



RETAIL PLAN SUBMISSION GUIDANCE

The Georgia Department of Agriculture Food Safety Division is responsible for licensing and inspection of retail food sales establishments. A license applicant or license holder is required to submit plans and specifications for review and approval prior to:

- Construction of a food establishment
- Conversion of an existing structure for use as a food establishment
- Remodeling of a food establishment or a change of type of food establishment or food operation

The plans and specifications for a food establishment shall include – as required by the department based on the type of operation, type of food preparation and foods prepared – the following information to demonstrate conformance with regulation provisions:

- a) Description of food products to be sold, held for sale or processed for intended consumption by the end consumer
- b) Planned food service operations, including the following information:
 1. If the proposed food service operations are to be conducted by the license applicant, or if the food service operations will be separately owned and operated
 2. The approximate square footage of food preparation areas and consumer seating areas utilized for the food service operations
- c) Proposed layout, mechanical schematics, construction materials and finish schedules
- d) Proposed equipment types, manufacturers, model numbers, locations, dimensions, performance capacities and installation specifications
- e) Evidence that standard procedures that ensure compliance with the requirements of these regulations are developed or are being developed
- f) Other information that may be required by the department for the proper review of the proposed construction, conversion or modification and procedures for operating a food establishment

The license applicant or license holder may submit these plans to the food safety division's retail program manager by mail or e-mail. Hard copies should be mailed to:

Attn: Retail Program Manager
Georgia Department of Agriculture
19 MLK, Jr. Dr.
Room 312
Atlanta, GA 30334

Electronic correspondence should be emailed to: RetailPlanReview@agr.georgia.gov

Submitted documents will be reviewed within 7-10 business days. License applicant or license holder's plans determined to be in compliance shall receive a letter of approval by email indicating acceptance and a request for notification and pre-operational inspection within two weeks of planned opening. Please include a letter of transmittal with all submissions.

Blueprints will be disposed of upon review and approval. If you would like to retain your blueprints, you must clearly identify that fact with your submittal documents/email. It is the responsibility of the individual submitting blueprints for review to make arrangements to pick up said blueprints from the department at the address listed above.