



**Oklahoma City - County Health Department**  
Food Safety & Environmental Health  
2400 NW 36th Street  
Oklahoma City, OK 73112  
Telephone: (405) 425-4400  
[www.occhd.org](http://www.occhd.org)

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## RETAIL FOOD ESTABLISHMENT PRE-OPERATIONAL INFORMATION

(Must be completed before licensing)

**Name of Establishment:** \_\_\_\_\_

**Establishment Address:** \_\_\_\_\_

**Type of Food Operation:**

\_\_\_ Retail Food Service Establishment

\_\_\_ Medical Marijuana Dispensary

**Owner's Name:** \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Owner's Telephone: \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

Applicant's Name (if different from Owner): \_\_\_\_\_

Applicant's Title (owner, manager, architect, etc.): \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Applicant's Telephone: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

**FOOD SUPPLY**

Identify all food suppliers:

How the food will arrive (frozen, fresh, packaged, etc.)

Is ice made on premises or purchased commercially? \_\_\_\_\_

**COLD HOLDING**

How will Time/Temperature Control for Safety Foods be maintained at 41°F (5°C) or below during cold holding?

**PEST CONTROL** – Outside doors must be self-closing and rodent proof.

**Yes   No   NA**

1. Will screens be provided on all entrances left open to the outside?
2. Will all windows that open have a minimum #16 mesh screening?
3. Will electrical insect control devices be used?  
If yes, where? \_\_\_\_\_
4. Will air curtains be used?  
If yes, where? \_\_\_\_\_
5. Identify how all pipes & electrical conduit chases will be sealed. \_\_\_\_\_
6. How will the area around the building be kept clear of unnecessary brush, litter, boxes and other  
harborage? \_\_\_\_\_

### **REFUSE, RECYCLABLES, AND RETURNABLES**

1. Will refuse/garbage be stored inside? If so, where? \_\_\_\_\_
2. Identify how and where garbage cans and floor mats will be cleaned.  
\_\_\_\_\_
3. Will a dumpster or a compactor be used? \_\_\_\_\_  
Number \_\_\_\_\_ Size \_\_\_\_\_ Frequency of pickup \_\_\_\_\_
4. Will garbage cans be stored outside? \_\_\_\_\_
5. Describe surface and location where dumpster/compactor/garbage cans will be stored outside the establishment.  
\_\_\_\_\_
6. Will there be an area to store recyclables? \_\_\_\_\_ If yes, describe \_\_\_\_\_
7. Identify the area to store returnable damaged goods. \_\_\_\_\_

### **WATER SUPPLY**

Does the food establishment use well water or city water? \_\_\_\_\_

### **SEWAGE DISPOSAL**

**Does the food establishment** dispose of the waste water through the city sewer or a private disposal system? \_\_\_\_\_

### **TOXIC ITEMS**

Identify the location for the storage of poisonous or toxic materials.

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