

## FOOD ESTABLISHMENT PRE-APPLICATION CHECKLIST

### Opening a Food Service Establishment

Submit your plans for review to City of Fargo Building Inspections department. Building Inspections will use a copy for their review as well as route additional copies to the other appropriate departments.

### Health Department Requires a Plan That Will Include:

- ☐ ☐ N/A All refrigeration and freezers
- ☐ ☐ N/A All cooking and hot hold equipment
- ☐ ☐ N/A All countertop equipment
- ☐ ☐ N/A All plumbing fixtures
- ☐ ☐ N/A All work areas, counters, bars/lounges, storage areas, wait stations, etc.
- ☐ ☐ N/A All hand wash sink(s) are convenient, accessible, and only intended to be used for handwashing
- ☐ ☐ N/A Food preparation sink(s)
- ☐ ☐ N/A Three compartment sink with drain boards and/or dishwasher
- ☐ ☐ N/A Bar – **must** have an independent hand wash sink, required for only hand washing
- ☐ ☐ N/A Mop sink
- ☐ ☐ N/A Dipper well (if applicable)
- ☐ ☐ N/A All other relevant equipment
- ☐ ☐ N/A Employee restroom
- ☐ ☐ N/A Public restrooms

### Plan Preparer Should Also Consider:

- Details of sneeze/cough guards for buffet lines, salad bars, etc.
- Finish schedule for floors, walls, ceilings, countertops, and work tables
- Surfaces on non-movable work tables and food preparation counters
- Lighting details, including type of shatterproof lights or shielding used in food prep, etc.
- Ventilation/exhaust hood details
- Grease trap and/or interceptor – due to possible ordinance changes
- Garbage/trash disposal details such as refuse and grease dumpsters, dumpster corral and/or pad

## **Inspection and Health Department License:**

**Contact Fargo Cass Public Health at 701- 476-6729**

- After your plans have been approved and construction is completed it is time to schedule the pre-operational inspection. Usually this is done several days before the scheduled opening.
- Complete Health Department license applications and submit fee at time of pre-operational inspection.
- Routine inspections are conducted on a regular basis and at a frequency warranted by menu and risk.

## **Additional Agencies You May Need To Contact:**

- ☐ ☐ N/A City of Fargo/West Fargo Building Inspections, Fire Department, Solid Waste Department
- ☐ ☐ N/A City of Fargo/West Fargo Auditor's office if applying for City Liquor License
- ☐ ☐ N/A State Liquor License - North Dakota State Attorney General's office

## **FOOD SERVICE ESTABLISHMENT PLAN REVIEW SCHEDULE EXAMPLES**

### **Finish Schedule**

All floor coverings in food preparation, food service, and food storage, ware washing areas, walk-in refrigeration units and restrooms shall be smooth, durable, nonabsorbent and easily cleanable.

### **Food Contact Surfaces**

Food service establishment owners shall ensure food contact surfaces of counter tops, equipment and utensils are made of food grade material, smooth, easily accessible for cleaning, corrosion resistant and nonabsorbent.

### **Nonfood Contact Surfaces**

Cabinets, shelving, tables and other structures used to store items, shall be smooth, easily cleanable, durable, in good repair and in conformance with NSF standards or equivalent. Wood used for nonfood contact surfaces shall be sealed with a material that will result in a smooth, easily cleanable and nonabsorbent finish.

## **Opening for Business:**

You may open for business once you have received final approvals from all other appropriate agencies, e.g., Building Inspections (certificate of occupancy) AND after obtaining a preoperational inspection & approval from the Health Dept.