



BUILDING & COMMUNITY SERVICES

FOOD ESTABLISHMENT GUIDELINES

PRE-PACKAGED FOOD ONLY

Establishment must have the following minimum facility requirements:

1. 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.
2. Include a scaled drawing of the building (food storage area, utility area, garbage enclosure, etc.).
3. 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).
4. Complete the Application for Food Service Establishments (see attached)
5. A separate utility mop sink or floor drain with lip connected to plumbing
6. Proper construction and maintenance of floors, walls, and ceilings
7. 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
8. 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.
9. An acceptable plan for waste collection (garbage, recycling, etc.)
10. Pay \$125 Permit fee