



LEE HARRIS
MAYOR

SHELBY COUNTY HEALTH DEPARTMENT



Public Health
Prevent. Promote. Protect.
Shelby County Health Department

MICHELLE A. TAYLOR, MD DRPH, MPA
HEALTH DIRECTOR & OFFICER

Retail Food Service Establishment Checklist

To streamline establishing a new or remodeled food service operation, the Shelby County Health Department recommends the following steps to simplify the procedure and save time.

The Beginning of Establishing Operations

1. Check with appropriate Shelby County Local Building and Zoning Department Officials at (901) 222-8399.
2. Check with the City of Memphis Engineering and Industrial Monitoring concerning grease pits and traps at (901) 636-4325.
3. Check with Shelby County Health Department to determine their licensing requirements and fees at (901) 222-9200.
4. Submit detailed plans to Shelby County Health Department (2 sets) and local construction officials for review and approval before construction begins.
5. Submit a proposed menu (if a new establishment or changing menu).
6. You may secure your building permit when the department planner has approved your plans.
7. Check on new construction periodically to ensure the approved plans are being followed per plans.
8. When construction has been finalized, and it's one (1) week before your planned opening date, notify the Shelby County Health Department to arrange an inspection. When making an appointment, allow us to schedule an inspection to approve your permits so you can operate.
9. Check with the Shelby County Code Enforcement (901) 222-8300 to pay the appropriate license fees and pick up your U&O Card (Use and Occupancy).
10. If your business is near one of the following municipalities, please get in touch with **Code Enforcement** at one of the following numbers below:
 - Arlington (901) 867-3449 Millington (901) 872-3410 Germantown (901) 757-7264
 - Collierville (901) 457-2310 Bartlett (901) 385-6425

Mission

To promote, protect and improve the health of ALL in Shelby County.

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