



DEPARTMENT OF HEALTH

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Food Service Establishment Checklist

Thank you for your interest in opening a food service establishment in Allegany County, NY, as defined in the New York State Sanitary Code, Subpart 14-1. The below requirements need to be met prior to operation of a food service establishment. These items may not be all encompassing, and may be subject to change. It is strongly advised that owners and operators of food service establishments familiarize themselves with Subpart 14-1 prior to opening your food service establishment.

Prior to operating:

1. Secure a Permit to Operate- the permit fee is dependent on risk determination, and will range between \$125 to \$175
2. Insurance documents must be submitted to DOH (Workers Comp and Disability) if you have paid employees, OR a Certificate of Exemption (CE-200) if you have unpaid employees/unpaid volunteers
3. Complete the County Plan Review Checklist- this includes submittal of a cleaning and sanitation plan, plans for toilet facilities, plans for private or municipal water and sewer connection/ backflow prevention/ septic design, grease trap design and maintenance plan, and waste storage plans. Some of these plans may require submittal of engineered plans and additional testing
4. All food service establishments must use an approved source of water. If not on municipal or other State-approved source, operators will have to establish a water system. Please contact the DOH for guidance
5. Submit floor plan/use of space document
6. Submit plans depicting sink placement and drain lines
7. Submit menu for risk determination
8. Schedule and receive a pre-operation inspection
9. Correspond with local Code Enforcement for fire and safety inspection

During Operation:

- Depending on your risk determination, a minimum of 1 or 2 DOH inspections will occur annually

[Associated Links for New York State Rules and Regulations and Allegany County Sanitary Code](#)



- Food Service: <https://regs.health.ny.gov/volume-title-10/1997429580/subpart-14-1-food-service-establishments>
- Temporary Food Service: <https://regs.health.ny.gov/volume-title-10/1651173225/subpart-14-2-temporary-food-service-establishments>
- Mobile Food Service: <https://regs.health.ny.gov/volume-title-10/1766110734/subpart-14-4-mobile-food-service-establishments-and-pushcarts>
- Permit to Operate: https://www.alleganyco.gov/wp-content/uploads/PermittoOperate_002.pdf
- County Plan Review Checklist: https://www.alleganyco.gov/wp-content/uploads/PLAN-REVIEW-CHECKLIST-06_2018-3.pdf

