



# GRAYSON COUNTY

205 N Houston Ave., Denison, TX 75021-3014



# HEALTH DEPARTMENT

Environmental Health / Tel 903-893-0131 / Fax 903-465-2978

## RETAIL FOOD ESTABLISHMENT PERMIT APPLICATION

**INSTRUCTIONS:** 1. Complete all information (include \$50 late fee for delinquent applications) 2. Obtain employee permits\* **PROVIDE a Copy of all Manager & Handler Permit cards & work roster** (3. Return with fee to GCHD

<b>ESTABLISHMENT</b> <input type="checkbox"/> Renewal <input type="checkbox"/> New owner <input type="checkbox"/> Name or location change	<b>OWNER</b>
Name: _____	Name: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Tel: _____ Fax: _____	Tel: _____ Fax: _____
General Manager: _____	<b>APPLICANT'S NAME :</b> _____ <b>Cell :</b> _____
E-Mail: _____	Signature: _____
Send permit and renewal notice to: <input type="checkbox"/> Establishment <input type="checkbox"/> Owner	Print: _____ Date: _____

TYPE OF OPERATION
Restaurant or Cafeteria
School
Convenience Store
Grocery
Mobile
Concession or Carry Out
Day Care (13 or more children)
Nursing Home
Snow Cone (No other foods)
Bed & Breakfast
Other: _____

DAY AND TIME OF OPERATION	
Mon	
Tue	
Wed	
Thur	
Fri	
Sat	
Sun	

*EMPLOYEE PERMITS (This section must be completed)			
<b>Food Managers:</b> By law, a food manager must be present during all Hours of food activity.	Permit #.	Total Managers	
Names: (LIST ADDITIONAL MANAGERS ON BACK) _____	Expires: _____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Food Handlers:</b> Any full or part-time person handling food or food equipment, examples: • Ice handlers    • Bar persons    • Dishwashers    • Day care workers • Cooks    • Bus persons    • Delivery drivers    • Nursing home workers • Butchers, bakers    • Wait staff    • Concession workers    • Food sampling workers		Total Handlers	
<b>TOTAL EMPLOYEES</b> (add Total Managers and Total Handlers)			
<b>PLEASE PROVIDE COPY OF PERMIT CARDS</b>			

LIQUID WASTE TRANSPORTER: \_\_\_\_\_ GRAYSON COUNTY/TCEQ No. \_\_\_\_\_

NOTE: Only transporters permitted by Grayson County may be employed to pump grease traps.

ANNUAL FEE SCHEDULE	
\$300	6 or more Total Employees
\$200	0 to 5 Total Employees or Mobile
\$150	Day Care (13 or more children)
\$150	Snow Cone (no other foods)
NO FEE	Exempt (IRS verification)
\$50	Late Fee (include in remittance)
NOTE: THE TOTAL NUMBER OF EMPLOYEES SHALL NOT EXCEED THE NUMBER CHECKED ABOVE THROUGHOUT THE DURATION OF THE PERMIT. NOTIFY THE HEALTH DEPARTMENT IMMEDIATELY IF EMPLOYEES INCREASE. A ADDITIONAL FEE WILL BE REQUIRED.	

This permit is nontransferable. A new permit is required for new owners, change of name, or new location. Nonprofit facilities shall have a 26 USC Section 501c3 exemption on file. **A late fee of \$50 is assessed if postmarked after expiration date.** Make check payable to GCHD. \$30 fee for returned checks. No Refunds.

