

FOR OFFICE USE

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Initial: \_\_\_\_\_ Issue On: \_\_\_\_\_ Expires On: \_\_\_\_\_ Permit: \_\_\_\_\_ Juris: COA / TC / ILA



AUSTIN/TRAVIS COUNTY HEALTH & HUMAN SERVICES DEPARTMENT  
ENVIRONMENTAL HEALTH SERVICES DIVISION



P.O. BOX 142529 Austin, TX 78714  
Phone (512) 978-0300 Email: [ehsd.service@austintexas.gov](mailto: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**

**Business Information**

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

**Business Name:** \_\_\_\_\_ **Org Type:** ( ) Corporation ( ) LLC ( ) Partnership ( ) Proprietorship

**Physical Address:** \_\_\_\_\_  
Street (include Suite/Unit) City State Zip Code

**Sq. Ft:** \_\_\_\_\_ **People Served:** \_\_\_\_\_ **Employees:** \_\_\_\_\_  
Square Footage (Whole Facility) Total People Served per Week Total (Fulltime/Part-time/Self)

**Hours:** \_\_\_\_\_ **Water Provider:** \_\_\_\_\_ **Waste Water:** \_\_\_\_\_  
Hours of Operation Potable Water Provider Waste Water Disposal

**Establishment Type:** **Food Service:** ( ) Restaurant ( ) Bar ( ) Bed & Breakfast ( ) Child Care ( ) Hospital ( ) School ( ) Nursing Home  
( ) Concession Stand ( ) Other \_\_\_\_\_  
**And Service Type:** ( ) Seated ( ) Carryout ( ) Caterer

**Retail Food:** ( ) Supermarket ( ) Convenience Store ( ) Bakery ( ) Other \_\_\_\_\_

**Food Product:** ( ) Manufacturing ( ) Food Warehouse ( ) Other \_\_\_\_\_

**Contact Information**

*Print names as they appear on the Government Issued Photo ID(s) submitted*

**Business Owner:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
Street City State Zip Code

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

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

**Home Address:** \_\_\_\_\_  
Street City State Zip Code

**Government ID / Driver's License:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_  
ID# State (###) ### - #### *Email addresses will not be distributed. (Internal use only)*

**Mailing Address**

*Permits and Renewal Notifications will be mailed to the following address*

**Mail To (Name):** \_\_\_\_\_

**Mail Address:** \_\_\_\_\_  
Street (include Suite/Unit) City State Zip Code

**DO NOT MAIL CASH PAYMENTS**

**Payment Forms Accepted: Cash, Check, Money Order, Visa, MasterCard, Discover, AMEX**

Make checks and money orders payable to: ATCHD or Austin/Travis County Health & Human Services  
Debit cards not accepted. Credit cards not accepted for Travis County payments.

**Refund requests will not be honored after 180 days from date of payment**

Payment must accompany applications submitted by mail (Environmental Health Services Division, PO BOX 142529, Austin, TX 78714) or in person at the walk-in location (1520 Rutherford LN). For customers submitting via email ([ehsd.service@austintexas.gov](mailto:ehsd.service@austintexas.gov)) please note that an EHSD representative will contact you by phone to collect a credit card payment within 2 business days of submission.

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

### Applying for a Permit

All necessary applications must be submitted and approved before a permit can be issued. For application assistance call (512) 978-0300. Permits approval is based upon compliance with State & local health ordinances. Application for a permit does not guarantee that a permit will be granted. The application fee is refundable, upon request, within 180 days of payment; if the permit was not issued.

Applications must include:

- 1) A completed "Application to Operate a Food Enterprise" form
- 2) A completed "Inspection Frequency Analysis Questionnaire" form
- 3) Ownership Papers
- 4) Food Permit Fee (See Fee Schedule Below)

### Permit Fee Schedule

(Fees are based on the total number of employees working, at the establishment.)

	City of Austin (Contracted Municipalities*)		Travis County	
Food Enterprise Operational Permit	1 – 9 Employees	\$456	1 – 15 Employees	\$150
	10 – 25 Employees	\$519	10 – 25 Employees	\$250
	26 – 50 Employees	\$580	26 – 50 Employees	\$300
	51 – 100 Employees	\$642		
	Over 100 Employees	\$704		

\* Not limited to Bee Cave, Lakeway, Manor, Rollingwood, Sunset Valley, Volente, Westlake Hills

### Renewing a Permit

All permits expire 1 year from the date of issuance. Prior to expiration, a renewal notice will be mailed to the mailing address listed on the application. The renewal form must be completed and returned to the department along with the permit renewal fee. The establishment is responsible for completing the renewal application and submitting payment regardless of whether a renewal notice is sent or received.

### Terminology Definitions

**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.

**Food Service:** These food establishments prepare food and/or serve 'open' food directly to the consumer. Establishment examples include Restaurant, Deli, Bar & Grill and Drive Thru.

**Retail Food:** These food establishments offer food directly to the consumer with an intention such that the food will be consumed off premises. Establishment examples include Convenience Store and Grocery Store.

**Food Product:** This type of food establishment packages, processes, and/or stores food for sale directly to other business entities and not individual consumers. Establishment examples include warehouse, wholesaler and distribution center.

### Ownership Documentation

**Proprietorship:** Provide a date-stamped copy of the Certificate of Assumed Name.

**General Partnership:** On a separate page please provide the name, mailing address, residential street address, and business street address for each member of the partnership. Also provide a copy of the fully executed Partnership Agreement.

**Limited Partnership:** On a separate page please provide the name, mailing address, residential street address, and business address for each member of the partnership. Also provide a date-stamped copy of the Certificate of Limited Partnership.

**Limited Liability Corporation (LLC):** On a separate page please provide: 1) the name, mailing address, residential address, and percentage ownership for each member and 2) the name, mailing address, residential address for the registered agent. Provide a date stamped copy of the Certificate of Filing or Formation filed with the Secretary of State. Also include the Articles of Organization filed with the Secretary of State.

**Corporation:** On a separate page please provide: 1) the name, mailing address, residential street address, and business street address of each officer and 2) the name, mailing address, residential street address, business street address, service of process address, date of birth, and government ID (driver's license) for the director and the registered agent of the corporation or named person of responsibility. Also provide a date-stamped copy of the Articles of Incorporation filed with the Secretary of State and a certified copy of the corporate resolution authorizing the corporation to file an application pursuant to these rules and designating the officer authorized to execute the application.

### Plan Review and Approval

Prior to the issuance of a permit for new construction or extensively remodeled facility, a plan review must be conducted to assure the 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 and model of proposed fixed equipment.