

Habersham County Environmental Health Department

130 Jacob's Way STE 102 Clarkesville, GA 30523

Phone: 706-839-0277 Email: habersham@dphe.ga.gov

Applications are taken in office: Monday – Friday between 8:00 AM - 4:00 PM (Closed daily 12:00PM- 1:00PM)

The following items must be received to complete and process your application:

☐ **Permit fees:**

FOOD SERVICE FEES	
Plan Review	
Minor Review (e.g., menu change, ownership change, minor renovation)	\$150.00
Major Review (e.g., special process, new facility)	\$200.00
Initial Permit	\$200.00
Mobile Food Unit (MFU) Authorization Fee	\$50.00
Initial MFU Permit (Base of Operation & 1 mobile unit)	\$250.00
Re-Inspection Fee (after unsatisfactory inspection)	\$150.00
Site Prior Evaluation	\$75.00
Authorized MFU Inspection Fee	\$100.00
Unauthorized Food Service Operations	\$500.00
Application & Annual Fees	
0-25 seats	\$200.00
26-50 seats	\$225.00
51-100 seats	\$250.00
100+ seats	\$275.00
Annual Facility Fee-Past Due	Annual Fee x2
Re-Inspection Fee	150.00
Annual Fee for Base/Mobile/Extended Kitchen (each permit)	\$175.00
HACCP Plan/Variance Review	\$100.00

☐ **You will need to submit documentation showing proof of residency using one of the following:**

- U.S. Driver's License.

Or:

- Any documentation that meets the qualifications under Secure and Verifiable Documents Under O.C.G.A. § 50-36-2.

☐ **The applicant shall provide the building owner's information to the Habersham County Environmental Health Department prior to submission of application.** Complete the Building Owners Information Document provided with the application packet.

☐ **A plan review fee will be allotted for the following: new facilities, mobile food units, change of ownership, major/minor renovations, and special processes (e.g., HACCP plans, Type 3 Facility).** Call 706-839-0277 with questions or concerns.

☐ **Plumbing, electrical, fire, and all other applicable utilities are subject to county or local municipality ordinances.** Please coordinate any necessary building inspections with the appropriate county/city official. It is the responsibility of the applicant to verify compliance with all regulations of other state, county and city departments. (e.g. Business License, Planning and Zoning, and Building Inspection).



Habersham County Environmental Health Department Mobile Food Event Organizer's Application

**ORGANIZER'S APPLICATION MUST BE RECEIVED 30 DAYS BEFORE THE
EVENT ALONG WITH A LIST OF ALL MOBILE FOOD VENDORS WHO WILL BE
ALLOWED BY THE ORGANIZER TO PARTICIPATE IN THE EVENT**

Organizer's Name: _____ Organizer's Phone: _____

Organizer's Address: _____
Please include suite # _____ Street Name and # _____ Suite _____ City _____ State _____ Zip Code _____

Organizer's E-mail Address: _____

Name of Food Truck Event: _____

Food Truck Event Address: _____
Street Name and # _____ City _____ Zip Code _____

Event Date: _____ Set Up Time: _____

Event Begin Time: _____ Event End Time: _____

If the Food Truck Event is recurring, please provide your operating schedule

Number of mobile food vendors expected: _____ Names to be provided one week in advance of event

All mobile food vendors shall be registered with the City / County Business License

Office PROPERTY OWNER'S PERMISSION REQUIRED

Is event location the property of the organizer? ☐ Yes ☐ No

If No, what proof is provided granting the organizer permission to use the property for the event? (Attach Proof)

**CLEARANCE REQUIRED FROM CITY / COUNTY GOVERNMENT TO HOLD EVENT
(Clearance is not required for limited service event such as serving an office building)**

Proof of City / County Authorization: _____
Signature of City / County representative, official stamp or authorization letter required.
(Attach copy of authorization letter)

TOILET FACILITIES (within 200 feet of food vending)

1. Where will the toilet facilities for the food vendors be located? _____

2. If tables for eating are provided or if event is more than 2 hours, where will the toilet facilities be located for the patrons? _____

WASTE DISPOSAL (Solid and Liquid)

1. What type container(s) will be used for solid waste disposal at the event? _____

It will be the organizer's and / or property owner's responsibility to ensure that only permitted vendors shall participate in the event.

Onsite Coordinator's Printed Name

Date

Onsite Coordinator's Signature

Onsite Coordinator's Phone #

Return the completed application, with documentation, to the Environmental Health Department :

Habersham County:
130 Jacob's Way, STE 102, Clarkesville, GA 30523
Office: (706) 839-0277 | Email: habersham@dph.ga.gov

Applicable fees will apply.