

Restaurant Startup Checklist

Countdown to Opening - By Category



| Months Before Opening | Category | Activity | Responsible Person/Party | Target Completion Date | Status/Date Completed |
|-----------------------|---------------|---|--------------------------|------------------------|-----------------------|
| 8 | Site/Planning | Liquor license - know the process & cost of obtaining a liquor license | | | |
| 8 | Site/Planning | List of existing kitchen equipment - obtain detailed list - verify & evaluate condition | | | |
| 8 | Site/Planning | Number of tables/seats - estimate potential seating/revenue potential of dining room | | | |
| 8 | Site/Planning | Parking - is there adequate parking - what is the ratio of seats to parking spaces, is there a local minimum | | | |
| 8 | Site/Planning | Sales to investment analysis - estimate total capital costs & compare to projected annual sales - goal is to have minimum 1.5 to 1 sales to investment ratio in leasehold - goal is to have minimum 1 to 1 ratio when land & building is owned - go to RestaurantOwner.com for more information | | | |
| 8 | Site/Planning | Traffic patterns - evaluate adequacy of traffic flow (foot traffic, if applicable) | | | |
| 8 | Site/Planning | Zoning requirements - verify that there are no zoning problems with your concept/plans | | | |
| 7 | Site/Planning | Cleanup required - determine cost of cleanup/demolition prior to construction activities | | | |
| 7 | Site/Planning | Gas main / lines - adequate size, capacity, age, condition | | | |
| 7 | Site/Planning | Health department - verify no health-related conditions present that could pose problems | | | |
| 7 | Site/Planning | HVAC system - inspect/evaluate condition | | | |
| 7 | Site/Planning | Plans for location/site area - inquire with local officials about proposed, planned projects in area - road, water, sewer, drainage, commercial, residential, zoning changes | | | |
| 7 | Site/Planning | Roof inspection | | | |
| 7 | Site/Planning | Sewer lines - evaluate adequacy; size, capacity, age, condition | | | |
| 7 | Site/Planning | Termite report - have property inspected for termite/pest problems | | | |