

**STEPS NECESSARY FOR APPROVAL TO OPERATE**  
**A FOOD SERVICE ESTABLISHMENT**

1. Submit completed application to this office at least 21 days prior to anticipated opening day. The application will NOT be considered complete and an opening inspection will NOT be conducted until we have received the following:

- ☐ **Copy of Business Certificate** (front and back) or **Corporate Filing Receipt** and list of all corporate officers with addresses and phone numbers
- ☐ **Certificates of Insurance** for both **Workers' Compensation** and **Disability Insurance**, or **CE-200 Certificate of Attestation of Exemption**
- ☐ **Sketch showing establishment's interior layout.** (This sketch may be hand-drawn). Include all equipment and location of all plumbing fixtures, including grease trap. No changes may be made to the facility until the plans have been approved by this department.
- ☐ **Appropriate fee payment** (see back of application for fee schedule)

2. **An opening inspection is required prior to opening your facility.** After you have submitted the appropriate documents and information requested above please contact our office to up a date and time for your opening inspection.

*You may also request a pre-operational inspection where recommendations for Sanitary Code compliance can be reviewed prior to submitting your application.*

3. Upon completion of steps 1 and 2, we will request an inspection of your facility by Onondaga County Plumbing Control. Any required plumbing changes must be completed by an Onondaga County licensed plumber.



# Onondaga County Health Department

J. Ryan McMahon II, County Executive  
Indu Gupta, MD, MPH, Commissioner of Health

John H. Mulroy Civic Center · 421 Montgomery Street, Syracuse, NY 13202



Division of Environmental Health  
Lisa A. Letteney, P.E., Director

Food Protection Section  
Phone (315) 435-6607 · Fax (315) 435-6606  
Email: [foodprotection@ongov.net](mailto:foodprotection@ongov.net)

## NOTICE TO PERMIT APPLICANTS

New York State Workers' Compensation regulations require that a permit applicant present documentation of Workers' Compensation and Disability Insurance coverage, or proof of exemption prior to any permit being issued or renewed.

**These certificates must be requested directly from your insurance carrier.**

Acceptable documentation for **Workers' Compensation** coverage is one of the following:

- **Form C-105.2** – Certificate issued by applicant's insurance carrier
- **Form U-26.3** – Certificate issued by the State Insurance Fund
- **Form SI-12** – Certificate of Self-Insurance
- **Form GSI-105.2** – Certificate of participation in Group Self-Insurance

Acceptable documentation for **Disability Insurance** coverage is one of the following:

- **Form DB-120.1** – Certificate issued by applicant's insurance carrier
- **Form DB-155** – Certificate of Self-Insurance

If you are exempt from one or both of the above, we will require:

Proof of **Exemption for Workers' Compensation and/or Disability Insurance**:

- **Form CE-200** – Certificate of Attestation of Exemption

The CE-200 can be obtained online at <https://businessexpress.ny.gov/>. The certificate will be issued the same day you applied. Please print it out, sign and date the bottom, and provide a copy to this office.

NOTE: We **cannot** accept an ACCORD 25 Certificate of Liability Insurance form as proof of workers compensation.

**Onondaga County Health Department  
Division of Environmental Health**

**Fact Sheet on Grease Interceptors**

**Why are grease interceptors required at food service establishments?**

The requirement for installation of a device or devices to provide for containment of grease at **all food establishments** is a part of both the Onondaga County Plumbing Code and the New York State Building Code. Proper containment of grease is necessary in order to prevent blockage of piping in the building plumbing system and in the public or private sewer system. Such blockages can result in unsanitary conditions caused by the backup of sewage and represent costly and unnecessary maintenance problems.

**What types of plumbing fixtures are subject to the requirements for grease containment?**

The above referenced Codes require that provisions be in place to contain grease from any plumbing fixture that may result in discharge of grease to the plumbing system. Included in such fixtures are pot sinks, hand sinks, mop sinks, food preparation sinks, floor drains, floor sinks, dishwashers, pre-rinse sinks, WOK stove drains, steam tables and hood drains.

**What are grease intercepting manholes?**

Grease intercepting manholes are concrete structures located outside of the building to which all kitchen plumbing is connected. Many municipalities including Onondaga County require that they be installed for all food service establishments. The Onondaga County Plumbing Code requires a 4' diameter minimum size manhole.

**Why are grease intercepting manholes required and what are the advantages of having one installed?**

Grease intercepting manholes are required because they provide for removal of grease in the most sanitary, efficient and economical manner. Located outside of the building and the kitchen they can be readily cleaned at any time by a truck equipped with a vacuum hose. With their larger size they can be cleaned less frequently and more economically than small interior interceptors. They have the added advantage that additional kitchen fixtures can be added at any time without the need to modify the system for grease containment.

