



**FOOD SERVICE ESTABLISHMENT
PRE-OPENING PERMITTING CHECK LIST**

Contact Plan Review Specialist at least five (5) business days prior to projected opening date to schedule the permitting evaluation.

Completion of all the items on this list will increase the possibility of a permit being issued during the pre-opening permit evaluation.

Projected Opening Date: _____

Establishment requirements

All construction materials removed from the premises, and construction activities must be completed and final cleaning completed.

Lighting Requirements

- _____ All light fixtures and light bulbs must be operational to check light levels
- _____ Bulbs shielded or shatterproof
- _____ 10-foot candles 30 inches above floor: walk-in, dry foodstorage
- _____ 20 foot-candles: consumer self-service, reach-in, hand-washing, ware-washing, equipment and utensil storage, toilet rooms
- _____ 50 foot-candles: at stations where food employee works with food or utensils such as knives, slicers, grinders, saws

Hand-wash Lavatories

- _____ Conveniently located and as specified on plan
- _____ Warm water provided at least 100°F
- _____ Hand cleaning liquid, powder or bar soap
- _____ Hand-wash signs posted
- _____ Continuous towel system, disposable paper towels. heated-air hand drying device

Toilet Facilities

- _____ Properly constructed. supplied and cleaned
- _____ Conveniently located and accessible to employees during all hours of operation
- _____ Toilet tissue provided at each toilet
- _____ Self-closing doors
- _____ Ceiling tiles non-absorbent
- _____ Covered receptacle in women's restrooms

Entrance / Exits

- _____ Self-closing, tight fitting exterior doors provided

Chemical/Toxic Substance Storage Area

- _____ Dedicated storage space must be provided for the storage of cleaning and sanitizing chemicals, cleaning supplies such as mops, buckets, spray bottles.
- _____ Storage area is identified and segregated from food and dry goods.
- _____ Water supply, sewage system approved.
- _____ Water from a nonpublic water system must be sampled annually, most recent sample report retained on file.

Thermometers

- _____ Metal stem-type food thermometer range of 0-220°F
- _____ Permanently affixed temperature-measuring device installed in refrigerators in the warmest part of the unit, back-up recommended
- _____ Signs posted instructing consumers to use clean tableware when returning to self-service bars and buffet
- _____ Single-use gloves, deli tissue, spatulas, tongs, or dispensing equipment provided (No bare hand contact with ready-to-eat foods)

Equipment Requirements

- _____ All refrigerators and freezers must be powered up to check temperatures
- _____ The water heater must be powered up to allow point of use temperature to be checked
- _____ Approved equipment installed as submitted for plan review: ANSI, NSF, etc.
- _____ Food and non-food contact surfaces approved, cleanable & clean, properly designed, constructed
- _____ Fixed equipment sealed to the floor for at least 6-inch clearance between table and equipment
- _____ Fixed equipment spaced to allow cleaning along sides of the equipment
- _____ Fixed counter mounted equipment at least 4-inch clearance between table and equipment
- _____ Food shields, display cases provides protection of food items at customer self-serve bars
- _____ Free standing storage shelving constructed so that the bottom shelf is elevated at least 6 inches above floor

Floors, Walls, Ceilings

- _____ Floors, walls and ceiling smooth, durable, easily cleanable and clean
- _____ Areas subject to moisture must be nonabsorbent
- _____ Utility service lines and pipes may not be unnecessarily exposed
- _____ Utility service lines and pipes do not obstruct cleaning
- _____ Floor and wall junctures shall be covered
- _____ Floor drains with covers, graded to drain
- _____ Concrete, porous blocks, bricks finished and sealed, nonabsorbent, easily cleanable
- _____ Only silicone caulk used in sealing, rated for application

Ware Washing

- _____ ware-washing facilities operating properly
- _____ readable data plate affixed to dish machine
- _____ temperature measuring device
- _____ dishwasher sanitizing to machine specification
- _____ test strips provided
- _____ 3-vat sink properly installed
- _____ adequate air-drying space available
- _____ hot and cold water available with adequate pressure
- _____ 110° F hot water maintained at all times during washing
- _____ backflow devices installed per State and local plumbing code
- _____ wiping clothes and sanitizer Buckets available
- _____ splash guards installed where required

Garbage and Refuse Disposal

- _____ approved for solid waste, cardboard and waste cooking oil (on site or contract approved)
- _____ storage area for refuse container nonabsorbent material such as concrete, asphalt smooth, durable and sloped to drain
- _____ receptacles leak-proof, rodent-resistant, nonabsorbent
- _____ waste containers with tight-fitting lids, doors, covers
- _____ dumpster drain plugs in place
- _____ space provided for employee storage, clothing and other possessions
- _____ mop/service sink provided
- _____ storage rack for mops to air dry into mop/service sink
- _____ grease trap located to be easily accessible for cleaning

Materials provided by Environmental Health:

_____ New establishment package
_____ Permit Copy