



Rhode Island Department of Health Office of Food Protection

www.health.ri.gov

(401) 222-2749

New/Renovated Food Establishment Checklist

Prior to opening a new food establishment or renovating an existing establishment, there are certain critical steps that must be followed. The following checklist has been developed in order to make this process as easy as possible. Steps must be completed in the order listed.

Date Completed	Agency	Requirement
1.	City/town	Zoning approval
2.	Department of Environmental Management (DEM) (222-2306)	<p>“System Suitability Determination” (SDS) application or new system plans approval for <u>On-site (private) sewage disposal system</u>.</p> <p>Seating capacity approved for _____ Other limitations (e.g. single service) _____</p> <p>Submit copy of approval to Food Protection.</p> <p>Skip to 4 if public sewer system.</p>
3.	Department of Environmental Management (DEM) (222-2306)	<p>“Conformance Issued” for on-site septic system.</p> <p>Submit copy of certificate of conformance to the Office of Food Protection.</p> <p>Skip to 4 if public sewer system.</p>
4.	Drinking Water Quality (DWQ) (222-6867)	<p>“Final Approval” for on-site (non-public) water supply.</p> <p>Submit PWS number to the Office of Food Protection.</p> <p>Skip to 5 if already licensed as a public water supply, or served by a municipal water system.</p>
5.	Office of Food Protection (222-2750)	<p>License/registration fee(s) paid when plans are submitted (see number 6)</p> <p>Make Check Payable to: General Treasurer, State of Rhode Island. Note: Fees may be necessary for each type of license required. {i.e. Market (MRK), Foodservice (FSV), Frozen Dessert (DAR), Recreational Facility (REC)}</p>

6.	Office of Food Protection (222-2749)	<p>SUBMIT APPLICATION, 3 sets of plans, proposed menu and plan review fee (equal to license fee). <u>A plan review fee is charged for new construction and for renovations if the cost of renovation exceeds 50% of the value of the establishment.</u> Make check payable to: General Treasurer, State of Rhode Island. Note: <u>The plan review fee is non-refundable.</u></p> <p>Plans must be submitted prior to construction of a new establishment or remodeling of an existing building.</p> <p>(Plans must be submitted, at a minimum, 1 month prior to beginning construction) Plans must include all of the information listed in “Guidelines for Construction (As Applicable)” document.</p>
7.	Office of Food Protection (222-2749)	<p>Establishment has the required number of Manager(s) Certified in Food Safety prior to opening for business. Management has developed a food safety plan to assess, monitor and control foodborne illness hazards.</p> <p>(Guidance Food Safety Plan document) (List of Certified Manager classes)</p>
8.	Office of Food Protection (222-2749)	<p>Plan approved. Note: A set of approved plans must be available on the premises at all times during construction.</p>
9.	City/town	Building permits obtained. Fire Marshall, etc.
10.	Office of Food Protection. (222-2749)	<p>Construction is complete, all equipment operational, and written food safety plan completed for implementation.</p> <p>Call for pre-operational inspection by the Office of Food Protection.</p>
12.	Office of Food Protection (222-2749)	<p>Pre-operational inspection is satisfactory.</p> <p>Approval to operate granted. Your license will be mailed to you.</p>
13.	City/town	<p>Victualing/liquor license and certificate of occupancy received from building official.</p> <p>All other approvals received.</p>

CONGRATULATIONS!!!

You are now ready to open your food establishment for business.