



Food Service Establishment Permitting Process

A City & County Guide for Current and Prospective Restaurant and Food-service Business Owners

David Allen, Community Development Director / Zoning Administrator
Derry Walker, Code Enforcement Officer
Councilwoman Chelsey Curney



Food Service Establishment

Mission

Our goal is to help you understand the general sequence, who to contact, and when City permits are needed.
Requirements and final approvals are determined by each reviewing agency.



Objectives

- Explain the current issue
- Explain how we are fixing it
- Explain the process detailed in the SOP
- Explain the Risk Assessment and Mitigation
- Explain the Next Steps

Current Issue: Problems We're Having With Grease Traps

The challenge is not simply the grease interceptor—it is understanding the process early enough to plan for it.



Requirements Are Unclear

Restaurant applicants may not know that grease-interceptor requirements can affect the feasibility, layout and timing of a project.

The Process Can Be Confusing

Applicants must coordinate with the City, Environmental Health and CCWA. Without a clear roadmap, it can be difficult to know what happens first and who makes each determination.

Costs May Be Unexpected

Grease-interceptor work can represent a significant project consideration. Applicants may select a location or develop plans before understanding potential infrastructure costs.

City Focus: Help applicants identify these considerations earlier—before they commit significant time and resources.

The City's Response

A new City guide is designed to bridge the information gap between zoning and the grease-interceptor review/permitting phases.



Food Service Establishment Permitting Guide

- Provides a clear sequence from zoning through outside-agency review, City permits, inspections and business licensing.
- Identifies which agency is responsible at each stage and when applicants should contact that agency.

What the Guide Is Intended to Do

- Give applicants a starting point
- Encourage earlier planning for grease infrastructure
- Reduce confusion between reviewing agencies
- Help applicants ask the right questions before construction
- Keep the City in a process-navigation role

Disclaimer: The guide does not replace Environmental Health or CCWA requirements. Each reviewing agency makes its own technical and final determinations.

Standard Operating Procedure (SOP)



The Process at a Glance



Start with the City. Each step builds on the approvals and information developed in the step before it.

1

City of Jonesboro

Confirm zoning and determine which City permits may be required.

2

Environmental Health

Complete the food-service plan review process directly with Clayton County Environmental Health.

3

CCWA

Complete the grease-interceptor review and sizing process directly with Clayton County Water Authority.

4

City of Jonesboro

Submit required plans and obtain applicable building/trade permits before work begins.

5

Required Inspections

Complete applicable City, CCWA, Environmental Health and Fire inspections/approvals.

6

Business License

After required approvals, complete the City Occupation Tax Certificate / Business License requirements.

READY TO OPEN

Who Does What?

The City is explaining the pathway—not speaking on behalf of Environmental Health or CCWA.



CITY OF JONESBORO

- Zoning confirmation
- City building/trade permits
- Applicable City inspections
- Occupation Tax Certificate / Business License

ENVIRONMENTAL HEALTH

- Food-service application and plan review
- Determination of required sinks/fixtures through its review process
- Food-service approval

CLAYTON COUNTY WATER AUTHORITY

- Grease-interceptor sizing and review
- Pre-approval/approval process
- Grease-interceptor inspection

Applicants should work directly with each reviewing agency for its current forms, technical requirements and final determinations.

CCWA Step: What Happens Before Sizing?

For grease-interceptor review, the sequence matters.



1 Environmental Health

Complete the food-service plan review first. The plan review establishes the sink/fixture information used in the next step.



2 CCWA Sizing Sheet

After the sink count is finalized, complete CCWA's current grease-interceptor sizing form using the approved facility information.



3 CCWA Review

CCWA determines the applicable interceptor requirements through its review process.

Important: CCWA's materials state that the sizing sheet is completed after the number of sinks is finalized and that additional sinks cannot be added after submission.

Existing Food-Service Facilities

Existing restaurants may have additional CCWA inspection and condition requirements.



According to the CCWA material provided:

- 1 The interceptor must be pumped before CCWA inspection, with a current manifest on site.
- 2 If an interceptor does not meet code because of its size or condition, replacement may be required.
- 3 After replacement and inspection, CCWA issues its approval letter when requirements are met.
- 4 CCWA states that interceptor sizing may be evaluated individually for special operating conditions.

