

**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 a Building application (including Site Plan and detailed Floor Plan) to the Inspections Department via the online permitting site [OpenGov](#).
2. File application for Historic District Commission (**HDC**) or Board of Adjustment (**BOA**) approval, if required. Questions? Contact the Planning Department. 603-610-7216
3. If beer/wine/liquor will be served/sold, or if you are planning on providing entertainment in your facility, contact the Legal Dept. for additional requirements.<sup>1</sup> 603-610-7759
4. When Zoning, Health and Building Approvals are granted after **successful PLAN REVIEW**, a Building Permit will be issued. You will be notified via your ViewPoint Cloud account.
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