



Austin/Travis County Health and Human Services Department
Environmental Health Services Division

P.O. Box 142529, Austin, TX 78714
 Phone (512) 978-0300 | Email: EHSD.Service@austintexas.gov



Food Enterprise Plan Review Application

Plans left over 60 days will be discarded and a new review will be required

Incomplete applications will be returned for completion, delaying the review process.

For Office Use Only

Permit #: _____	Date Received: _____	Amt \$: _____	Check #: _____
Reviewed By: _____	Date Reviewed: _____	Received By: _____	Receipt #: _____

To complete this form electronically: Open with Internet Explorer, then [Click Here to Save and continue.](#)

NEW REMODEL of Permitted Food Enterprise – Food Service Operating Permit #: _____

Note: Remodel of existing buildings without a current food permit will be classified as "New."

- 1) Date Plans Submitted: _____ Projected Starting Date: _____ Projected Opening Date: _____
- 2) Plan Designer Contact Name: _____ Phone: (____) ____ - _____
- 3) General Contractor: _____ Phone: (____) ____ - _____
- 4) Enterprise Name: _____
- 5) Enterprise Address: _____
Street City Zip
- 6) Enterprise Sales Tax Permit #: _____
- 7) Owner Name: _____ Phone: (____) ____ - _____
- 8) Owner Mailing Address: _____
Street City Zip
- 9) Applicant Name: _____ Phone: (____) ____ - _____
- 10) Applicant Address: _____
Street City Zip
- 11) Applicant Email (*optional – for plan questions*): _____

Food Enterprise Info

- 12) Food Service Retail Food Store Food Product Manufacturer Food Warehouse
 Institution Day Care Other: _____
- 13) Will this facility be used for Catering? Yes No Name of Lessee: _____
- 14) Total Sq. Ft. of Facility: _____ Remodel Sq. Ft.: _____ Number of Seats: _____
- 15) Type of Service (*check all that apply*):
 Seated Carry Out Caterer Mobile Vendor Commissary Other: _____
- 16) Total Number of Staff: _____ Maximum Working per Shift: _____
- 17) Number of Floors on which operations are conducted: _____
- 18) Type of Food: _____
- 19) Meals to be served (*check all that apply*): Breakfast Lunch Dinner
- 20) Water Supply: _____
- 21) Wastewater: Municipal sewer? Yes No – Private septic system approved? Yes (*attach approval*) No
- 22) Is a grease trap provided, if so where? _____ Number of gallons: _____

Food Preparation Review

23) What are the projected frequencies of deliveries for Refrigerated Foods? _____

Frozen Foods? _____ Dry Goods? _____

24) Provide information on the amount of storage space (in cubic feet) for the following foods:

Refrigerated Storage: _____ cubic feet # Walk-ins: _____ # Reach-ins: _____ Other: _____

Frozen Storage: _____ cubic feet How many units? _____

Dry Storage: _____ cubic feet How many rooms? _____

Your establishment may require more refrigeration or dry storage based on FDA calculations and guidelines.

25) Will raw meats, poultry, and seafood be stored in the refrigerators and freezers with ready-to-eat food?

Yes No If Yes, explain how cross contamination will be prevented:

26) How will Dry Goods be stored off the floor? _____

27) Is there a bulk ice machine available? Yes No

28) What is the capacity of the hot water generator? _____ gallons

29) A mop sink is required for each facility. Where is this sink located? _____

30) Is a food prep sink directly connected to the sewer line? Yes No If yes, where is it located? _____

Final Finish Materials of these Surfaces (*ceilings and walls must be light in color*)

	Floors	Walls	Ceilings
Kitchen			
Bar			
Food Storage			
Other Storage			
Toilet Rooms			
Dressing Rooms			
Garbage & Refuse			
Mop Service Basin Area			
Ware Washing Area			
Walk-In Refrig. & Freezers			



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Food Enterprise Plan Review Information

Fees

See Permit Fee Schedule at <http://austintexas.gov/department/food-establishments>

No refunds for any reason after 180 days from receipt of payment

- 1) **City of Austin:** Food Enterprises located within the Austin City Limits
Payable to: City of Austin

