Habersham County Environmental Health Department

130 Jacob's Way STE 102 Clarkesville, GA 30523

Phone: 706-839-0277 Email: habershameh@dph.ga.gov

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

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).

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Food Service Site Prior Evaluation Application

Application Date:	*Attach a copy of the current floor plan, and your proposed floor plan.

Applicant Contact Information

Applicant / Owner Name:		
Mailing Address: Street:	City:	Zip:
Main Phone:	Alternate Phone:	
Email:		

Establishment Information

Previous Name of Establishment:	Previous use: ❑ Food Service ❑Other:
Location of Establishment (Street Address):	
Proposed (New) Name of Establishment:	

Intended Use

Water Supply (choose one): ❑Public ❑Well	Building Size Ft. by Ft.
Sewage Disposal (choose one): ❑Public ❑Septic	Septic Permit Number:
Previous Use:	

Mark one:	❑**Specific Use**- *Attach site plan showing facility floor plan, and proposed equipment.*
	❑**Recommend Use**- *Indicate desired facility location- See inspector recommendations.*

Proposed Operation: ❑Bar/Lounge ❑Commissary ❑Full Service Restaurant ❑Mobile/Extended Unit
❑High Risk Food Service ❑Pop-Up ❑Temporary Food Service ❑Restricted Food Service

❑Other: _____

Inspector:	Date Inspected:

It is the responsibility of the applicant to verify compliance with all regulations of other state, and/or municipality departments. (e.g. Business License, Planning and Zoning, and Building Inspection). A preliminary site inspection is performed on the basis of information provided by the applicant, the current site conditions, and current regulations and policies. If the information, site conditions, regulations, and/or policies, change after the date inspected, these recommendations/comments will be invalidated. The comments provided are not considered an approval or guarantee of permit issuance.

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Recommendations

(department use only)

Date/Initials: