



**Public Health**  
Prevent. Promote. Protect.

## Forsyth County Health Department

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To: Base of Operation checklist

From: Erin Stitt, Food Service Program Manager

Date: December 6, 2018

Subject: Checklist for Food Service Application

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To operate a mobile food unit, you must get approval for the base of operation. A base of operation is a food service establishment in which containers and/or supplies are kept, handled, prepared, packaged stored for subsequent transport. If you plan to operate a base of operation, the following will have to be submitted for review:

- 1) Completed Base of Operation application
- 2) Provide a route for your mobile food unit
- 3) Addendum
- 4) Affidavit - One of the owners should have the Affidavit notarized and submit a copy of the same form of id that was shown to notary
- 5) Provide water interruption plan if facility will continue to operate without water in the event of a water interruption (see application)
- 6) Provide manufacturer specifications for each piece of equipment (showing that it is NSF rated or equivalent)
- 7) Floor plan drawn to scale to include the plumbing riser diagram
- 8) Menu
- 9) Cleanup procedures for vomit/fecal accidents
- 10) Employee health policy
- 11) Food service plan review and permit fee (based on number of seats)
- 12) Copy of business plan

*Our office will not accept any of the above documents unless **All** documents are included*

*Please allow 10 business days for plan review comments*