

New Construction Checklist

- ☐ Submit architectural plans to Building and Site development
 - All applicable departments will look over the plans and either approve them or request changes and resubmittal of plans
 - Once every department has approved, you will receive a permit to start construction
 - If existing food establishment, skip to “Contact Business License”
- ☐ Contact Business License
 - ☐ Pay food inspection fee
 - ☐ Pay business license fee
 - ☐ Submit an application for a liquor license if applicable
 - ☐ Receive Business License once all departments have approved final inspection
- ☐ Health Department
 - ☐ Application for operating permit
- ☐ Final Health Inspection
- ☐ Final Fire Inspection
- ☐ Final Building and Site Inspection
- ☐ Receive Certificate of Occupancy