

New Food Facility Pre-Licensing Checklist

The pre-inspection is a very important step in your licensing process. It is crucial in ensuring a safe and successful start to your business. A pre-inspection must be completed before issuing a license and opening your business to the public. Below is a checklist that can be used to help you prepare for a pre-inspection. If items are not present, it may affect your license being released.

	Consumer Advisory for any undercooked protein menu items include a disclosure and reminder. (if applicable)
	Certified Food Manager. Must be provided within 90 days for all licensing involving food processing or packaging. License will be suspended if not provided within 90 days of opening.
	Employee Health Forms must be completed for all employees and on file.
	Vomit and diarrhea clean-up plan and supplies
	Equipment is commercial grade (NSF/ANSI certified).
	Handwashing sinks (kitchen and all restrooms) supplied with: <ul style="list-style-type: none"> • Hot water • Soap and disposable towel dispensers that are fully stocked • Non-hand operated faucet (sensor, paddle handles, foot/knee valve) • Handwashing sign • Wastebasket
	Warewashing
	Low temperature dishwasher connected to chemicals and dispensing the required sanitizer concentration.
	High temperature dishwasher dispensing hot water during the wash and sanitizing cycles as stated by the manufacturer.
	Manual dishwashing (3 or 4 compartment sink) supplied with approved sanitizer and set up for verification.
	Sanitizer test strips and/or thermolabels present.
	Temperature Control
	All coolers must be operating at 41F or below. All freezers are maintaining frozen temperatures. Receive your first cold food shipment after the pre-inspection.
	Thermometers in coolers (warmest part and easily visible)
	Thermometer for measuring food temps (metal stem: 0-220 deg F or digital)
	Facility
	Hot and cold water at all sinks.
	Floors walls and ceilings up to code. All surfaces, including floors, walls, ceilings are made of durable, non-absorbent materials.
	Outer doors self-closing or screened. Bathroom doors must be self-closing.
	Ice machines, food preparation sink, and ice bins have a 1” air gap.
	Service sink installed to of dispose mop water.
	All areas of establishment cleaned and organized.
	All inspections have been completed and passed by state and local building inspectors.