



PFPC NEW CLIENT CHECKLIST

For Caterers, and Meal Prep Services

Catering and Meal Prep services provide food direct to the consumer. These services require a permit from the county health department. See [Orange County Environmental Health](#)

<i>Step</i>	<i>Description</i>	<i>Comments</i>
1	Complete information survey	<i>Complete the survey on the website</i>
2	Receive prospective client package	<i>Review insurance requirements, fee structure, and user agreement</i>
3	Schedule a phone or Zoom interview	<i>We learn about you and your business and assess what you need to move forward.</i>
4	Schedule an in-person tour of the facility	<i>We tour the facility and discuss what kitchens and equipment you need.</i>
5	Complete application with Orange County Environmental Health Department	<i>Receive your catering license and permit.</i>
6	Provide proof of insurance	<i>Provide a Certificate of Insurance (COI) that meets the PFPC Insurance Requirements</i>
7	Schedule orientation and pay the onboarding fee	<i>We will meet for about an hour to review how the facility works and train you on our cleaning and sanitation procedures.</i>
8	Complete paperwork	<i>Execute User Agreement and complete contact information sheet.</i>
9	Complete a food safety training program	<i>You will need certified food safety training (like Serv Safe® or Safe Plates®)</i>
10	Start creating...	