multi-use eating utensils are used and low gallon demand is to be used in carry-out facilities where single service items are used.

EQUIPMENT	QUANTITY	GPH-HIGH	GPH-LOW	TOTALS
4 compartment sink		80	65	
3 compartment sink		60	45	
Vegetable sink		15	10	
Mop/curb sink		20	20	
Lavatory (handwashing sink)		5	5	
Pre-flush unit		45	45	
Bar sink		25	20	
Washing machine (9-12 lbs)		45	45	
Washing machine (16 lbs)		60	60	
Employee shower		20	20	
Warewashing/dish machine		See specs	See specs	
Other				
(Total Peak Demand) GRAND TOTAL				

WATER HEATER CALCULATIONS

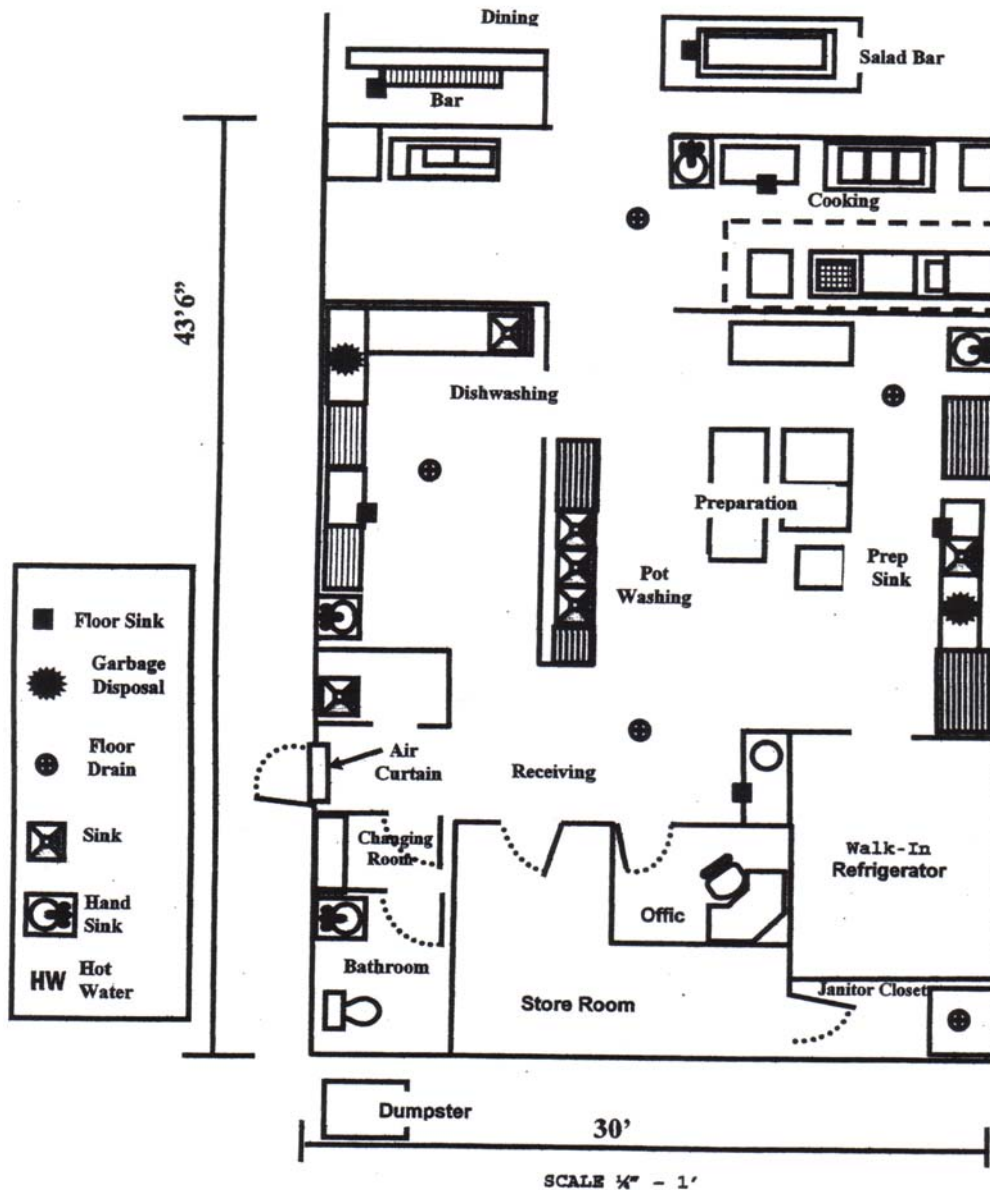
- From the manufacturer obtain the first hour output, or the storage capacity of the water heater in gallons and the recovery rate in GPH at a 100°F temperature rise.
First hour output = storage capacity X efficiency (0.7 gas, 1.0 electric) + recovery rate @ 100°F
- Determine the Total Available Hot Water (TAHW)
TAHW = $\frac{\text{First Hour Output} + \text{Second Hour (recovery @ 100°F rise)}}{2}$
- Example: If you plan to use a gas water heater with a 60 gallon storage capacity and a 25 GPH recovery at 100° temperature rise the calculation would be as follows:
TAHW = $\frac{60 \text{ gallons (storage)} \times 0.7 \text{ (efficiency)} + 25 \text{ gallons (recovery)} + 25 \text{ (recovery)}}{2}$
TAHW = 92 gallons/2 = 46 gallons

Note: Total Available Hot Water must be equal to or greater than the Total Peak Demand indicated in the hot water usage chart above

Authority: Georgia Food Service Rules and Regulations, DHR Chapter 290-5-14-.06(1)(h)

For office use: Required Recovery Rate = $\frac{\text{Total Peak Demand} - \text{Storage Capacity}}{2}$

SAMPLE FLOOR PLAN



NOTE: this is not intended as a model layout but ONLY to illustrate a procedure for submitting plans and Data for approval

