

PRE-OPENING INSPECTION CHECKLIST FOR CHANGE OF OWNERSHIP

1. BEFORE SCHEDULING THE 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.
- Install splash guards at all hand sinks.

2. BEFORE THE INSPECTION

- Gather all required documentation:
 - Food Permit Application
 - Business Sales Tax ID
 - Certified Food Manager and Handler information
 - Pest control invoices
 - Grease trap manifest
 - Employee Health Policy
 - Hazard Analysis and Critical Control Points (HACCP) if applicable
- Fill soap and paper towel dispensers.
- Place thermometers in all cold hold units.
- Install all required signage:
 - Hand wash sign at all kitchen hand sinks and in the restroom
 - No smoking sign

- 3-comp sink setup
 - Heimlich Maneuver
 - Consumer Advisory/Major allergens warning
- Ensure all floor sinks have strainers.
 - Ensure all light fixtures have operational bulbs and are properly shielded.

3. DURING THE INSPECTION

- Have all hot and cold hold equipment on and at proper temperature.
- Set up ware washing area with appropriate levels of sanitizing agent. Applicant must also have the correct testing strips.
- Provide all required documentation for review.

4. FOLLOWING THE INSPECTION

- Address any outstanding items.
- Following approval from the City, staff will prepare a Food Permit and take it to City Hall for payment. The applicant will be notified when the paperwork is ready.
- Submit payment for the annual Food Permit at City Hall Treasury on the 1st floor through the double-doors (same office as the Permits & Inspections Department).

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