



Forsyth County Health Department

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To: Change of ownership Food Service Establishments Checklist

From: Erin Stitt, Food Service Program Manager

Date: December 6, 2018

Subject: Checklist for Food Service Application

If you plan to operate an existing food service establishment which prepares and serves meals, lunches, sandwiches, drinks directly to the consumer either for carry out or service within the establishment, the following will have to be submitted for review:

- 1) Completed and signed application
- 2) Addendum
- 3) 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
- 4) Provide water interruption plan if facility will continue to operate without water in the event of a water interruption (see application)
- 5) Provide manufacturer specifications for each piece of equipment (showing that it is NSF rated or equivalent)
- 6) If you are making changes to the existing floor plan submit a floor plan that is drawn to scale to include the plumbing riser diagram
- 7) If you are not making changes and our office does not currently have a copy of the existing floor plan a floor plan drawn to scale to include the plumbing riser diagram must be submitted
- 8) Menu
- 9) Cleanup procedures for vomit/fecal accidents
- 10) Employee health policy
- 11) Food service plan review (if applicable) and permit fee (based on number of seats)
- 12) Copy of business plan
- 13) Copy of key drop delivery agreement if applicable
- 14) Information if dogs are allowed on patio
- 15) Catering facilities will need to submit additional information

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

Please allow 10 business days for plan review comments

