



# Restaurant Start-up Checklist

To learn more about any of these requirements, or to find links and contact information, visit [gov.bc.ca/startingarestaurant](http://gov.bc.ca/startingarestaurant).

Task	Contacts & Resources
<b>Business Planning</b>	
<input type="checkbox"/> <b>Create a business plan</b> <i>Create a realistic plan to ensure your idea is viable.</i>	
<input type="checkbox"/> <b>Choose a business structure</b> <i>Will your business be a sole proprietorship, partnership, or corporation?</i>	
<input type="checkbox"/> <b>Plan your menu</b> <i>Decide early on the type of food you intend to serve: your menu will impact zoning requirements, your kitchen design, and whether you may serve alcohol.</i>	
<input type="checkbox"/> <b>Find required business permits &amp; licences</b> <i>Knowing which permits and licences you may need can help you plan ahead and avoid delays.</i>	Visit the <a href="#">BizPaL online service</a> to find business permits and licences you may need; or contact your municipal hall.
<b>Location &amp; Zoning</b>	
<input type="checkbox"/> <b>Confirm municipal zoning restrictions</b> <i>Before you commit, ensure your location is zoned for the type of restaurant you intend to open.</i>	Contact your municipal planning department.
<input type="checkbox"/> <b>Consider required renovations</b> <i>Consider costs, timelines (including possible delays), and permits required for construction.</i>	
<input type="checkbox"/> <b>Review your lease</b> <i>Before you sign, have a lease lawyer or legal representative review the conditions of your agreement.</i>	
<b>Register Your Business</b>	
<input type="checkbox"/> <b>Review existing trademarks</b> <i>Ensure your business name does not infringe on existing trademarks.</i>	Visit the <a href="#">BC Registries and Online Services website</a> , and the online <a href="#">Canadian Trademarks Registry</a> .
<input type="checkbox"/> <b>Apply for a business name</b> <i>Submit a name request application to check availability and validity for registration.</i>	Visit the <a href="#">BC Registries and Online Services: Name Request website</a>
<input type="checkbox"/> <b>Register your business</b> <i>You must register with BC Registry Services, WorkSafe BC, the Ministry of Finance, and the Canada Revenue Agency.</i>	Visit <a href="#">BC Registries and Online Services</a> . Visit the <a href="#">Provincial Sales Tax (PST) page</a> for information on how to register, collect, and remit PST.

### Permits & Licences - Health Operating Permit

<input type="checkbox"/>	<b>Obtain FOODSAFE Certification</b> <i>All restaurant operators must have this certification</i>	Visit the <a href="#">FOODSAFE website</a> to obtain your certificate.
<input type="checkbox"/>	<b>Submit a Health Operating Permit Application</b> <i>Apply for a permit to operate a food service establishment, and have your kitchen plans reviewed and approved before construction.</i>	Check your regional Health Authority website for instructions on how to apply and the inspection process.
<input type="checkbox"/>	<b>Submit floor plans or construction plans</b> <i>Obtain written approval of your floor plans from an Environmental Health Officer from your health authority.</i>	
<input type="checkbox"/>	<b>Complete health inspections</b> <i>An environmental health officer from your Health Authority will inspect and approve your kitchen.</i>	

### Permits & Licences - Municipal Permits & Licences

<input type="checkbox"/>	<b>Apply for a business licence</b> <i>Most municipalities will require that you obtain a business licence before operating a food service establishment.</i>	Contact your municipal hall.
<input type="checkbox"/>	<b>Obtain building permits for renovations</b> <i>Before you start construction work, ensure you have obtained the necessary building permits.</i>	
<input type="checkbox"/>	<b>Obtain required business permits</b> <i>Depending on your municipality, this may include permits for signage, sidewalk patios, heritage alteration, waste disposal, etc.</i>	Visit the <a href="#">BizPaL online service</a> to find business permits and licences you may need; or contact your municipal hall.
<input type="checkbox"/>	<b>Complete inspections</b> <i>Depending on your municipality, these might include a building inspection, an electrical inspection, a plumbing and gas inspection, and a fire safety inspection.</i>	Contact your municipal hall.

### Permits & Licences - Liquor Licence

<input type="checkbox"/>	<b>Submit a Liquor Licence Application</b> <i>If you intend to serve alcohol at your food establishment, you must apply for either a Food-Primary or Liquor-Primary liquor licence.</i>	Contact the <a href="#">B.C. Liquor and Cannabis Regulation Branch (LCRB)</a> .  If you intend to sell liquor, you must register to collect Provincial Sales Tax (PST). For more information on how it applies to restaurants, see <a href="#">PST Bulletin – Restaurants and Liquor Sellers (PDF)</a> .
<input type="checkbox"/>	<b>Complete educational interview and establishment inspections</b> <i>As part of the application process, your local liquor inspector will complete an educational interview and a review of your establishment.</i>	
<input type="checkbox"/>	<b>Obtain “Serving it Right” Certifications</b> <i>Owners and employees who handle and serve liquor must have a Serving it Right certification.</i>	Visit the <a href="#">Serving it Right website</a> for more information.

## Permits & Licences - Music & Entertainment Licences



### Obtain SOCAN and Re:Sound Licences

*These licenses are required to play recorded music in your establishment.*

Visit the [SOCAN website](#) and the [Re:Sound website](#) to learn more and purchase licences.

### After You Open

Visit the [Starting a Restaurant in B.C.](#) for more information on opening, operating, and maintaining your restaurant business, including:

- [Employees](#)
- [Taxation](#)
- [Annual Fees and Renewals](#)