**THIS IS A PUBLIC DOCUMENT AND IT IS UNLAWFUL TO KNOWINGLY PROVIDE FALSE INFORMATION.**

HEALTH DEPARTMENT USE ONLY	
RECEIPT NO: _____	PERMIT MAILED: _____
DATE PAID: _____	PERMIT POSTED: _____
ANNUAL FEE: _____	<div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div>
LATE FEE: _____	
INITIALS: _____	
PERMIT EXPIRES ON: _____	

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# HEALTH DEPARTMENT

Environmental Health / Tel 903-893-0131 / Fax 903-465-2978

## PLAN REVIEW APPLICATION FORM

**Submit: (1) Completed Application (2) \$150 Fee and (3) Copy of Plans to Denison Office**

Name of Facility: \_\_\_\_\_

Address of Facility: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name & Address of Owner/Corp: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of person in charge: \_\_\_\_\_

Email: \_\_\_\_\_

Reason for Application: New Remodeled Change of Ownership

Type of Facility: Food Service Retail Store Mobile Food Unit Commissary  
Food Manufacturer Swimming Pool/Spa Other

Type of Service: Describe nature of operation and menu items

\_\_\_\_\_

Days and Hours of Operation: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

HEALTH DEPARTMENT USE ONLY

RECEIPT NO.: \_\_\_\_\_ DATE PAID: \_\_\_\_\_ FEE PAID: \_\_\_\_\_ INITIALS: \_\_\_\_\_



**PLAN REVIEW FOR RETAIL FOOD ESTABLISHMENTS**

Name of Facility : \_\_\_\_\_

Address of Facility: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Instructions:**

1. The plans of the above establishment have been reviewed. All requirements in the Texas Food Establishment Rules §229.161 and 229.173 to 175, as well as local municipality and county codes, apply and must be met prior to issuance of the operating permit. Please note that the owner is responsible for assuring that all employees have obtained proper permits prior to opening. For your convenience, a list of construction standards is attached.
2. Please correct the items specified below.
3. Contact the reviewer when construction is complete for a final pre-operational inspection.
4. **DO NOT BRING ANY FOOD/FOOD PRODUCT, DRINKS, OR SINGLE-USE ITEMS INTO THE ESTABLISHMENT UNTIL RETAIL FOOD ESTABLISHMENT PERMIT IS RELEASED.** Any kind of food/food product, drinks, or single-use items can/will be discarded if brought into establishment before the Retail Food Establishment Permit is released.

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Owner _____ Date _____
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Plan reviewer _____ Ext _____ Date _____
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**PLAN REVIEW FOR FOOD ESTABLISHMENTS - continued****1. SUBMISSION OF PLANS.**

A complete set of plans and specifications shall be submitted. Plans must be drawn to scale.

**2. CERTIFICATE OF OCCUPANCY.**

Owner must obtain a Certificate of Occupancy or be issued clearance before a Health Permit will be issued.

**3. TIME LIMITATION ON CONSTRUCTION/REMODELING.**

Construction must begin and end within the time limits of the project's Building Permit.

City Departments such as Building (electrical, mechanical, plumbing) and Fire may be involved.

**4. INSPECTIONS OF FACILITIES BY HEALTH DEPARTMENT.**

Contact the plans reviewer to schedule a preliminary inspection before the construction is completed.

Contact the plans reviewer to schedule a final inspection at least 72 hours prior to opening for business.

Do not place any foods/food product or single-use items in the establishment before Food Establishment Permit is released.

**5. ALTERATION(S) TO PLANS.**

Contact the plans reviewer before making any alterations in approved plans.

**6. WATER SUPPLY.**

Establishment's water shall be from a public water system or an approved source that meets State drinking water requirements.

Private wells shall be approved by TCEQ

**7. SEWAGE**

All sewage and waste water shall be disposed into a public sewage system or an individual sewage disposal system that meets State and local requirements.

**8. WALLS AND CEILINGS.**

Wall and ceiling surfaces in food preparation, food serving, warewashing, storage areas, and toilet rooms must be smooth, nonabsorbent, easily cleanable, light in color and in good condition. Acoustical ceiling panels are not approved in these areas.

Studs, joists, and rafters shall not be exposed in the areas listed above.

Utility lines and pipes must not be unnecessarily exposed and must not obstruct or prevent cleaning of walls or ceilings.

Duct work for HVAC shall be recessed inside walls or ceilings.

**9. FLOORS.**

Floors in food preparation, food serving, warewashing, storage areas, and toilet rooms must be smooth, nonabsorbent, easily-cleanable, and in good condition.

