



DANIEL P. McCOY  
County Executive

ELIZABETH F. WHALEN, MD, MPH  
Commissioner of Health

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

*The Dr. John J.A. Lyons*  
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Assistant Commissioner for Public Health

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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**