For owners planning a renovation, relocation or change in operation

Confirm the process early—before construction or installation—so that the facility plans, grease-interceptor review and City permits stay aligned.

Grease Interceptor: Technical Review Is a CCWA Determination

The City can help explain where this step fits; CCWA determines the technical requirements.



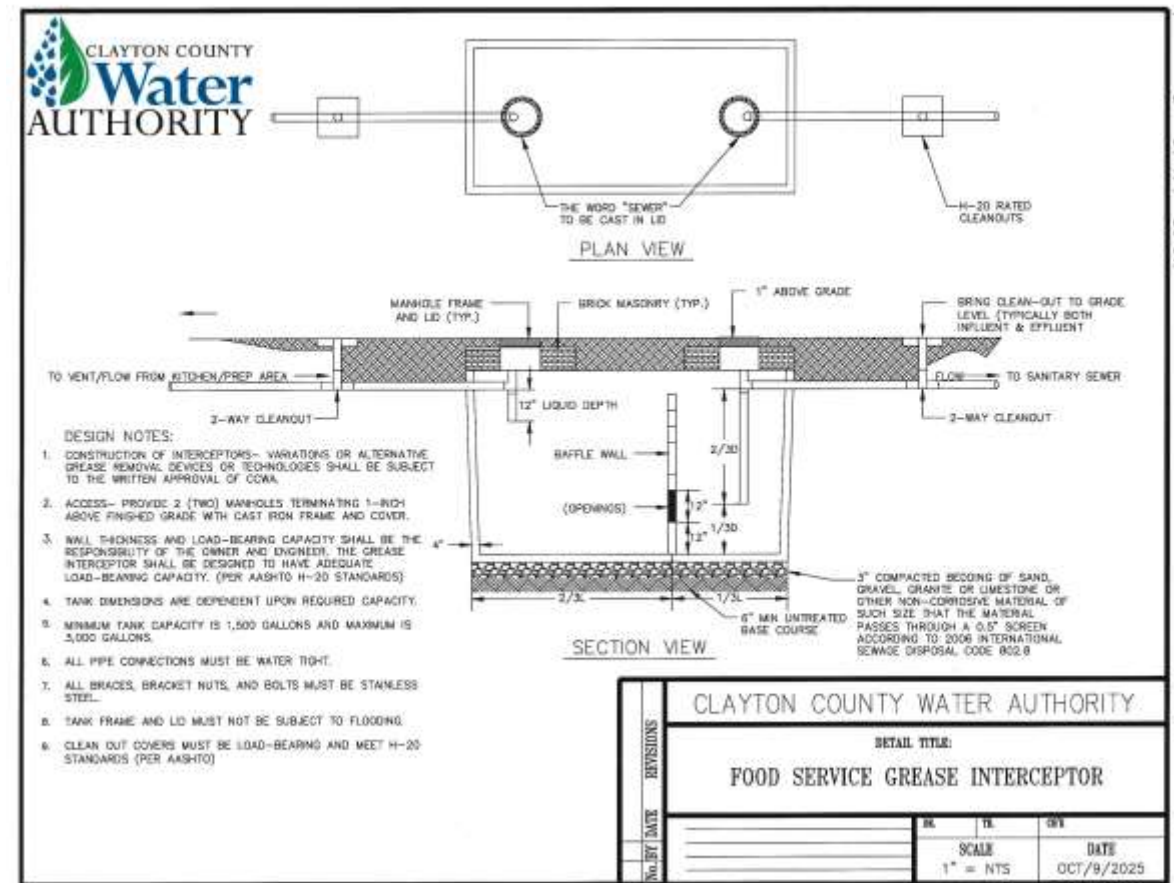
CCWA's sizing materials consider information such as:

- Facility/contact information
- Number of seats
- Operating hours
- Number and type of flow fixtures
- Other facility-specific conditions

- Existing or shared grease-control systems
- Major equipment or fixture changes
- Site constraints or relocation
- Alternative designs or retrofit concepts

These should be discussed directly with CCWA and, where appropriate, the project's design/engineering professionals.

Use CCWA's current form and contact CCWA directly for sizing or technical questions.



Example CCWA grease-interceptor design schematic

Before Work Begins

Once outside-agency review reaches the appropriate stage, return to the City for applicable permits.