**What about interior grease interceptors? When are they allowed and what are their limitations?**

Interior grease interceptors are only allowed when the installation of an exterior grease manhole is determined to be not feasible. Interior grease interceptors are generally used to serve a single or limited number of fixtures. The size of the interceptor is determined based on the size and type of fixture discharging to the interceptor. If the fixture is replaced with a larger one or if additional plumbing is added to the kitchen, the interceptor will need to be replaced with one or more interceptors of proper size. Also, garbage disposal units are not allowed on interior grease interceptors.

**How are interior grease interceptors cleaned?**

Interior grease interceptors are cleaned either manually or by a contractor using a vacuum hose. When opened for cleaning the interceptor typically emits a foul odor. Due to the unsanitary nature of the cleaning operation it can only be performed at a time during which the food preparation area is not in use. Frequency of cleaning can be as often as weekly in some situations.

**What other factors need to be considered when planning for installing an interior grease interceptor?**

Installation of an interior grease interceptor requires careful consideration of a number of factors. For larger units it may be necessary to recess the interceptor in the floor in order to provide proper drainage from the sinks. The unit also would need to be recessed in the floor to serve floor drains and floor sinks. Other factors that need to be considered are location and access for cleaning, proper venting of the plumbing system and provision of flow control where required.

**When do the current requirements for grease interceptors apply to existing food service establishments?**

All food service establishments that are remodeled, change plumbing equipment or change ownership are required to meet updated code requirements including current requirements for proper grease containment. In addition, existing establishments whose operation results in a grease problem may be required to meet current standards.

**Questions regarding food service operations and equipment and facility layout can be directed to:**

**Food Protection Section  
435-6607**

**Questions regarding grease interceptors and plumbing installations can be directed to:**

**Plumbing Control Section  
435-6614**

**Rev. 2/98**

# **FOOD SAFETY NOTICE**

## **BY ORDER OF THE COMMISSIONER OF HEALTH, ONONDAGA COUNTY HEALTH DEPARTMENT**

**ALL EMPLOYEES OF THIS FACILITY ARE REQUIRED TO PROVIDE BARRIERS TO ELIMINATE ALL DIRECT HAND CONTACT WITH FOODS INTENDED TO BE SERVED COLD OR WITHOUT FURTHER COOKING. THEREFORE, ALL EMPLOYEES ARE REQUIRED TO HANDLE THESE FOODS WITH CLEAN DISPOSABLE PLASTIC GLOVES OR OTHER SUITABLE UTENSILS.**

### **SPECIFIC EXAMPLES WHERE PLASTIC GLOVES ARE REQUIRED:**

- **WHEN PREPARING FRUITS AND RAW VEGETABLES**
- **WHEN PREPARING SALADS**
- **WHEN HANDLING BREAD OR ROLLS**
- **WHEN PREPARING SANDWICHES**
- **WHEN SCOOPING ICE**

**IN ADDITION, EITHER CLEAN PLASTIC GLOVES OR UTENSILS SUCH AS TONGS, DELI WRAP, NAPKINS, OR OTHER SUITABLE BARRIERS ARE REQUIRED TO BE USED WHEN DISPENSING ALL FOODS TO THE CONSUMER. EXAMPLES WOULD BE DELI WRAP FOR BAKED GOODS, SPATULA TO SERVE COOKED PIZZA SLICES, TONGS TO SERVE COOKED PIECES OF CHICKEN.**

**FAILURE TO COMPLY WITH THIS ORDER CAN RESULT IN AN ADMINISTRATIVE HEARING, FINES, AND TEMPORARY SUSPENSION/REVOCATION OF FOOD SERVICE ESTABLISHMENT PERMIT.**

**HAND CONTACT WITH FOOD IS ACCEPTABLE ONLY WHEN THE FOOD WILL BE COOKED PRIOR TO SERVICE.**

### **SPECIFIC EXAMPLES ARE:**

- **PREPARING RAW MEATS FOR COOKING**
- **PREPARING A PIZZA PRIOR TO COOKING**
- **PREPARING DOUGH FOR BAKED GOODS PRIOR TO COOKING**

**ALL EMPLOYEES ARE REQUIRED TO WASH THEIR HANDS PRIOR TO USING GLOVES OR UTENSILS AND ENGAGING IN ANY FOOD PREPARATION, WHENEVER THEIR HANDS BECOME SOILED AND ALWAYS AFTER USING THE RESTROOM.**

**THIS NOTICE MUST BE CONSPICUOUSLY POSTED IN A PUBLIC AREA FOR REVIEW. OBSERVED VIOLATIONS OF THESE PROVISIONS SHOULD BE REPORTED TO THE DIVISION OF ENVIRONMENTAL HEALTH, FOOD PROTECTION SECTION, AT:**

