



# LICENSING INFORMATION CHECKLIST

Type of Request (check one)	<input type="checkbox"/> Opening	<input type="checkbox"/> Change of Ownership	District / Inspector #	Date
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License #	File #	Plan Review Log #
Establishment Name		
Street Address of Business		
City	State	Zip Code

For establishments newly built, converted or re-opened after 12 months, the inspector has verified that plans were reviewed and approved  Yes  No  NA

**THE FOLLOWING ITEMS HAVE BEEN REVIEWED WITH THE PERSON IN CHARGE**

- Employee health policy and foodborne diseases  Risk factors and Food Code interventions
  - No bare hand contact with ready-to-eat food without an approved Alternative Operating Procedure (AOP)
  - Date marking requirements for ready-to-eat, potentially hazardous food held over 24 hours
  - Time as a Public Health Control - use and documentation required
  - Food processes - cooking, cooling, re-heating for hot holding, thawing, cold and hot holding
  - Required equipment - properly scaled, calibrated probe thermometer available
  - Certified Food Manager requirements  Food employee training requirements
  - Consumer advisory - general requirements (if applicable)  Shellfish advisory (if applicable)
  - Parasite destruction freezing records for non-exempt raw/undercooked fish (if applicable)
  - Shellfish tag maintenance (if applicable)
  - Hospitality Education Program (HEP) training availability
  - Choking poster requirement and availability
  - Chemical test strips for sanitizer(s)  Boil Water Notice
  - Menu items and misrepresentation
  - Hand washing signs posted at all hand sinks used by employees (including remotely located restrooms)
  - Hot and cold water provided at all sinks as required
- WATER**  Municipal  Well      **WASTEWATER**  Municipal  Septic tank  Package plant
- All provisos on the Specification Worksheet identified and noted on inspection report (if applicable)
  - Any minor deviations from approved layout noted on drawing  Plan Reviewer consulted on major changes

Person In Charge Name (please print)	Inspector (please print)
Signature	Signature