



MULTNOMAH COUNTY OREGON
ENVIRONMENTAL HEALTH
3653 SE 34th Avenue
PORTLAND, OR 97202
(503) 988-3400; FAX (503) 988-5844
www.mchealthinspect.org

APPLICANT'S CHECK SHEET
FOR NEW AND REMODELED RESTAURANTS

DATE COMPLETED	THE PLAN REVIEW AND LICENSING PROCESS:
	1. Submit plan review application, 2 sets of plans and fee. (If restaurant is within Portland city limits, one set will be forwarded to the City of Portland Plumbing Department.)
	2. Wait for plan review approval prior to beginning construction.
	3. After receiving Plan Review approval, submit Restaurant License Application and fee.
	4. Call for pre-opening inspection once construction is completed.
	5. Pre-opening inspection will occur after Restaurant License Application and fee are received.
	6. Receive approval via a pre-opening inspection from health department and all other required local authorities.
	7. After steps one through six have been completed, you may open.
	8. If approval is not given via the pre-opening inspection, correct/repair critical issues and call to schedule another pre-opening inspection.
NOTES:	