

TOP 10 CHECKLIST

PRE-OPENING STEPS FOR PERMITTING



Hot Water Requirements

Ensure the facility has hot water and that it reaches the required temperature.



Equipment Functionality

Check that all equipment is in good repair, specifically focusing on refrigeration gaskets and ensuring there are no leaky sinks or plumbing.



Adequate Refrigeration

Verify that all refrigeration units are functioning at or below 41°F.



Plumbing Connections

Ensure all plumbing is installed correctly, specifically the use of indirect connections where they are required.



Proper Lighting

Confirm there is adequate lighting in all food preparation, kitchen, and storage areas, including walk-in refrigerators and freezers.



Rigorous General Cleaning

The facility must be thoroughly cleaned; this is a frequent issue during ownership changes for existing establishments.



External Agency Approvals

Secure all necessary clearances from other City agencies, such as the Fire Marshal and the Fats, Oils, Grease (FOG) Program, before the health department's final inspection.



Certified Food Managers

Have an adequate number of CFMs on staff; one must be present at the facility during all hours of operation.



General Facility Repair

Ensure the facility is not in poor repair; construction should be professional and free of widespread "sloppy" work.



Sanitizer Testing Supplies

Stock the correct sanitizer test strips and ensure they are readily available.

THE CITY OF
NORFOLK

DEPARTMENT OF PUBLIC HEALTH