



FIXED PUBLIC FOOD SERVICE OPENING/LICENSING INSPECTION CHECKLIST

Please read all documents that are returned to you when your plans are approved. The Plan Review Specification Worksheet and the approval letter will list all items that you **must** complete before your establishment is ready for inspection and licensing. **If you make any** changes to the approved plans during the construction permitting process or during the build-out, you must immediately notify the Plan Reviewer. If you have alcohol beverage papers, they can be signed in the local district office once your plans are approved.

Immediately after we received your plans, you were sent a letter advising you to mail your completed Application for Public Food Service License and correct license fee to Tallahassee. If you have not already done so, please attach a copy of the plan approval letter and send in your license application and fee at this time. Your application for license and license fee **must** be processed before an inspection can be scheduled.

When construction is complete and your establishment has received all approvals for a Certificate of Occupancy from the local municipality (if applicable), you are ready for an inspection. If you have not already been contacted by your inspector, call the Customer Contact Center at 850.487.1395 to request an "Opening Inspection". You will be asked for your name, contact phone number, establishment name and address, and the plan review file number.

Do not call to schedule an opening inspection unless you are absolutely ready. If all required items are complete, your inspection and licensing can proceed more quickly. Have the following at the time of inspection:

- Your copy of the division approved and stamped drawing (blue print) and specification worksheet
- Three-compartment sink installed and working properly. Drainboards provided (or equivalent shelving installed).
- All hot and cold holding units working correctly and provided with thermometers; stem thermometer, properly scaled (0 - 220°F) available to measure food temperature
- Portable and/or hood fire extinguishers provided with a current, valid tag; properly sized/mounted.
- Dumpster/grease barrel located on a nonabsorbent surface; drain plugs installed; tight-fitting lids.
- LP-gas/natural gas tanks properly installed and protected (if applicable); CO₂ and helium tanks secured in place.
- Soap/paper towels/handwashing signs at handwash sinks; hot/cold water provided/functioning at all sinks.
- Consumer Advisory provided (serving raw/undercooked animal foods); oyster warning sign (serving raw shellfish)
- No bare hand contact with ready-to-eat food without an approved Alternative Operating Procedure.
- Backflow devices (vacuum breaker) installed on all threaded faucets; no utility lines installed horizontally on floor.
- Lights installed and functioning; light shields installed; no extension cords used.
- Chemical test kit provided (for manual sanitizing or wiping cloth containers), if applicable
- All floors, walls and ceilings smooth, nonabsorbent and easily cleanable; weather stripping installed (as necessary) around exterior doors; all raw wood sealed
- Exterior/bathroom doors self-closing; covered waste container in women's restroom
- Choking poster/information provided in area visible to employees