

FOR OFFICE USE

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Initial: _____ Issue On: _____ Expires On: _____ Permit: _____ Juris: COA / TC / ILA



AUSTIN PUBLIC HEALTH
ENVIRONMENTAL HEALTH SERVICES DIVISION
P.O. BOX 142529 Austin, TX 78714
Phone (512) 978-0300 Email: ehsd.service@austintexas.gov
<http://www.austintexas.gov/department/food-establishment-requirements>



Walk-in Location: 1520 Rutherford LN, NE corner of Rutherford LN @ Cameron RD, Building 1 East Entrance (No Mail Accepted here)

Food Enterprise: Operational Permit Application Unincorporated Travis County

Establishment Information

Note: Incomplete applications will not be processed and will be returned

Establishment Name: _____ **Employees:** _____
Total (Fulltime/Part-time/Self)

Physical Address: _____
Street (include Suite/Unit) City State Zip Code

Mailing Address: _____
Use the mailing address space to specify the address where you would like to receive Permits and Renewal Notifications.

Hours: _____ **Water Provider:** _____ **Waste Water:** _____
Hours of Operation Potable Water Provider Waste Water Disposal

Establishment Type: Retail Food: General Food Service Bar Bed & Breakfast Child Care Hospital School
 Nursing Home Concession Stand Supermarket Convenience Store Bakery
 Other _____

Food Product: Manufacturing Food Warehouse Other _____

Ownership Information

Note: Print names as they appear on the Government Issued Photo ID(s)

Business Entity/Owner: _____ **Date of Birth:** _____
For Proprietorship Only MM/DD/YYYY

Org Type: Corporation LLC Partnership Proprietorship Note: Proof of ownership documentation required (see page 2).

Driver's License: _____ / _____ **Phone:** _____ **Email Address:** _____
For Proprietorship Only ID# State (###) ### - ####

Responsible Party: _____ **Date of Birth:** _____
Last Name First Name Middle Name MM/DD/YYYY

Mailing Address: _____
Street City State Zip Code

Driver's License: _____ / _____ **Phone:** _____ **Email Address:** _____
ID# State (###) ### - ####

Applying for a Permit

Applicants must submit all necessary paperwork and payments to Austin Public Health and receive approval before obtaining a permit. Applications can be submitted at the walk-in location (1520 Rutherford LN) or via mail at PO BOX 142529, Austin, TX 78714. See Permit Fee Schedule for fee amount due. Approval is based on compliance with State & Local Health Ordinances; application does not guarantee a permit will be granted.

Applications must include:

- 1) A completed "Food Enterprise: Operational Permit Application" form
- 2) Ownership Documentation (see Ownership Documentation section)
- 3) Food Permit Fee (See Fee Schedule on page 2)

Applicant's Signature Print Name Date

I acknowledge that all information supplied above is true and correct to the best of my knowledge and belief. I further acknowledge that the permit, for which I am applying, is subject to all provisions of the orders and ordinances of Austin & Travis County, and all of the provisions of the codes, statutes and rules adopted under the codes and statutes of the State of Texas governing food establishments.

Food Enterprise Application: Supplemental Information

Permit Fee Schedule

Travis County Based on Number of Employees

1 – 15 Employees	\$250
16 – 30 Employees	\$275
Over 30 Employees	\$300

Renewing a Permit

Permits expire one (1) year from the date issued. Prior to expiration, the department will mail a renewal notice to the mailing address listed on the application. The renewal form must be completed and returned to the department along with a payment for the permit renewal fee. Establishments that do not receive a notice are still responsible for completing the renewal application and submitting a renewal payment.

Terminology Definitions

Business Entity/ Business Owner:	Any entity or individual(s) that maintains full or partial ownership control over a food enterprise. See ownership documentation requirements for further clarification.
Responsible Party:	Any individual(s) who ensures the food establishment operations/practices are in accordance with all food codes and ordinances. This individual(s) also assumes legal responsibility in all cases of non-compliance.
Food Establishment:	The physical location in which food is prepared or served.
Retail Food:	An operation that offers food and/or beverages directly to a consumer for either on-premises or off-premises consumption. Establishment examples include, but are not limited to, restaurants, delis, bars, convenience stores and grocery stores.
Food Product:	An operation that manufactures, packages, labels or stores food and/or beverages and <u>does not vend directly to a consumer</u> . These establishments solely wholesale their product to a third-party vendor for sale to the end-user.

Ownership Documentation

Proprietorship: A date-stamped copy of the **Certificate of Assumed Name**

General Partnership: A copy of the fully executed **Partnership Agreement** to include the name of each member of the partnership and percentage ownership

Limited Partnership (LP): A date-stamped copy of the **Certificate of Limited Partnership** to include the name of each member of the partnership and percentage ownership

Limited Liability Company (LLC): Articles of Organization (Formation documents) to include the name and percentage ownership for each member and the name for the registered agent. Date stamped copy of the **Certificate of Filing or Formation** filed with the **Texas Secretary of State**

Corporation (Inc): Articles of Incorporation (Formation documents) to include the name of each officer and the name for the director and the registered agent of the corporation or named person of responsibility. Date stamped copy of the **Certificate of Filing or Formation** filed with the **Texas Secretary of State**.

Plan Review and Approval

Establishments conducting new/remodel construction must undergo a building plan review to assure specifications of the food preparation, storage, and sales areas of the proposed or existing food outlet meet applicable regulations. Plans must indicate the layout, equipment arrangement, mechanical plans, and construction materials of work areas and the type/model of proposed fixed equipment.

Establishments inside the Austin City Limits may submit plans in person or by mail at 505 Barton Springs Rd. 2nd Floor, Austin, TX 78704. Establishments outside the Austin City Limits may submit plans in person at: 1520 Rutherford Ln. 2nd floor, Austin, TX 78754 or by mail at: PO BOX 142529, Austin, TX 78714. Address all mail to: 'Environmental Health Services Division'.

DO NOT MAIL CASH PAYMENTS

Payment Forms Accepted: Cash, Check, Money Order

Make checks and money orders payable to: Austin Public Health

The permit application fee is refundable upon request within 180 days from date of payment.