DO NOT BEGIN WORK UNTIL ALL REQUIRED CITY PERMITS HAVE BEEN ISSUED.

A

Plans

Submit the required plans and supporting approvals to Community Development.

B

Permits

Obtain applicable building, plumbing, electrical, mechanical or other City permits.

C

Construction

Proceed with permitted work and coordinate required inspections as the project advances.

For a specific project, Community Development can help identify which City permits apply.

Risk Assessment & Mitigation

Early grease-interceptor planning can reduce construction problems, unexpected costs and potential disruption of public spaces.



For Restaurant Owners

- Do not assume an existing or shared interceptor will satisfy the requirements for a new food-service use.
- Confirm the proposed operation, fixtures and anticipated changes before moving into construction.

Shared Systems & Vacancies

- Identify whether multiple tenant spaces share a grease interceptor and coordinate with the property owner early.
- An inspector raised a concern that a vacant connected space may require attention to prevent sewer-gas issues over time. Technical solutions should be determined by the appropriate professionals/agencies.

Mitigation Through Early Planning

- Consider interceptor requirements and location before construction. Shared systems, site constraints or major changes may require technical review.
- Early coordination can reduce redesign, construction complications and impacts to public spaces.

City Takeaway: Identify grease-interceptor issues early so zoning, agency review, property-owner decisions and City permitting stay coordinated.

Final Approvals & Opening

Complete all applicable inspections and approvals before opening.



- ✓ City building / trade inspections
- ✓ CCWA grease-interceptor inspection & approval
- ✓ Clayton County Environmental Health approval
- ✓ Fire Department / Fire Marshal inspection & approval



**CITY OF
JONESBORO**

O
Complete Occupation
Tax Certificate /
Business License
requirements

READY TO OPEN

Expected Outcomes for Jonesboro

A clearer process supports applicants while advancing broader economic-development goals.



Stronger Business Partnerships

A more transparent process gives the City another opportunity to support existing businesses, prospective restaurant owners, landlords and property owners.

More Successful Restaurants

Earlier information can help owners make better-informed site, budget and construction decisions—and reduce avoidable surprises during development.

Downtown & Tax Base

Better-prepared restaurant spaces can improve the marketability of commercial properties, support restaurant recruitment and retention, strengthen Downtown Jonesboro and contribute to the commercial tax base.

Next Steps

Move the guide from an internal resource to a practical tool used throughout the restaurant-development process.



1 Local Business Outreach

Promote the Food Service Establishment Permitting Guide to existing businesses, prospective restaurant owners, property owners and other local stakeholders.

2 Incorporate into Zoning Information

Include the guide with zoning and development information provided to prospective food-service establishments so grease-interceptor considerations are introduced early.

3 Regional Coordination

Share the guide and process with Clayton County and its municipalities to support coordination and provide a useful model for helping restaurant applicants navigate the process.

GOAL: A clearer path from site selection to opening day.

Dumpsters

- Shared / common dumpster location is needed for businesses, some options below:



Landscape island in the middle of the Broad Street parking lot



However, there are Transformers on the sides and power lines going through the middle, thus limiting the space for a dumpster pad



Another possibility was brought up to locate a shared dumpster on top of four existing parking spaces along Church Street (in the same Broad Street area). This area would likely be free of utilities, but you would lose four parking spaces.

Dumpsters



Dumpster Pad and Enclosure. Awaiting quote with a roof and without attached. The size would be 16L (deep) X 30W, that's enough room for (4) eight-yard commercial trash containers (6L x5.6 W x 6.8 H) with room left for grease recycle containers. Downtown Fayetteville appears to have a Community Dumpster in a recent Completed Project

Parking Garage

Eventually, a parking garage will be needed and for several years has been proposed for the City-Owned parking lot across from Nouveau.



Where to Start

Contact the City of Jonesboro Community Development Department before committing to construction or a change of use.



CITY OF JONESBORO COMMUNITY DEVELOPMENT

1859 City Center Way
Jonesboro, GA 30236

770-478-3800
dallen@jonesboroga.gov
www.jonesboroga.gov

When you contact us, be ready to discuss:

- Proposed location
- New opening, relocation or renovation
- Proposed food-service use
- Any planned construction or equipment changes

We can help you identify the next City step and the outside agencies involved in the process.



Food Service Establishment

Mission

Any Questions?