

## Steps in Opening a New Food Service Establishment

1. Prior to construction or remodeling submit plans for review (plan review fee, submit plan review application). You should submit one copy of plans directly to the Health Department (we only need the floor plan with the equipment schedule and the finish schedule (floors, walls, and ceiling finishes) at the same time you submit plans to Forsyth County Planning.
2. Submit a sample menu including all types of food that will be served.
3. You must determine the type of sewage disposal available, either public or septic system. Many septic systems are not designed for food service. We will review the existing records to make a determination of suitability. In the event that we cannot determine what type of septic system is available for your proposed facility a new system will have to be installed and the approval of such system may not be granted due to the conditions of the site.
4. If you are proposing to use a water source other than public (city or county) the source will have to be approved by the Georgia Environmental Protection Division. (EPD 770-387-4900)
5. The location of the facility must meet local zoning conditions.
6. The Forsyth County Board of Health requires that all persons working in a food service facility, regardless of job duty (manager, hostess, cook, etc.) must have a yearly tuberculosis screening. This can be done at the Forsyth County Health Department or any licensed health care provider. Each person must have this on file at the facility within thirty days of employment. Evidence of this screening is not required prior to issuance of initial permit.
7. A certified food safety manager must be employed by the facility within ninety days of opening. "Certified Food Safety Manager (CFSM)" means the owner or manager of a food service establishment who has successfully completed an approved nationally recognized food safety training program accredited by the Conference for Food Protection and has passed a professionally validated examination. Each food service establishment shall have an owner or at least one food service manager on staff, designated for that one establishment only, who has successfully completed a food safety training program approved by the department and passed a professionally validated CFSM examination that is accredited by the Conference for Food Protection or other accrediting agency as conforming to national standards for organizations that certify individuals. Acceptable training programs may include, but not be limited to, classroom, CD-ROM, internet based, or other suitable method of training delivery. Certified Food Safety Managers must maintain and renew certification in accordance with the requirements of the examination taken.
8. If the plans are approved a letter of approval will be provided to the applicant for submittal to Forsyth County Planning
9. Upon completion of construction the owner must submit an application for a Food Service Permit and appropriate fee. Communication should then be made with the Health Department to schedule a final inspection prior to opening the facility to the public.
10. The final inspection will include inspecting all cold storage facilities for proper temperature so they must be up and running at proper operating condition. The facility may have food delivered and on premises at time of opening inspection but it is not required. Production of food for testing of facility and training staff is allowed as long as food is not served to public (service to employees is ok). The facility should be basically ready to open when the final inspection is requested. You can request a preliminary inspection at any time during the construction phase; just make it clear that it is a preliminary inspection.
11. The permit will be issued within a few days of a satisfactory final inspection. This permit is necessary to obtain the business license from Forsyth County Planning.