

Food Permit Pre-opening Inspection Checklist

Dear food establishment permit applicant, congratulations on your new business venture! You are one-step closer to obtaining a food permit to operate from the Hampton Health Department (HHD). Please refer to your health department plan review letter to ensure you have addressed all the requirements outlined.

To assist you in preparing for your pre-opening inspection, please review and use this checklist. **Once you are able to meet all the items on this list, please contact our office to schedule an inspection at 757-727-2570. To better serve you, please allow at least 5 business days' notice when requesting an inspection; we are unable to honor same day requests due to other scheduled priorities and commitments.**

- ☐ CERTIFICATE OF OCCUPANCY
- ☐ Contact Hampton Commissioner of Revenue reference a Business License (757-728-5026)
- ☐ Certified Food Protection Manager Certificate (must register with HHD--\$15 fee)
- ☐ Consumer advisory on menu (if serving raw or undercooked meat or egg products)
- ☐ Parasite destruction documentation from supplier (if serving raw or undercooked fish)
- ☐ Employee health policy
- ☐ NO SMOKING signage posted with the universal no smoking symbol
- ☐ Hot water provided: 100°F at hand sinks, 110°F at three compartment sink
- ☐ Tip-sensitive food thermometer – thin probe- 0°F-220°F
- ☐ Thermometers in all refrigeration units-set below 40 degrees. Please place a cup or bottle of water in each refrigeration unit for temperature verification at least 24 hours prior to inspection.
- ☐ Sanitizer and coordinating test strips
- ☐ All surfaces smooth and easily cleanable, nonabsorbent, nontoxic material
- ☐ All equipment NSF approved or equivalent
- ☐ No raw/bare wood
- ☐ Sinks sealed to the wall – splashguards if needed
- ☐ Adequate lighting- lights shielded (foot candles: 50 food prep; 20 inside equipment; 10 walk in/dry storage)
- ☐ Cove molding installed at floor-wall junctures
- ☐ All surfaces clean and free of dust
- ☐ Interior and exterior of all equipment clean
- ☐ Disposable gloves (as needed; no bare handling of ready to eat foods)
- ☐ Hand sinks are supplied with soap, paper towels, trash can, and hand wash signage posted
- ☐ 3 compartment sink with drainboards and/or designated areas for soiled dishes and clean dishes
- ☐ All chemicals labeled
- ☐ Keep all chemicals SEPARATE from food, single service articles etc.
- ☐ Adequate storage space for food/single service items- must be 6 inches off floor
- ☐ All to-go boxes, single service articles- kept 6 inches off floor and stored protected from contamination
- ☐ Mop/utility sink and mop rack installed
- ☐ Covered trash can in ladies restroom
- ☐ Self-closing restroom doors
- ☐ Pest control methods are in place and approved – building insect and rodent proof
- ☐ Waste grease container (as needed)
- ☐ Dumpster area clean and a tight fitting lid – on top of concrete – no gravel

