



# CATERING: SHARED KITCHEN COMPLEX TENANT PERMIT PROCESS



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## SIGN RENTAL AGREEMENT & SUBMIT APPLICATION & DOCUMENTS

- Sign rental agreement with Shared Kitchen Complex operator
- Public Health Permit Application
- Supplemental Application for a Shared Kitchen Complex/Tenant Food Operator
- Manufacturer's specification sheet

### Copy of:

- Signed Rental Agreement
- Floor plan of operator's kitchen
- City Business License
- Certified Food Protection Manager certificate (for operator)
- Ownership documents

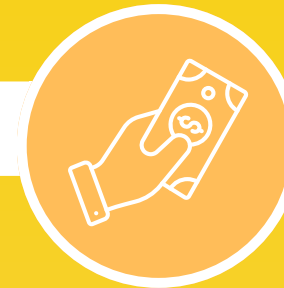
2

## SUBMIT PROOF OF CERTIFICATIONS IF CONDUCTING SPECIAL FOOD PROCESSING\*:

such as Organic certificate and Hazard Analysis and Critical Control Plan

Submit within 90 days

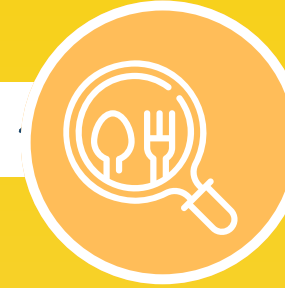
- California Department of Public Health
- U.S. Department of Agriculture
- California Department of Food and Agriculture
- U.S. Food and Drug Administration



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## PAY FEE

- Application review fee for Shared Kitchen Complex Tenant



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## SCHEDULE INSPECTION

- Shared Kitchen Complex Operator and equipment will be inspected, if it is new or there is a change of equipment



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## APPROVAL

- Upon receipt of payment, Public Health Permit issued
- Obtain all necessary business permits/licenses

SUBMIT TO: SPECIALIZED FOOD SERVICES  
(626) 430-5421



COUNTY OF LOS ANGELES  
**Public Health**