



Document Title	Permits & Certifications Process
Document Summary	This document outlines the steps required to understand what permits and certifications are needed, and information on how to work with local city and county departments to obtain them.

Permits & Certifications Process

Several Permits and Certifications must be obtained in order to successfully install Flippy, or prepare for construction prior to installation. The guide below has been consolidated to illustrate the main actions required to obtain permits and certifications. Please note, permitting and certification processes vary by city / county.

1. **REGISTER (*New Locations Only*):** Register your business with the City, County and State and IRS to legally operate and get set up for any income, sales tax and employee taxes that you may need to pay.
2. **FOOD SAFETY CERTIFICATIONS (*New Locations Only*):** Obtain a Manager's Food Safety Certification for yourself and/or any designated employee. Ensure any employees who handle food take a food safety training course and obtain a food handler permit. New employees have 30 days to obtain the permit.
3. **APPLY FOR BUILDING PERMITS:** If you are planning to make changes to the interior or exterior of your building, you will likely need to apply for building permits with the Department of Building and Safety. Depending on the extent of the changes, you will have different options to apply for the building permit.
4. **SUBMIT PLANS:** Determine whether you need a detailed "Plan Check" Process. Minor projects can be approved online, while larger projects – for instance, significant remodeling or a change of business use – may require a more detailed "plan check" process that includes submitting architectural and structural plans. If needed, submit architectural and structural plans to the Department of Building and Safety.
5. **OBTAIN CLEARANCE SUMMARY WORKSHEET:** When you apply for your building permits, the Department of Building and Safety will provide you with a "Clearance Summary Worksheet" that lets you know what additional approvals are required from various departments (i.e., County or City Fire Department, Health Department).
6. **CONTACT DEPT. OF HEALTH:** Contact the County Department of Health directly to obtain a Public Health Permit.
7. **OBTAIN INDUSTRIAL WASTEWATER PERMIT:** You will need to obtain an industrial wastewater permit from the Department of Sanitation. If you've received a land use or building permit from the City, make sure to follow up with the Development Services Center after any work is completed and schedule an inspection to make sure the work meets the required standards.
8. **FOLLOW UP AFTER WORK IS COMPLETE:** Follow up with the Development Services Center after any work is completed.
9. **SCHEDULE INSPECTION:** Schedule an inspection with the Development Services Center to make sure the work meets the required standards.
10. **CONTACT YOUR COMMUNITY MEMBERS:** Meet with your local Council Office, Neighborhood Council and community police station as needed - getting their support and insights can be important for a smooth launch.