

Café Opening Checklist

Authorities, obligations and preparing the business in the Czech Republic

Before you start

This document is a template, not legal advice or an official approval. It is based on Czech and EU regulations in force as of October 2026 (Regulation (EC) No 852/2004, Act No. 258/2000 Coll., Act No. 110/1997 Coll., Decree No. 137/2004 Coll., Decree No. 121/2023 Coll.). Every business is different: the operator adapts the template to the actual range, equipment and layout, adds their own details and is responsible for compliance. If anything is unclear, we recommend consulting the competent Regional Public Health Authority (KHS). If you operate outside the Czech Republic, replace the national references with the regulations of your country.

Steps in the usual order. Check deadlines with the relevant authority, especially for building alterations.

1. Business and trade licence

- ☐ Legal form: sole trader (OSVČ) or limited company (s. r. o., entered in the Commercial Register).
- ☐ Notify the crafts trade licence **Hostinská činnost** (hospitality) at the Trade Licensing Office or the Citizen Portal. It requires a qualification in the field (or experience), otherwise a responsible representative.
- ☐ If you also sell goods to take away (coffee for home, biscuits): unqualified trade, field "Wholesale and retail".
- ☐ If you serve spirits: licence (koncese) **Sale of fermented alcohol, consumable alcohol and spirits**.
- ☐ The Single Registration Form also registers you with the tax office, social security (ČSSZ) and health insurance.
- ☐ VAT registration: mandatory once the turnover threshold under the VAT Act is exceeded, voluntary earlier.
- ☐ Notify the Trade Licensing Office of the establishment (provozovna) before starting business there.

2. Premises

- ☐ Lease agreement with the permitted use "catering services / café".
- ☐ Check with the Building Authority that the premises may be used for catering, or apply for a change of use (KHS gives a binding opinion).
- ☐ Layout under Decree No. 137/2004 Coll.: separate hand-wash basin with hot water, dishwashing, storeroom, cleaning cupboard, staff toilet.
- ☐ Guest toilets: number and equipment depend on seating capacity under building regulations.
- ☐ Ventilation, lighting, washable surfaces, drinking water from the public mains.
- ☐ Fire safety: fire extinguisher, escape routes; fire risk assessment for larger premises.
- ☐ Waste collection contract or participation in the municipal system for businesses.

3. Hygiene and the KHS

- ☐ HACCP procedures in place – see **HACCP Plan for a Café**.
- ☐ Sanitation plan and operating rules.
- ☐ Health certificates (zdravotní průkaz) for all food handlers (issued by a general practitioner).
- ☐ Hygiene and HACCP training, training record.
- ☐ Consultation with the Regional Public Health Authority (KHS) before opening (recommended; a café needs no special KHS permit unless building proceedings are involved).
- ☐ Allergen list and allergen labelling on the menu.
- ☐ Thermometers in all chilling units, record sheets.

4. Till, sales and prices

- ☐ **EET 2.0:** from 1 January 2027, mandatory registration of in-person payments (cash, card, QR on site). From 1 November 2026 sign-in and certificate in DIS+ on the MOJE daně portal, from 1 December 2026 the free MOJE eet app. Check whether the EET OFF regime applies to you.
- ☐ Till system supporting EET 2.0 and a card terminal.
- ☐ VAT on drinks served as a catering service: in 2026 the standard rate of 21%, from 1 January 2027 the reduced rate of 12% for non-alcoholic drinks (check with your accountant).
- ☐ Drinks menu with prices including VAT and drink volumes.
- ☐ Signage at the entrance (name or business name, company ID – IČO, responsible person, opening hours).

5. Other obligations

- ☐ Music on the premises: OSA and Intergram licences (also for radio or streaming services).
- ☐ Liability and property insurance.
- ☐ Employees: employment contracts or DPP/DPČ agreements, registration with ČSSZ and the health insurance company, occupational safety training.
- ☐ Outdoor seating on public space: permit under the municipal ordinance, fee.
- ☐ Ban on selling alcohol to persons under 18 – visible sign.
- ☐ No-smoking sign for indoor areas.
- ☐ Complaints procedure and information on out-of-court dispute resolution (Czech Trade Inspection Authority, ČOI) for consumers.

6. Coffee and equipment

- ☐ Choosing the coffee and supplier, trial roasts and tasting – we will be happy to prepare samples.
- ☐ Professional espresso machine (number of groups according to expected volume), espresso grinder, possibly a second grinder for decaf or filter.
- ☐ Water treatment: filter according to water hardness, hardness test.
- ☐ Barista equipment: tampers, jugs, scales with 0.1 g resolution, knock box, cloths, thermometers.
- ☐ Cleaning products for the espresso machine and grinder.
- ☐ Barista training – espresso and latte art course.
- ☐ Setting recipes and pricing – see **Drink Recipes and Costing**.
- ☐ Service contract for the espresso machine.

7. The week before opening

- ☐ Soft opening for friends, espresso calibration, check of service speed.
- ☐ Check all temperatures and record sheets.
- ☐ Map listings, social media, photos, opening hours.
- ☐ Order the first coffee stock – see **Coffee Consumption Calculator** and **Coffee Order Form**.