

BASIC REQUIREMENTS FOR OPENING A RESTAURANT OR COMMISSARY

PLANS

1. Submit three sets of plans at least 14 business days prior to starting construction. A proposed menu is required for new operations. Plans should meet the following specifications:
 - a. Have a minimum scale of $\frac{1}{4}$ inch = 1 foot, on paper not less than 11" x 14".
 - b. Show restroom facilities.
 - c. Show equipment locations and specifications. The equipment schedule **must include the manufacturer, model, storage capacity and BTU's (or KWs) of the hot water heater** as well as the make and model of the dish machine (if used).
 - d. Show a finish schedule for all floors, walls and ceilings.
2. Submit a completed food service application.
3. Submit a **notarized** Verification of Residency form with a copy of the supporting secure and verifiable document.
4. Pay all applicable fees.

REQUIRED EQUIPMENT

1. Three Compartment Sink
 - a. Each compartment must be large enough to immerse the largest piece of equipment or the 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
 - a. Handwashing sinks must be easily accessible and located within 25 feet of any food preparation or dishwashing areas. Handwashing sinks must be in all restrooms. 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. 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, and have an indirect sewer connection.
4. Mop Sink
 - a. 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
 - a. Refrigeration must be capable of maintaining time and temperature controlled for safety (TCS) foods at 41°F or below **AT ALL TIMES**.
6. Work Surfaces
 - a. Work surfaces shall be sufficient in quantity and constructed of safe, durable, corrosion resistant and nonabsorbent materials.
7. Ventilation
 - a. 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 the Georgia Smokefree Air Act of 2005, providing applicable signage and a written statement from an HVAC contractor 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. Unsealed 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, sealed and easily cleaned.
7. All outer openings shall be protected. Lift/garage-door style walls shall only be allowed in authorized/approved locations.
8. No live plants are to be hung above tables used for food preparation or display areas.

SOLID WASTE FACILITIES

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 waste 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 official regarding compliance with the Americans with Disabilities Act (ADA).

MOBILE UNIT

Mobile food units shall operate from a commissary or other fixed food service establishment and shall report at least daily to such location for all supplies and for all cleaning and servicing operations. 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 base of operation.

OTHER AGENCIES TO CONTACT

Contact the **zoning department** to ensure that your business / development will meet applicable zoning and development standards.

Cobb County: 770-528-2035	City of Smyrna: 770-319-5387
City of Acworth: 770-974-3112	Douglas County: 770-920-7241
City of Austell: 770-944-4309	City of Douglasville: 770-920-3000
City of Kennesaw: 770-590-8268	City of Villa Rica: 678-840-1224
City of Marietta: 770-794-5440	City of Villa Rica: 678-840-1224
City of Powder Springs: 770-943-8001 x 354	

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

Cobb County: 770-528-2071	City of Powder Springs: 770-943-8001, x 307
City of Acworth: 770-974-2032	City of Smyrna: 770-319-5387
City of Austell: 770-944-4309	Douglas County: 770-920-7201
City of Kennesaw: 770-429-4554	City of Douglasville: 770-920-3000
City of Marietta: 770-794-5659	City of Villa Rica: 770-459-7000

Contact the local **fire marshal** for plan approval.

Cobb County: 770-528-8310	City of Powder Springs: 770-528-8310
City of Acworth: 770-528-8310	City of Smyrna: 770-528-8310
City of Austell: 770-944-4333	Douglas County: 770-942-8626
City of Kennesaw: 770-528-8310	City of Douglasville: 770-942-8626
City of Marietta: 770-794-5450	City of Villa Rica: 770-942-8626

All commercial establishments require **business licenses**.

Cobb County: 770-528-8410	City of Powder Springs: 770-943-8001 x 355
City of Acworth: 770-974-2032	City of Smyrna: 770-319-5321
City of Austell: 770-944-4309	Douglas County: 770-920-7348
City of Kennesaw: 770-424-8274	Douglasville: 770-920-3000
City of Marietta: 770-794-5520	Villa Rica: 770-459-7000

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

Cobb County: 770-499-3932	City of Smyrna: 770-434-9481
City of Austell: 770-944-4331	Douglas County: 770-920-7351 – licensing & server
City of Kennesaw: 770-429-4532	City of Douglasville: 770-920-3000
City of Marietta: 770-794-5341	City of Villa Rica: 678-785-1022 – license
City of Powder Springs: 770-943-1616	City of Villa Rica: 678-840-1316 – server's ID

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

Cobb County: 770-419-6430 / 6366	Douglas County: 770-949-7617
City of Marietta: 770-794-5230	City of Douglasville: 770-949-7617
City of Smyrna: 678-631-5449	City of Villa Rica: 770-459-7000