Exposed horizontal utility lines service lines or pipes may not be installed on the floor.

Floor-wall junctures must be covered and sealed.

Floor drains are required in areas subject to overflow or where a discharge of liquid waste is expected from equipment such as buffet lines, salad bars, drink stations, ice machines.

**10. SHELVING AND CABINETS.**

Unfinished construction is not allowed anywhere. Interior surfaces of cabinets and shelf surfaces shall be finished with a smooth, nonabsorbent, easily cleanable surface.

Shelving and racks shall hold food and food-related items a minimum of 6 inches off the floor. The area between the floor and lowest shelf shall be easily cleanable.

Wooden shelves or racks are not permitted in refrigerated storage areas. Only stainless steel or other non-corrosive metal shelving are approved for use in refrigerators, freezers, and walk-in refrigeration units.

**11. HANDWASHING LAVATORIES.**

Lavatories designated only for handwashing are required if any type of food/mixed drink preparation or warewashing is conducted.

Lavatories shall be accessible and conveniently located in food preparation, food serving and warewashing areas, and toilet rooms.

Lavatories must be equipped with hot and cold water, supplied through a mixing valve or combination faucet.

Lavatories shall be located to avoid contamination of food and food-related items and areas. Splash guards may be used to meet this requirement.

All lavatories must have a "handwashing only" and a "disease reporting" sign placed at them.

**12. WARE WASHING FACILITIES.**

A minimum three-compartment sink is required for manual washing, rinsing and sanitization of equipment and utensils.

All ware washing sinks shall be large enough to permit the complete immersion of the largest piece of portable equipment.

Separate drainboards for soiled and clean equipment and utensils shall be attached to all ware washing fixtures.

Mechanical dishwashing machines may supplement but not replace the manual sink requirement.

**PLAN REVIEW FOR FOOD ESTABLISHMENTS - continued****13. FOOD PREPARATION SINKS.**

\_\_\_ Food preparation sinks shall be separate from ware washing sinks and shall be drained into the sewage system through a minimum 1-inch vertical air gap.

**14. UTILITY SERVICE SINK.**

\_\_\_ At least one utility sink or curbed cleaning facility shall be provided for the cleaning the mops and similar floor cleaning tools and the disposal of mop water or other waste water.

\_\_\_ The utility service fixture shall be located to avoid the contamination of food and food-related items and areas.

\_\_\_ The utility service fixture shall be provided with hot and cold water.

\_\_\_ A vacuum breaker or approved backflow prevention device shall be installed if a hose is connected.

\_\_\_ A device must be present to hang all mops, brooms, and squeegees.

**15. PLUMBING.**

\_\_\_ Approved backflow prevention device shall be installed on items connected to the water system, such as chemical injectors, attached hoses, and spray wands where there is a potential for direct connection between the potable water system and non-potable water. This includes outside water faucets.

\_\_\_ There shall be no direct connection between the sewage system and any drains originating from equipment in which food or utensils are placed, such as ice machines, food preparation sinks, floor drains in walk-in refrigeration units, steam tables, and salad bars. These fixtures shall be drained into the sewage system through a minimum 1-inch vertical air gap.

\_\_\_ Water heaters will provide a constant and ready source of hot water to all supplied fixtures.

**16. EQUIPMENT DESIGN AND INSTALLATION.**

\_\_\_ Recommend equipment which is designed and constructed for commercial use be used in food establishments. Residential, home-type refrigerators, freezers, ranges and ovens may not withstand the heavy use.

\_\_\_ Installed and immobile equipment such as refrigerators, freezers, ovens, ranges, fryers, food preparation units and tables shall be (a) sealed to the floor; (b) installed on a raised platform of sealed concrete; or (c) elevated on legs to provide a minimum 6 inch clearance between floor and equipment.

\_\_\_ Sufficient space must be provided for easy cleaning between and behind each unit of floor-mounted equipment, or the space between it and adjoining equipment units and adjacent walls shall be closed and sealed.

