DANIEL P. McCOY
County Executive

JAMES CRUCETTI, MD, MPH
Commissioner of Health

DEPARTMENT OF HEALTH
COUNTY OF ALBANY
175 GREEN STREET
ALBANY, NEW YORK 12202

The Dr. John J.A. Lyons
ALBANY COUNTY HEALTH FACILITY
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MARIBETH MILLER, BSN, MS
Assistant Commissioner for Public Health

PATRICIA J. SNYDER, MBA
Assistant Commissioner for Finance
and Administration

PROCEDURES FOR OPENING A NEW OR MODIFIED FOOD SERVICE ESTABLISHMENT

File The Following With:

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

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 Certificate proof of employee insurances: Workers Compensation and Disability Benefit Insurance -or- a NYSWCB form CE-200: Certificate of Attestation of Exemption, to obtain the permit. (See enclosed Insurance Certificate List)

3. NYSDOH: Notice of Intent to Construct (GEN 140) and ACHD: 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.

Upon receipt and review of 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 our 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.

If you have questions on any of the above, please contact this office below at:

DIVISION OF ENVIRONMENTAL HEALTH SERVICES: PH (518) 447-4625 FAX (518) 447-4501