

Pre-Operational Inspection

Minimum Requirements for Permit Issuance

A Pre-operational Inspection is required to verify that a new or remodeled food establishment has been built and equipped according to the plans approved by the Food Safety Program; and that the business meets the requirements of all applicable food safety regulations. A pre-operational inspection must be requested by the business with at least 10 days' notice. **A permit will be issued only after a successful pre-operational inspection. As of 1/1/2023, if the facility does not meet permitting requirements at the time of their requested pre-operational inspection, the business will be required to pay a fee of \$100.00 for a re-inspection.**

The business must meet the following requirements for a successful pre-operational inspection:

Construction Completion Requirements

1. **All construction materials must be removed from the space.** All equipment must be cleaned and sanitized.

Equipment Requirements

1. **Utilities** (gas and/or electric service) must be on.
2. **Equipment specified in the plan** must be in place and ready for use.
3. **All equipment** must meet at least one of the following criteria for easy cleaning:
 - a. Be easily movable (on wheeled casters or light enough for easy movement) OR
 - b. Sealed to both the wall and adjoining equipment OR
 - c. Installed with unobstructed space between and behind it to allow for cleaning of the floors, walls, and sides of all equipment.
4. **All equipment must be in working order**; the inspector will test to verify that all is functioning correctly.
 - a. **Refrigeration and cold holding units** must be on and maintaining a temperature of 41°F or below.
 - b. **Hot holding equipment** must be capable of maintaining a temperature of 135°F or above.
 - c. **Ventilation hood** must demonstrate ability to draw enough air to safely vent the equipment under it.
5. **Appropriate, watertight bulk refuse container(s)** with enough volume to accommodate anticipated volume of waste must be placed on or over a smooth and nonabsorbent surface such as concrete or asphalt.

Plumbing Requirements

1. **Final Plumbing Inspection** must have been completed. Documentation will be required. A permit cannot be issued without a documented final plumbing inspection.
2. **Water** must be supplied from an approved source, with approved disposal of sewage and wastewater.
3. **Hot and cold running water** must be available at all fixtures where required.
4. **Dishwasher** must be fully operational and be sanitizing properly (either with a chlorine concentration of 50-99 ppm or with a registered temperature of 160°F or greater at the plate).

After a successful pre-operational inspection has been completed, there may still be small details that need to be corrected. These will be listed in the report provided to the business. The business will receive a placard on its door identifying it as "inspected and permitted" and the business may open. A complete, operational inspection will take place in approximately one month, at which time the inspector will verify that items noted on the pre-operational inspection have been corrected.

The business will receive a bill for their annual permit fee within 30 days of receiving their door placard. Once this has been paid, the business will receive their permit by mail. The permit must be posted in a location easily viewable by the public.



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