



Public Health
Prevent. Promote. Protect.

Cortland County Health Department

CORTLAND COUNTY HEALTH DEPARTMENT

COUNTY OFFICE BUILDING
60 CENTRAL AVENUE
CORTLAND, NEW YORK 13045-2746
(607) 753-5036
FAX: (607) 753-5209
<http://www.cortland-co.org/432/Health-Department>

Nicole Anjeski, MS, MPH
Public Health Director
Lisa Perfetti BSN, RN
Deputy Public Health Director
Ngozi Mezu-Patel, MD
Medical Advisor

FOOD SERVICE ESTABLISHMENT PRE-OPERATIONAL REVIEW PROCEDURE FOR PLAN SUBMISSION AND APPROVAL

I. PROPOSED FOOD SERVICE ESTABLISHMENT

- a. The applicant must submit prior to construction, major renovations or a change of ownership plans showing:
 1. A scaled diagram of the kitchen/facility floor layout and the equipment arrangement.
 2. The construction materials and finishes in all areas (submit attached page).
 3. The size and type of all equipment, lighting, ventilation, toilet facilities, locker rooms, refuse storage area and all other facilities applicable to the food operation including plumbing, water supply and sewage disposal.
 4. A sample menu.
- b. The applicant must submit a plan review fee of \$200 for new facilities or \$150 for existing facilities. Plans may not be reviewed until the fee has been received.
- c. The applicant must submit an application for a Food Service Establishment Permit.
- d. To insure a quick review of your plans be sure that they are complete and accurate. Plans lacking any of the above requested information will be returned to the applicant.
- e. **BE SURE TO OBTAIN A BUILDING PERMIT FROM THE LOCAL CODE ENFORCER.**

II. PLAN APPROVAL

- a. If plans are not approved, a letter is sent to the applicant with a list of changes that are required. If plans are approved, an approval letter is sent to the applicant who is then allowed to proceed with construction.
- b. Construction shall be done in accordance with the approved plans and any changes in equipment or facilities must be approved by the Health Department.

III. INSPECTIONS AND PERMIT ISSUANCE

- a. Two or more pre-operational inspections are conducted during and at the end of construction:
 1. A “walk through” may be requested during construction to evaluate progress in accordance with approved plans.
 2. The first required inspection is during construction prior to installation of equipment.
 3. The second required inspection is prior to commencing operation. Additional inspections will be conducted as necessary.
 4. The application must request the above and final inspections with a least a 48-hour advance notice.
- b. The Annual permit fee is required prior to the issuance of a Food Service Establishment Permit in the event of a change of ownership or new facility construction. The annual permit fee will be determined following a menu review and facility evaluation. The fee schedule can be found at <https://www.cortland-co.org/522/Fee-Schedule>
- c. A Food Service Establishment Permit is issued to the applicant following the final inspection provided the inspection report is acceptable and a **CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLIANCE IS OBTAINED BY THE LOCAL CODE ENFORCER**. All other regulatory agencies must be in compliance prior to permit issuance.



WORKING TO BUILD A HEALTHY COMMUNITY SINCE 1929