Application, plans, and fees submitted to:
 One Texas Center – Health
 505 Barton Springs Road
 Austin, TX 78704

- 2) **Travis County:** Food Enterprises located outside Austin City limits
Payable to: ATCHHSD

Application, plans, and fees submitted to:
 EHSD
 P.O. Box 142529
 Austin, TX 78714

- 3) **Contracted Municipalities with Interlocal Agreements:** Food Enterprises located in incorporated cities of Travis County
Payable to: City of Austin

Application, plans, and fees submitted to:
 EHSD
 P.O. Box 142529
 Austin, TX 78714

Documents Required for Submittal

- ___ 1) **Plans** (2 sets) drawn to scale of food enterprise showing location of equipment, plumbing, electrical services, and mechanical ventilation
- ___ 2) **Site Plan Location of Building** including location of any outside equipment including dumpsters, well, septic system, etc.
- ___ 3) **Manufacturer Specification Sheets** for each piece of equipment (refrigeration, water heaters, warmers, self-service hot and cold holding units with sneeze guards, etc.)
- ___ 4) **Proposed Menu** (including seasonal, off-site, and banquet menus)
- ___ 5) **Equipment List**

Contents and Format of Plans and Specifications

- 1) Provide plans that are a minimum of 11x14 inches in size including the layout of the floor plan, accurately drawn to a minimum scale of **¼ inch = 1 foot**.
- 2) Show the location of all food equipment, fixtures, sinks, toilet facilities, etc. Each piece of equipment must be clearly labeled on the plan with its common name.
- 3) Provide room size, aisle space, space between and behind equipment, and the placement of equipment on the floor plan.
- 4) Designate clearly on the plan all refrigeration equipment and hot hold equipment.
- 5) Designate auxiliary areas such as storage rooms, garbage rooms, toilets, cellars used for food storage or food preparation, and employee break rooms (if provided). Storage area for employee personal items is required.
- 6) Designate materials used in each room including floors, walls, and ceilings.
- 7) Plumbing: Specify location of floor drains, floor sinks, water supply lines, overhead wastewater lines, hot water generating equipment with **capacity and recovery rate**, backflow prevention, and wastewater line connections.
- 8) Lighting:
 - At least 10 foot-candles required in walk-in refrigeration units and dry storage areas;
 - At least 20 foot-candles where food is provided for customer self-service such as buffets and salad bars or where fresh produce or packaged foods are sold, inside equipment such as reach-in and under-counter refrigerators, areas used for hand washing, ware washing, equipment and utensil storage and toilet rooms;
 - At least 50 foot-candles at surfaces where employees are working with food using utensils or equipment such as knives, slicers, grinders, or saws, and where employee safety is a factor.
- 9) Show ventilation of each room.
- 10) Show location of mop sink or curbed cleaning facility with facilities for hanging wet mops.
- 11) Show cabinets or area for storing toxic chemicals.

Helpful Phone Numbers (512)

Environmental Health Services website: <http://www.austintexas.gov/department/environmental-health-services>

Health One Stop Shop: 974-3325 **Fax:** 974-6372 **Austin City Information:** 974-2000 or 311

Alcoholic Beverage Licenses – City Clerk	974-2210
Alcohol Beverage Commission	
General Information	206-3333
Application	451-0231
Commercial Building Inspections	974-2380
Environmental Health Services Division	
Food Enterprise Operating Permit.....	978-0300
Fire Marshal – Fire Code Inspections	974-0160
Food Manager Certification.....	978-0313
Industrial Wastewater.....	972-1060
Inspections – Building	974-2027
Automated Inspection Request Line.....	480-0623
Inspections – Health Department	
Environmental Health Services Division.....	978-0300
LCRA On-Site Sewage Facility Licenses	473-3216
Plan Review – Commercial Construction.....	974-2949 or 974-3469
Plan Review – Food Enterprise.....	974-3325
Texas Comptroller Office	463-4600
Travis County On-Site Sewage Facility Licenses	854-9383
Utility Customer Service	494-9400
Water & Wastewater.....	972-0000
Inspection Recorder.....	972-0002