



## BUILDING & COMMUNITY SERVICES

# NEW FOOD ESTABLISHMENT GUIDELINES

**The following steps will need to be met in order to obtain a food establishment permit and operate a food establishment inside the City limits:**

1. Meet Building Department requirements and receive a Certificate of Occupancy from Building Department (a copy must be submitted before final health inspection).
2. Meet zoning codes as set forth by the Planning and Zoning Department.
3. Meet Fire Department codes and receive an inspection validating fire suppression system (if applicable to establishment).
4. Meet the Utility Department's requirements for a Waste/Grease Interceptor (See enclosed Waste Interceptor Sizing Requirements).
5. Complete the Application for Food Service Establishments (see attached).
6. Submit a copy of a valid driver's license of owner/responsible person with application in addition to a copy of a current state issued sales tax license.
7. Attach a menu listing all food items that will be served and method of delivery (reusable tableware or single-service tableware, dine-in or carry-out, etc.); an additional Hazardous Analysis & Critical Control Points (HACCP) plan may be required.
8. Include a scaled drawing of the building (food preparation area, grills, utility area, sink placements, eating areas, waste/grease interceptor placement, garbage enclosure, etc.).
9. Meet minimum requirements as set forth by the Texas Department of State Health Services and Texas Alcohol and Beverage Commission (only if alcoholic beverages will be sold/served).
10. Set up garbage collection service with the contracted garbage collection company as required by the City Code of Ordinances; food establishments selling more than prepackaged food items are required to have a minimum of three times per week collection.
11. Pass final inspections by the Health, Building, and Fire Departments.



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### **Establishment must have the following minimum facility requirements:**

1. A three-compartment sink for washing, rinsing, and sanitizing
2. A separate hand washing sink in the food preparation area, with soap and hand-drying device
3. A separate utility mop sink or floor drain with lip connected to plumbing
4. A separate prep sink may be required when food preparation includes the use of raw meats, poultry, and fish and other foods that are not pre-cooked or pre-packaged
5. Adequate equipment that is in good working order and able to maintain temperature requirements, and suitable for the type of service provided by the establishment
6. Potable water under pressure with available hot and cold water
7. Restroom for employees (in proper working order according to law); restroom requirements for patrons is based on seating capacity. Location of restrooms for patrons must be accessible from public area. Hand wash sinks must be proportionate to the number of toilets.
8. A proper working sewage disposal system with proper size waste/grease interceptor approved by the Utilities Department
9. An acceptable plan for waste collection (garbage, grease, recycling, etc.)
10. Proper construction and maintenance of floors, walls, and ceilings
11. Proper lighting with shields
12. Required signage (hand wash, choking, buffet plate, allergies, consumption of raw foods, etc.)
13. Thermometers for testing temperatures
14. Every employee of the food establishment must complete a recognized/approved food handler safety course before beginning work with the food establishment
15. The owner of the establishment must have at least one person on duty during all operating hours that holds a current and approved certified food manager certificate

OTHER REQUIREMENTS MAY BE REQUIRED AS NECESSARY FOR PUBLIC HEALTH PROTECTION.



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### Grease Trap/Interceptor Sizing Requirements

Waste/Grease Interceptor Size: \_\_\_\_\_ Interceptor Location: \_\_\_\_ Outside \_\_\_\_ Inside

*All interceptor sizes are designed for 90-day interval evacuation and cleaning frequency. Interceptor size and frequency of cleaning may be adjusted if deemed necessary.*

**Follow these six simple steps to determine grease interceptor size (enter calculations below):**

No. of Meals Per Peak Hour	Waste Flow Rate	Retention Time	Storage Factor	Calculated Liquid Capacity	Grease Interceptor
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6

<b>1</b>	<b>Number of Meals Per Peak Hour (Recommended Formula):</b> Seating Capacity <input type="text"/> x Meal Factor <input type="text"/> = Meals Per Peak Hour <input type="text"/>  <b>Establishment Type:</b> Fast Food (45 min.)                      Meal Factor: 1.33 All Other Restaurant (60 min.)                      Meal Factor: 1.00	Notes:
<b>2</b>	<b>Waste Flow Rate:</b> <b>Condition</b> <b>Flow Rate:</b> With a Dishwashing Machine                      6 gallons Without a Dishwashing Machine                      5 gallons Single Service Kitchen                                      2 gallons	Notes:
<b>3</b>	<b>Retention Time:</b> Commercial Kitchen                                      2.5 hours Single Service Kitchen                                      1.5 hours	Notes:
<b>4</b>	<b>Storage Factor:</b>  <b>Kitchen Type</b> 1. Fully Equipped Commercial Hours of Operation 8 hours    1.00 12 hours    1.50 16 hours    2.00 24 hours    3.00 2. Single Service    1.50	Notes:
<b>5</b>	<b>Calculated Liquid Capacity:</b> Multiply the values obtained from steps 1, 2, 3 and 4. The result is the approximate grease interceptor size for this business.	Notes:
<b>6</b>	<b>Select Grease Interceptor:</b> Using the approximate required liquid capacity from step 5, select appropriate size grease interceptor.	Notes:

**THIS WORKSHEET IS INTENDED FOR ESTIMATING THE SIZE OF A GREASE INTERCEPTOR ONLY! THE FINAL DETERMINATION FOR THE SIZE OF THE GREASE INTERCEPTOR WILL BE MADE BY THE CITY OF WAXAHACHIE PERSONNEL.**



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### Helpful Links:

#### **TEXAS DEPARTMENT OF STATE HEALTH SERVICES**

[www.dshs.state.tx.us/foodestablishments](http://www.dshs.state.tx.us/foodestablishments)

#### **Certified Food Manager Information and Course Availability**

[www.dshs.state.tx.us/foodestablishments/cfm.shtm](http://www.dshs.state.tx.us/foodestablishments/cfm.shtm)

#### **Texas Food Establishment Rules (TFER)**

Rules §§229.161 – 229.171, 229.173 – 229.175

**Download the complete 25 TAC rules from the following address:**

[www.dshs.state.tx.us/foodestablishments/rules.shtm](http://www.dshs.state.tx.us/foodestablishments/rules.shtm)

#### **Texas Alcoholic Beverage Commission**

[http://www.tabc.state.tx/service/site\\_policies.asp](http://www.tabc.state.tx/service/site_policies.asp)