

READY, SET, LAUNCH!

START UP
CHECKLIST FOR
RESTAURANTS



One-Page Launch Checklist — Restaurant

Plan & Setup

- ☐ Write business plan (concept, menu, costs).
- ☐ Register LLC/Corp/DBA with NY Dept. of State + get EIN (IRS).
- ☐ Open business bank account & insurance (liability, workers' comp, liquor liability, if needed).

Space & Buildout

- ☐ Confirm zoning allows food service.
- ☐ Lease signed + architect/engineer files DOB permits for buildout.
- ☐ Install required plumbing, gas, grease trap, ventilation (DOB & FDNY approvals).
- ☐ Apply for sign/awning permits if sign > 6 sq ft (DOB approval required)

Permits & Licenses

- ☐ Use NYC Business Express Step-by-Step Wizard for tailored permit list.
- ☐ DOHMH Food Service Establishment Permit (apply before opening).
- ☐ Food Protection Certificate (at least one certified supervisor required).
- ☐ FDNY permits (gas, fire suppression systems, CO₂, etc. as applicable).
- ☐ Alcohol: Apply to NY State Liquor Authority (if serving beer/wine/liquor).
- ☐ Sidewalk café/outdoor dining: Apply through DOT (revocable consent).
- ☐ Ensure accessibility (ADA compliance).

Inspections & Compliance

- ☐ Schedule DOHMH pre-permit inspection.
- ☐ Post food safety signage + grade card once issued.
- ☐ FDNY inspections passed (sprinklers, fire extinguishers, hood suppression).
- ☐ Ensure ADA accessibility (entrances, restrooms).

Operations & Launch

- ☐ Hire staff + complete required DOHMH food handler training.
- ☐ Register for payroll taxes with NYS.
- ☐ Order POS system + set up bookkeeping.
- ☐ Build vendor relationships (food distributors, waste removal, linen service).
- ☐ Plan marketing.
- ☐ Schedule ribbon cutting & request SBS/BID support for opening event.



CONTACT US FOR FURTHER ASSISTANCE!