**315-435-6607**

**APPLICATION FOR A PERMIT TO OPERATE A FOOD SERVICE ESTABLISHMENT****DATE:** \_\_\_\_\_To be submitted at least 21 days prior to operation**Type of Establishment (i.e. restaurant, bakery, etc.):****MUST CHECK ONE:**New establishment under construction \_\_\_\_\_ **OR**

Existing facility – presently operating \_\_\_\_\_

Formerly named \_\_\_\_\_

**NOTE:** The required opening inspection will not be conducted until the following have been submitted:

- ✓ **Business Certificate or Corporation Filing Receipt** with list of corporate officers
- ✓ **Certificates of Insurance for both Workers' Compensation and Disability Insurance or CE-200 Certificate of Attestation of Exemption**
- ✓ **Sketch of facility**      ✓ **Permit Fee**

NAME OF ESTABLISHMENT/DBA			OPENING DATE	
ADDRESS	Street Address		City	ZIP
PHONE NUMBER		FAX		
EMAIL		WEBSITE		

OWNER NAME/CORP. NAME				
ADDRESS	Street Address		City	ZIP
PHONE NUMBER		EMAIL		

IN OPERATION ( <i>circle one</i> ):    Year round    Seasonal    ( <i>if seasonal</i> ) Opens on:    Closes on:				
WATER SUPPLY ( <i>circle one</i> ):    Municipal    Well		SEWAGE SYSTEM ( <i>circle one</i> ):    Municipal    Septic System		
SEATING CAPACITY ( <i>Include all interior and exterior</i> )	TOTAL:		INTERIOR:	EXTERIOR:
FROZEN DESSERT MACHINE ( <i>circle one</i> ):    Yes    No    ( <i>if "Yes" add \$25 Frozen Dessert fee to total fee</i> )				
TOTAL FEE ( <i>See fee schedule on back</i> )	\$			

**Permits and other mailings should be sent to:**    ☐ Facility address    ☐ Owner address☐ Other: \_\_\_\_\_

IF APPROVED, THE UNDERSIGNED APPLICANT HEREBY AGREES TO OPERATE THE ESTABLISHMENT DESCRIBED ABOVE IN COMPLETE COMPLIANCE WITH THE REQUIREMENTS OF SUBPART 14-1 OF THE NEW YORK STATE SANITARY CODE AND ARTICLE II OF THE ONONDAGA COUNTY SANITARY CODE.

TITLE	SIGNATURE
PRINT NAME _____	

**FOR OFFICIAL USE ONLY**PERMIT NO. \_\_\_\_\_ RISK \_\_\_\_\_  
TOWN \_\_\_\_\_ OPERATION ID \_\_\_\_\_  
INSPECTOR \_\_\_\_\_**ongovhealth**  
**Onondaga County**  
**Health Department**

ongov.net/health · facebook.com/ongovhealth

FOOD PROTECTION SECTION  
DIVISION OF ENVIRONMENTAL HEALTH  
ONONDAGA COUNTY HEALTH DEPARTMENT  
421 Montgomery Street, 12<sup>th</sup> floor  
Syracuse, NY 13202  
Telephone 315-435-6607    Fax 315-435-6606  
Email: FoodProtection@ongov.net

AMOUNT PAID \_\_\_\_\_

CHECK NO. \_\_\_\_\_

LOG NO. \_\_\_\_\_

**ARTICLE XIII FEES**  
**Effective January 1, 2003**

Food Service Establishments and Machinery

Issuance of Annual and Seasonal Permits

1. Restaurants, bakeries, delicatessens:	<u>FEE</u>
Seating Capacity:            0-25    persons	\$217.00
26-50    persons	236.00
51-100   persons	273.00
101-150   persons	329.00
more than 150   persons	360.00
2. Caterers (per establishment)	310.00
3. Mobile food vendor (per unit)	192.00
4. Temporary food vendor (per unit)	130.00
5. Vendor commissary	223.00
6. Vending machines (per unit)	15.00
7. Vending machines (flat rate)	527.00
8. Frozen dessert	25.00
9. Water sample (per sample)	50.00
10. Late fee	60.00
11. Special promotions	62.00

Payments can be made the following ways:

- A check can be made out to “Onondaga County Health Department”, and dropped off or mailed to:  
*Onondaga County Health Department*  
*421 Montgomery Street*  
*12<sup>th</sup> Floor, Food Protection Section*  
*Syracuse, NY 13202*
- Credit card payment over the phone (315-435-6607)
- Online payment at: <https://secure.go2gov.net/pay/public/onondagaeho/welcome.faces>

**PLEASE NOTE: All permits expire on January 31.**