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Retail Food Service Establishment Checklist

In an effort to streamline the process of establishing a new or remodeled food service operation, the Shelby County Health Department recommends the following set of steps to simplify the procedure and save you time.

First Things First

1. Check with appropriate local building and Zoning Department officials at (901)222-8365.
2. Check with City of Memphis Engineering / Industrial Monitoring concerning grease pits/traps at (901)636-4301.
3. Check with Shelby County Health Department to determine their licensing requirements and fees at (901) 222-9203.
4. Submit detailed plans to Shelby County Health Department (2 sets) and local construction official for review and approval prior to beginning any construction.
5. Submit a proposed menu (if a new establishment or changing menu)
6. When your plans have been approved, you may then secure your building permit
7. Periodically check on construction to ensure that the approved plans are being followed
8. When construction is completed and one (1) week prior to your planned opening date, notify the Shelby County Health Department to make arrangements for an inspection. This will allow time for us to schedule an inspection for the approval of your permit so you may be able to operate.
9. Ensure that appropriate license fees have been paid, and that Code Enforcement (901)222-8300 is aware of your planned opening so you can pick-up your U & O card (use and occupancy)
10. If your business is located in one of the following municipalities, please contact Code Enforcement at one of the following numbers below:
 - Arlington (901) 867-2620 Bartlett (901)385-6426
 - Collierville (901) 853-3200 Germantown (901) 757-7216
 - Millington (901) 872-2211

Mission

To promote, protect and improve the health and environment of all Shelby County residents.

**814 Jefferson Avenue Memphis, Tennessee 38105
(901) 222-9000**

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