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Public Health
Prevent. Promote. Protect.

DAVID GREENBAUM, RS, CHO
HEALTH AGENT

Check list for new ownership of a food/retail establishment

All documents are needed for completion of application and for opening inspection

	1. Food Establishment application form and fee (check made out to the City of Salem or pay online)
	2. Certified Food Manager certificate (for establishments that sell anything other than prepackaged food)
	3. Allergen Awareness certificate
	4. Workers' Compensation Insurance Affidavit
	5. Pest control contract
	6. Trash disposal contract
	7. Grease disposal contract
	8. Choke Saver training certificate - if you have 25 or more seats
	9. Lab results - if you prepare frozen desserts
	10. Variance requests with supporting documentation