\_\_\_ A minimum 3-foot working space/aisle shall be maintained throughout the establishment in food preparation, food serving, warewashing and storage areas.

\_\_\_ The tops of all walk-in refrigeration units and vent hoods shall be extended to the ceiling and properly sealed.

\_\_\_ Hoses to and from cold plates in ice bins must be grommeted at entry and exit sites. Ice bins must be equipped with proper lids.

**17. VENTILATION.**

\_\_\_ A vent hood system is required when any operation within the kitchen produces excessive heat, steam, condensation, grease-laden vapors, obnoxious odors, smoke and/or fumes, and shall meet the requirements of the City Mechanical Code.

\_\_\_ Easily removable and easily cleanable filters are required in vent hoods and ventilation systems.

**18. TOILET ROOMS.**

\_\_\_ Toilet rooms shall conform to all Building, Plumbing, and Health Code requirements.

\_\_\_ Toilet facilities shall be conveniently located and shall be accessible to employees at all times.

\_\_\_ Toilet rooms shall be completely enclosed and have tight-fitting, self-closing solid doors.

\_\_\_ A covered receptacle shall be in the women's restroom.\

**19. LIGHTING.**

\_\_\_ The light intensity shall be at least:

a. 50-foot candles at all work surfaces where a food employee is working with unpackaged potentially hazardous food or with food, utensils, and equipment where employee safety is a factor.

b. 30-foot candles at a distance of 30 inches above the floor in sales areas, utensil and equipment storage areas, and in handwashing and toilet areas.

c. 20-foot candles 30 inches above the floor in walk-in refrigerators/freezers, dry food storage areas, and in all other areas, including dining areas during cleaning operations.

\_\_\_ Light bulbs shall be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food; clean equipment, utensils, and linens; or unwrapped single-service and single-use articles.



**PLAN REVIEW FOR FOOD ESTABLISHMENTS - continued**

**20. GARBAGE AND REFUSE DISPOSAL.**

- Garbage and refuse containers, dumpsters, and compactor systems shall be stored on or above a smooth surface of nonabsorbent material, such as concrete or asphalt.
- Discharge of liquid waste from compactor units shall be diverted to the sanitary sewer.

**21. LAUNDRY FACILITIES.**

- Laundering shall be restricted to washing and drying of linens used in the operation of the establishment.
- If linens are laundered on the premises, a clothes dryer must also be provided and used.
- Washers and dryers may be located in dry storage areas containing only prepackaged items or in a separate laundry room.

**22. INSECT AND RODENT CONTROL.**

- Outside openings shall be effectively protected by tight-fitting, self-closing doors, closed windows, screening, or other means to prevent entry of insect and rodents.
- Air curtains or plastic thermal curtains are strongly recommended on exterior service doors and may become a requirement if insects cannot be excluded.

**23. EMPLOYEE LOCKER AREAS AND DRESSING ROOMS.**

- Enough lockers or other suitable facilities shall be provided and used for the storage of employee's clothing and belongings.
- If employees routinely change clothes within the establishment, rooms shall be designated and used only for that purpose.

**24. TOXIC MATERIAL STORAGE.**

- All poisonous or toxic materials shall be stored in cabinets, compartments or facilities which are used only for that purpose. Such materials shall not be stored above or immediately adjacent to food, equipment, utensils, and single-service articles.

**25. DRY STORAGE AREAS.**

- Food storage areas must be adequate for the operation of establishment with a recommended minimum size of at least 25% of the total square footage of other food and food-related areas.

**26. SELF-SERVICE AREAS.**

- Areas designated for customer self-service shall have smooth, easily cleanable, nonabsorbent flooring which shall extend at least 3 feet from the perimeter of the self-service area.
- Self-service displays shall be protected from contamination by the use of packaging or salad by food guards.
- At self-service displays where customers are allowed additional food, a sign shall be posted directing customers to use clean plates for return helpings, ex: "Use a clean plate for each visit." Clean plates, cups, and bowls must be available.