

**CITY OF PORTSMOUTH HEALTH DEPARTMENT  
(603) 610-7238**

**NEW/RENOVATED FOOD ESTABLISHMENT CHECKLIST**

This checklist was developed to assist operators who are:

- Opening a NEW food establishment ;
- Renovating an EXISTING food establishment, or;
- Undergoing a CHANGE of OWNERSHIP\*

**Food Establishment** includes (but is not limited to): restaurants, convenience stores, grocery stores/markets, delis, bakeries, bars, food processors/manufacturers, caterers, specialty food stores

Steps must be completed in the order listed below. Please refer to the [Restaurant/Food Service Construction Guide](#) for more detailed information.

*\*For existing establishments undergoing an ownership change, the Health Department will conduct a **walk-through** and identify any additional needs at no cost. Existing establishments may need extensive upgrades to be permitted by the Health Department. Please note – there are restrictions on basement areas.*

1. Submit “[Tenant Fit Up/New Use/Change in Use](#)” application including Site Plan and detailed Floor Plan to the Inspections Department.
2. File application for Historic District Commission (**HDC**) or Board of Adjustment (**BOA**) approval, if required. Questions? Contact Liz Good, Planning Department. 610-7216
3. If beer/wine/liquor will be served/sold, or if you are planning on providing entertainment in your facility, contact Liz Good, Planning Dept. for additional requirements.<sup>1</sup> 610-7216
4. When Zoning, Health and Building Approvals are granted after successful **PLAN REVIEW**, a **Building Permit** will be issued. You will be contacted at that time.
5. Obtain necessary **Trade Permits**. Licensed contractors must apply for permits to perform work **PRIOR** to beginning any work. (Including plumbing, mechanical, hood duct/hood suppression, sprinkler, electrical, fire alarm, etc.)
6. Schedule **on-site ROUGH and FINAL Inspections** of building and trade work. A “Puff Test” is required on all range hood/suppression systems. Contact the Inspections Dept for all of these events. 610-7243
7. Schedule **FINAL OCCUPANCY** inspection to obtain Certificate of Occupancy from Building Inspector. 610-7243
8. Schedule **PLACE of ASSEMBLY** inspection from Fire Department, if required. 610-7350 (50 or more seats or to apply for liquor license regardless of seat number.)
9. Once facility has passed all of the aforementioned inspections, schedule a **Pre-Operational Final Inspection** with the Health Department. 610-7238 NO FOOD is allowed on site until a Food Permit is issued. Renewable annually.

<sup>1</sup> Applicants pursuing a wine/beer/liquor license must contact the NH Liquor Commission: [www.state.nh.us/liquor](http://www.state.nh.us/liquor) or (603) 271-3134