COBB & DOUGLAS PUBLIC HEALTH

BASIC REQUIREMENTS FOR OPENING A RESTAURANT OR COMMISSARY

PLANS

1. Submit 1 set of full size plans for our office, 1 set of plans for yourself, and 1 digital set of plans.
2. Proposed menu required for new operations.
3. Plans should be a minimum scale of ¼ inch = 1 foot on paper not less than 8 ½" x 11".
4. Plans should show restroom facilities.
5. Plans should show the location and specifications. The equipment schedule must include the make, model, storage capacity and BTU's or KW's of the hot water heater as well as the make and model of the dish machine (if used).
6. Plans should show the finish schedule of all floors, walls and ceilings.
7. Pay all applicable fees.
8. Allow ten working days for approval.

REQUIRED EQUIPMENT

1. Three Compartment Sink
   Each compartment must be large enough to immerse your largest piece of equipment or your largest utensil. In most establishments, compartments may not be smaller than 15" by 18". Drainboards, utensil racks, or tables shall be provided for necessary utensil holding before cleaning and after sanitizing.

2. Handwashing Sinks
   Handwashing sinks must be within 25 feet of any food preparation or dishwashing areas. Handwashing sinks must be in all rest rooms. Paper towels, continuous roll towels, or heated-air hand drying device are required. Dispensers need to be installed for paper towels (as applicable) and soap at all handwashing sinks. A waste receptacle is required at all handwashing sinks that utilize paper towels. Signage stating that EMPLOYEES MUST WASH HANDS is to be posted at each handwashing sink that is used by employees.

3. Prep Sink
   A prep sink is required for washing fruits and vegetables. This sink shall be made of approved material, have hot and cold water under pressure provided, and an indirect sewer connection.

4. Mop Sink
   A mop or can wash area must be provided. If a hose is attached, a suitable backflow prevention device must be installed on the faucet.

5. Refrigeration
   Refrigeration must maintain potentially hazardous foods at 41°F or below AT ALL TIMES.

6. Work Surfaces
   Work surfaces shall be sufficient in quantity and constructed of safe, durable, corrosion resistant and non-absorbent materials.

7. Ventilation
   All rooms must have sufficient mechanical ventilation to remove excessive heat, steam, condensation vapors, obnoxious odors, smoke and fumes. The local building inspector and the local fire marshal must approve hoods and ventilation as well. If smoking will be permitted, the structure and air handling system shall comply with *Chapter 290-5-61* Georgia Smokefree Air Act of 2005, providing applicable signage and a written statement from an HVAC licensed by the State of Georgia or from an appropriately certified professional that the air handling system servicing the smoking room complies with the Act.

EQUIPMENT INSTALLATION AND LOCATION

Food service equipment must be designed and manufactured according to the American National Standards Institute (ANSI) accredited certification programs.

1. Equipment placed on tables or counters, unless portable, must be sealed to the table or counter or elevated on legs to provide at least a 4-inch clearance between the surface and equipment. The equipment must be installed in a manner to facilitate the cleaning of the equipment and adjacent areas.

2. Floor mounted equipment, unless easily movable must be:
    a. Sealed to the floor; or
    b. Installed on a raised platform of concrete or other smooth masonry in a way that meets all the requirements for sealing or clearance; or
    c. Elevated on approved legs to provide at least 6-inches of clearance between the floor and equipment, except that vertically mounted floor mixers may be elevated to provide at least a 4-inch clearance between the floor and equipment if no part of the floor under the mixer is more than a 6-inch reach for cleaning.
    d. Sufficient space must be provided for easy cleaning between, behind and above all fixed equipment. If exposed to seepage, the space between the adjoining equipment or adjacent walls and ceilings must be sealed.

3. Aisles and working spaces between units of equipment and walls must be unobstructed and of sufficient width (30 inches recommended) to permit employees to perform their duties readily without contamination of food or food-contact surfaces by clothing or personal contact. All easily movable storage equipment such as pallets, racks, and dollies must be positioned to provide accessibility to working areas and hand sinks.

FLOORS

1. Floors and floor coverings of all food preparation, food storage, and utensil washing areas, and the floors of all walk-in refrigerating units, dressing rooms, locker rooms, rest rooms and vestibules must be constructed of smooth durable materials such as terrazzo, ceramic tile, and durable grades of linoleum or plastic. Plain concrete is not permitted.

2. Carpeting must be closely woven, properly installed, easily cleaned and maintained in good repair. Carpeting is prohibited in food preparation, equipment washing and utensil washing areas where it is exposed to large amounts of grease and water, in food storage areas, and rest room areas where urinals or toilet fixtures are located.

3. Properly installed, trapped floor drains must be provided in floors that are water flushed for cleaning or receive discharges of water or other fluid waste from equipment, or in areas where pressure spray methods for cleaning equipment are used. Such floors must be constructed only of sealed concrete, terrazzo, ceramic tile or similar material, and must be graded to drain.

4. Mats and floor coverings must be nonabsorbent, grease resistant and easily cleaned.

5. Floor and wall junctures shall be coved and closed to no larger than 1/32 inch (1mm), except that if water flush cleaning methods are used the floors shall be provided with drains and be graded to drain, and the floor and wall junctures shall be coved and sealed.

