

ALBANY COUNTY DEPARTMENT OF HEALTH –
DIVISION OF ENVIRONMENTAL HEALTH SERVICES

**PROCEDURES FOR OPENING A NEW OR MODIFIED FOOD SERVICE
ESTABLISHMENT**

Please submit all information required in a timely manner for review by the department.

- 1.) Application for permit to operate a food service establishment and fee payable to: Albany County Department of Health. (See enclosed Fee Schedule)
- 2.) You must provide a Certificate for proof of employee insurances: Workers Compensation and Disability Benefit Insurance **-or-** a New York State Worker's Compensation Board form CE-200: Certificate of Attestation of Exemption, to obtain the permit.
(See enclosed Worker's Compensation Board Insurance Requirements Document)
- 3.) New York Department of Health: Notice of Intent to Construct (DOH-154) and Albany County Department of Health: Application for Approval of Plans and Specifications (GEN 17).
- 4.) Architectural or engineering plans containing:
 - a. Floor equipment layout
 - b. Equipment listing
 - c. Site location
 - d. Water supply and wastewater disposal facilities (including grease trap information)
- 5.) Water and sewage engineering report if non-public facilities.
- 6.) Proposed menu of all foods to be prepared and served.

Please send all information to:

**ALBANY COUNTY DEPARTMENT OF HEALTH
DIVISION OF ENVIRONMENTAL HEALTH SERVICES
175 GREEN STREET
ALBANY, NEW YORK 12202**

- Upon receipt and review of all the above items, you will be sent a letter either granting or denying approval.
- Please note the New York State Liquor Authority requires a copy of the Albany County approval letter prior to issuance of a New York State Liquor License.
- If approval is granted, you must make arrangements for a pre-operational inspection by this Department. If the inspection is satisfactory; a permit to operate will be issued.
- A permit to operate a food service establishment issued by the Albany County Department of Health does not supersede requirements of local building codes in local jurisdictions.

**If you have any questions or need additional information you may contact us at:
DIVISION OF ENVIRONMENTAL HEALTH SERVICES:
PHONE: (518) 447-4620 FAX: (518) 447-4698**