**Starting a restaurant from scratch- Business set-up**

1. Idea for a restaurant, may or may not be attached to a space
2. Create vision board
3. Establish 10 goals over 5 years
4. Find location/ scout potential locations or areas that idea need
5. Market research for location or area ( do full market research)
6. Find more data for concept
7. One page concept overview
8. Sample Menu
9. Build business plan around market research and
10. Create outlined financials- income statement, balance sheet, cashflow, target capital needed and projection ROR for loan and investors
11. Pick an LLC and DBA name(city).
12. File with State for LLC- Pick structure and management type
13. Articles of Organization
14. Operating Agreement
15. Closing process with investors
16. File for a tax ID number(Federal)
17. Set up accounting system software- quickbooks invoices(Wave)(Restaurant 365), sales
18. Apply for credit card
19. Set up checking/savings account
20. Business idea/ concept
21. LLC needs
22. Make sure operating agreement is drafted and signed
23. Have EIN
24. Have bank account for all expenses
25. Business license (city)

**Searching for Space/ Finding Investors**

Architect design:

Interior design sketch

Investor Package:

Pitch letter with concept outline

Investor management platform

ROR, financials outline, Business structure

Pitch deck

Run a 3 month and year p&l

Lawyer for lease and permits

Quote for insurance-all

Set up accounting system- arp- intuit quickbooks

**Lease Talks: Once space is found and investors for concept are confirmed:**

1.Confirm lawyer for lease

2. Contact commercial real estate broker for property

Lease

### **8. Design a Restaurant Layout**

Health permit

Inspection

CV license

Liquor license

Assembly licence

**Outside Companies-**

HR-Payroll

Insurance

Pest control

Fire Inspection

Accounting

Ansul/hood inspection

Retained lawyer

Designer/ Architect

**Liquor license process**

Contact city district

DIVISION OF HEALTH INSPECTIONS PROCEDURES FOR APPLYING FOR A HEALTH PERMIT PLAN REVIEW PROCEDURES (for establishments being constructed) (BY APPOINTMENT ONLY) 1. Complete a Health Division Application 2. Pay Health Division fees 3. Have four (4) sets of plans 4. Submit one (1) copy of all new equipment specification forms from manufacturer w/NSF/UL approval. NSF standard #7 for refrigeration 5. Complete and submit a Food Plan Review Worksheet 6. Submit one (1) copy of menu w/consumer advisory (if appropriate) 7. Submit signed plans to the Building Division with Building Permit applications and appropriate fees 8. Building permit must be signed off by inspectors 9. Proceed to next session APPLYING FOR A PERMIT (APPLICATIONS ARE ACCECPTED IN PERSON ONLY) 1. Apply/obtain the appropriate Certificate of Occupancy and/or Certificate of Inspection from Building Division 2. Bring copy of Certificate of Occupancy and Certificate of Inspection to the Health Division 3. Complete the Health Division application 4. Submit a copy of the Fulltime onsite Food Manager Certification and Allergen Awareness Certification 5. Submit common Victuallers License (for Restaurant only) 6. Pay Health Fees and request a “Pre-Opening inspection from the Health Division