

Restaurant Compliance & Renewal Checklist

For restaurants, cafés, bars, food trucks & catering businesses.

Company / Business	Review Date

How to use: Check each item when current and compliant. Record the responsible owner, expiration/renewal date, and any follow-up notes.

1	Core Business & Entity Documents	Owner	Expires	Notes
☐	General business license (city / county / state)			
☐	Registered entity annual report			
☐	DBA / fictitious name registration			
☐	Certificate of good standing			
☐	Sales tax permit / resale certificate			
☐	State foreign qualification (if applicable)			
2	Food Service Licenses & Permits	Owner	Expires	Notes
☐	Food service establishment license			
☐	Health department operating permit			
☐	Restaurant / café permit			
☐	Food truck permit (if applicable)			
☐	Catering permit			
☐	Temporary food event permits			
3	Alcohol & Specialty Permits	Owner	Expires	Notes
☐	Liquor license (beer / wine / spirits)			
☐	Alcohol server permits			
☐	Alcohol manager certification			
☐	Tobacco sales permit			
☐	Cannabis-infused food permit (where applicable)			
4	Insurance Policies & Proof	Owner	Expires	Notes
☐	General liability insurance			
☐	Liquor liability insurance			
☐	Workers' compensation insurance			
☐	Commercial property insurance			

☐	Commercial auto insurance			
☐	Certificates of insurance (COIs)			

5	Health, Safety & Sanitation	Owner	Expires	Notes
☐	Food safety manager certification			
☐	Food handler cards			
☐	Health inspection certificates			
☐	Grease trap inspection reports			
☐	Fire suppression hood inspection			
☐	Pest control service records			

6	Employment & Labor Compliance	Owner	Expires	Notes
☐	Payroll tax registrations			
☐	Unemployment insurance registration			
☐	I-9 employment verification			
☐	Posters & labor law notices			
☐	Tip credit documentation			

7	Client, Vendor & Delivery Platform Documents	Owner	Expires	Notes
☐	Vendor onboarding forms			
☐	Supplier agreements			
☐	Delivery platform compliance docs			
☐	NDAs / service agreements			

8	Facility & Location Permits	Owner	Expires	Notes
☐	Certificate of occupancy			
☐	Use & zoning permits			
☐	Fire inspection certificate			
☐	Signage permit			
☐	Outdoor seating permit			

9	Equipment, Assets & Utilities	Owner	Expires	Notes
☐	Kitchen equipment inspections			
☐	Refrigeration temperature logs			
☐	Gas & utility compliance inspections			

☐	Scale calibration certificates			
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10	Digital, Technology & Brand Assets	Owner	Expires	Notes
☐	Domain registrations			
☐	Online ordering platform agreements			
☐	POS software licenses			
☐	Privacy policy attestations			

11	One-Off & High-Risk Expiring Items	Owner	Expires	Notes
☐	Temporary event approvals			
☐	Seasonal permits			
☐	Provisional or conditional licenses			
☐	Emergency authority waivers			

Final Review / Follow-Up		Owner	Due Date
Outstanding items / renewals requiring action			
Additional notes			