

**GETTING STARTED CHECKLIST FOR AGRITOURISM ON THE FARM
BASIC INFORMATION**

	Yes	No	N/A
Develop a Business Plan			
Contact your local Agricultural Marketing Professional if your county has one before you do anything else to help navigate through the county process			
Make a list of things you want to do as part of your agritourism enterprise			
Develop drawings if you are planning to build or add onto a building			
Identify appropriate person in each department for assistance			
Check County State and local License Requirements (Contact: the Clerk of the Circuit Court in which your business will be located)			
Check with County to determine whether zoning is appropriate?			
Obtain and review County Permit Requirements			
Determine type of site plan (formal "required by county" or informal "for your reference") is required (identify activity locations, entrances and exits for emergency) (What is capacity of site at one time?)			
Determine what type of Health Department inspection is needed			
Develop written policies and procedures on the following (at a minimum)			
Food safety and farm safety issues for workers			
Safety and Health requirements (bathrooms, cooking facilities, food)			
Safety and Health requirements for Animals Are pasture/paddocks fenced? Are electric fences marked? Is there fencing to keep animals away from the public? Are manure levels in barns and paddocks under control? People hygiene – is there soap/water, antiseptic hand lotion/wipes? Is there signage to instruct people how to behave around animals?			
Parking Plan (Does plan need to be approved by Police and Fire Department?)			
<u>Signs</u> (do signs need to be approved by County?) Is farm sign clearly visible? Is entrance to farm easy to find? Can customers enter and leave safely?			
<u>Building</u> Is entrance clearly marked? Are doorways wide enough Floors level			
<u>Parking</u> Is directional signage available? Are parking spaces marked? Is there sufficient space for in and out?			
First Aid Kits and Fire Extinguishers readily available			

Handwashing and Restrooms			
<u>Marketing</u> Contact Chamber of Commerce Contact Better Business Bureau Contact County level office of Economic Development Contact Department of Business and Economic Development Office of Tourism Develop Advertisements (internet, mailouts, etc.) Social Media (Twitter, Facebook etc)			

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