

How to Open a Restaurant or Grocery/Convenience Store

- Submit **one** set of plans to the Delaware General Health District Food office
 - The plans should include everything listed in the Plan Review Brochure.
- The plans should be submitted as far in advance of the intended opening date as possible. Plans are reviewed in the order they are received and early submittal will help avoid delays in the opening process.
 - State rules allow for up to **30 days** for review of plans.
- Along with the one set of plans the Plan Review Application should be submitted with the associated fee.
 - Plan review and license fees are determined by the facility's menu. Contact the Food office to discuss the fee.
- The **applicant** may be contacted with questions during the review process. Please provide an **email address and/or phone number** of the person best able to answer questions.
- When the review has been completed, a letter of approval or disapproval will be sent to the **applicant**.
 - If a **disapproval** letter has been sent, please respond quickly with the requested information.
- If an **approval** letter has been sent or a phone call received:
 - The **applicant is responsible for notifying** the Food office when **Occupancy** for the space where the food service is located has been obtained
 - Occupancy is granted by the Building Department
 - If **Temporary Occupancy** has been granted contact the Food office to discuss options
 - If the building is an existing structure, the applicant is responsible for verifying that no inspections from the Building Department or local Fire Department are necessary. Please obtain written verification and provide a copy for our files.
 - Once you notify the Food Office of Occupancy and you have the items completed in the list below, schedule a **Pre-License Inspection**:
 - **Pre-License Inspection** will include:
 - All coolers & freezers operating
 - All thermometers in coolers & freezers
 - Metal Stem thermometer in facility
 - All surfaces clean
 - Sanitizer and test strips available
 - Handsinks stocked with soap & paper towels
 - Proof of Attendance from a Person in Charge or ServSafe class
 - Signed building card (in lieu of Occupancy Certificate)
 - Completed Food License Application
 - License fee associated with Risk Classification
 - Questions for the Inspector

*A full inspection will be completed within **30 days** of the Food License being issued*