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 barsoap
___ Hand-wash signs posted
___ Continuous towel system, disposable paper towels. heated-air hand drying device

Toilet Facilities

___ Properly constructed. supplied and cleaned
___ Conveniency 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 dishmachine
___ 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