



# PRE-OPENING INSPECTION

## Checklist for Change of Ownership



### Before Scheduling Inspection

- Repair any existing damage (wall, ceiling, FRP, tiles/flooring, etc.).
- Verify functionality of all equipment. Rusted/broken/damaged equipment may not be utilized and must be removed.
- All exterior openings must be weather-stripped to prevent rodent or insect entry.
- Ensure all drain lines leading to a floor sink or drain have at least a one-inch air gap above the floor drain.
- Apply caulking to all gaps or seams between immovable equipment and walls. Seal all spaces around pipe or conduits at wall penetrations. Deteriorated caulking must be removed and redone.

---

### Before the Inspection

- Apply for Food Establishment & Frozen Dessert Permit via CSS portal, ensuring to upload all required documentation:
  - Business Sales Tax ID
  - Certified Food Manager/Handler
  - Pest control invoice/contract
  - Grease trap manifest
  - Employee Health Policy
  - Hazard Analysis and Critical Control Points (HACCP) if applicable.
- Fill soap and paper towel dispensers.
- Place thermometers near door of all cold holding units in visible view.

- Install all required signage:
  - Hand washing sign at all kitchen hand sinks & in the restroom
  - No smoking sign posted at front entrance
  - 3-comp sink (procedure)
  - Heimlich Maneuver
  - Consumer Advisory/9 Major Allergens warning (if applicable)
- Ensure all floor drains have strainers.
- Ensure all light fixtures have operational bulbs and are properly shielded.
- Apply caulking to all gaps or seams between immovable equipment and walls. Seal all spaces around pipe or conduits at wall penetrations.

---

### During the Inspection

- Have all hot and cold hold equipment powered on and at proper temperature.
- Setup warewashing area with appropriate levels of sanitizing agent & correct testing devices, i.e., test strips.
- Provide all required documentation for review.

---

### Following the Inspection

- Address any outstanding items
- Following approval from the City, Food Permit will be mailed to address provided by establishment during the application process. Or, in some cases, permit may be issued at time of inspection. Upon receipt, post permit in public view.

**The above items are not all inclusive and may not automatically result in approval for a Food Permit.**