6. Exposed utility service lines and pipes must be installed in a way that does not obstruct or prevent the cleaning of the floor. In all new or extensively remodeled establishments, installation of exposed horizontal utility lines and pipes on the floor is prohibited.

WALLS AND CEILINGS

1. Walls and ceilings (including doors, windows, skylights and similar closures) must be maintained in good repair.

2. The walls, including non-supporting partitions, wall coverings and the ceilings of the walk-in refrigeration units, food preparation areas, equipment washing and utensil washing areas, rest rooms and vestibules must be light colored, smooth, nonabsorbent and easily cleaned. Concrete or pumice block used for interior walls must be finished and sealed to provide an easily cleaned surface.

3. Studs, joists, and rafters must not be exposed in walk-in refrigeration units, food preparation areas, equipment washing areas, rest rooms and vestibules. If exposed in other rooms or areas, they must be finished to provide an easily cleanable surface.

4. Exposed utility service lines and pipes must be installed in a way that does not obstruct or prevent cleaning of the walls and ceilings. Utility service lines and pipes must not be unnecessarily exposed on walls or ceilings in walk-in refrigerating units, food preparation areas, equipment and utensil washing areas, rest rooms and vestibules.

5. Light fixtures, vent covers wall-mounted fans, decorative materials and similar equipment attached to walls and ceilings must be easily cleaned and maintained in good repair. All lights must be shielded.

6. Wall and ceiling covering materials must be attached and sealed and easily cleaned.

7. No live plants are to be hung above tables used for food preparation or display areas.

SOLID WASTE FACILITES

1. Garbage and refuse must be kept in durable, easily cleanable, insect-proof, and rodent-proof containers that do not leak or absorb liquids. At least one utility sink or curbed cleaning facility must be provided and used for cleaning of garbage containers. Such facilities must have a floor drain and be supplied with hot and cold running water.

2. Containers stored outside the establishment, including dumpsters, and compactor systems must be easily cleanable. If a place for a drain plug is provided, the plug shall not be removed except during cleaning. Liquid wasted from compacting or cleaning operations must be disposed of as sewage.

3. Refuse containers, dumpsters, and compactor systems located outside shall be stored on or above a smooth surface of nonabsorbent material such as concrete or machine-laid and sealed asphalt that is kept clean and maintained in good repair.

TOILET FACILITIES

1. Toilet facilities shall be provided for food service employees.
2. In establishments with dining facilities permitted since July 31, 1995, patron toilets shall be provided and installed in accordance with all applicable codes.
3. If a heated-air device or continuous roll towels are used in a restroom that has an exit door with a handle or door knob that must be touched, paper towels are to be provided in the restroom.
4. Contact the local building inspector regarding compliance with the Americans with Disabilities Act (ADA).

MOBILE UNIT

Mobile food units shall operate from a permitted commissary and shall report at least daily to such location for all supplies and for all cleaning and servicing operations. The owner of the commissary shall apply for the mobile food permit and shall be responsible for active managerial control of the unit. The name and permit number of the unit shall be displayed on the side of the unit using a minimum of two inch letters. A mobile food unit servicing area shall include at least overhead protection. When not in use, units shall be properly stored at the commissary or other location approved by the Health Authority.

OTHER AGENCIES TO CONTACT

1. Contact the local **building department** before construction begins.

Cobb County	770-528-2071	Douglas County	770-920-7236/7920
City of Acworth	770-974-2032	Douglasville	770-920-3000/7201
City of Austell	770-944-4309	Villa Rica	678-785-1000
City of Kennesaw	770-429-4554		
City of Marietta	770-794-5657		
City of Powder Springs	770-943-1666 Ext 362		
City of Smyrna	770-434-6667		

2. Contact the local **fire department** for plan approval.

Cobb County	770-528-8000	Douglas County	770-949-1212
City of Acworth	770-528-8000	Villa Rica	770-834-8505/3113
City of Austell	770-794-5451		
City of Kennesaw	770-528-8000		
City of Marietta	770-794-5451		
City of Powder Springs	770-528-8000		
City of Smyrna	770-434-6667		

3. All commercial establishments require **business licenses**.

Cobb County	770-528-8410	Douglas County	770-920-7348/7351
City of Acworth	770-974-2032	Douglasville	770-920-3000
City of Austell	770-944-4303	Villa Rica	678-785-1000
City of Kennesaw	770-424-8274		
City of Marietta	770-794-5520		
City of Powder Springs	770-943-8018		
City of Smyrna	770-319-5321		

4. Licenses to sell alcoholic beverages must be obtained through the local business license office. Permits for employees to serve alcoholic beverages must be obtained from the local **police department** unless otherwise indicated.

Cobb County Police	770-499-3943	Douglas County Occupational Tax	770-920-7348
Douglasville Police	770-920-3010		
City of Smyrna	678-631-5087		
Villa Rica	770-459-5149		

5. Contact the local **water department** for grease trap information and approval.

Cobb County	770-419-6430	Douglas County	770-949-7617
City of Acworth	770-423-1000	Villa Rica	678-785-1000
City of Austell	770-944-3400		
City of Kennesaw	770-423-1000		
City of Marietta	770-794-5649		
City of Powder Springs	770-943-1666		
City of Smyrna	770-319-5338		