Putnam County Board of Health
706-485-8591

Please come by the Putnam County Health Dept at 117 Putnam Dr. Suite C, in the same building as PC Planning and Development.

Environmental Health Specialist Gabriel Stone or Kathryn Hill will assist you in the paperwork and plan review needed for you to construct or remodel to obtain a permit and open a successful Food Service Establishment. This process will be required 14 business days prior to beginning of any construction.

290-5-14-.02 Provisions. Amended.

(1) Permit.
(a) **Valid Permit Required.** It shall be unlawful for any person to operate any type of food service operation: food service establishment, mobile food service unit, extended food service unit, or temporary food service establishment, without having first obtained a valid food service permit from the Health Authority pursuant to this Chapter.
(b) **Invalidation.** Permits are invalidated by change of permit holder, location or change in type of operation.
(c) **Satisfactory Compliance.**
….2. Prior to the issuance of the permit to new or existing establishments the *applicant shall provide evidence of satisfactory compliance with the provisions of this Chapter and all other provisions of laws that apply to the location, construction and maintenance of food service establishments and the safety of persons therein.*
(d) **Displayed.** The permit shall be prominently displayed at all times, in a location approved by the Health Authority.
(e) **Property.** The permit shall be the property of the Health Authority and shall be returned within seven days to the local Health Authority when the food service establishment ceases to operate, has a change in ownership or is moved to another location or when the permit is revoked

(4) When Plans Are Required.
(a) **Approval of Plans.** Properly prepared plans to scale and specifications must be submitted for review and approval when a food service establishment is constructed or extensively remodeled, or when an existing structure is converted to use as a food service establishment.
(b) **Submission of Plans.** The plans and specifications shall be submitted to the Health Authority of the county in which the food service establishment will be constructed at least fourteen (14) business days prior to beginning construction. The plans shall indicate the proposed menu, floor plan layout, arrangement of equipment, mechanical plans, construction materials and finish schedule, the type and model of proposed fixed equipment and facilities and the anticipated service volume per day…..
(6) Requirements – Permit Issued. For food service establishments that are required to submit plans as specified under (4) of this Rule the Health Authority shall issue a permit to the applicant after:
(a) **Completed Application**. A properly completed application is submitted;
(b) **Fee Submitted.** The required fee is submitted;
(c) **Plans and Specifications Approved.** The required plans, specifications, and information are reviewed and approved; and
(d) **Preoperational Inspection.** A preoperational inspection shows that the establishment is built or remodeled in accordance with the approved plans and specifications and that the establishment is in compliance with this Chapter.
(7) Interpretation of this Chapter. Interpretation of this chapter shall be in accordance with the current editions of the "Interpretation Manual for the Georgia Rules and Regulations for Food Service" and "Food Service Establishment Manual for Design, Installation and Construction".

Authority O.C.G.A. 26-2-371-373, 31-2-4. Administrative History. Original Rule entitled "Policy" was filed and effective on July 19, 1965 as 270-5-6-02. Amended: Rule repealed and a new Rule entitled "Provisions" adopted. Filed January 24, 1967; effective February 12, 1967. Amended: Rule renumbered as 290-5-14-.02. Filed June 10, 1980; effective June 30, 1980. Amended: Rule repealed and a new Rule of the same title adopted. Filed July 20, 1986; effective July 30, 1986. Amended: Rule repealed and a new Rule of the same title adopted. Filed July 11, 1995; effective July 31, 1995. Amended: Rule repealed and a new Rule of same title adopted. Filed Jan. 26, 2006; effective. Feb. 15, 2006. Amended: Rule repealed and a new rule of same title adopted. Filed Jan. 24, 2007; effective Feb. 13, 2007. Amended: Rule repealed and a new rule of same title adopted. Filed August 23, 2007; effective Sept.12, 2007.

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