



City of Abilene

Environmental Health

850 N. 6th Street

Abilene, Texas 79601

(325) 437- 4590 Fax (325) 676-6289

RETAIL FOOD SERVICES ESTABLISHMENT PERMIT APPLICATION

☐ **Food Establishment-** any place where food is prepared and intended for individual portion service. This includes the site at which individual portions are provided for consumption on or off the premises and regardless of whether there is a charge for the food, bed & breakfasts with >7 rooms, restaurants, bars, cafes, snack bars, hospitals that serve food to the general public, correctional facilities (jails) that contract with professional food management corporations for food preparation, privately-owned correctional facilities, etc.

☐ **Retail Food Store-** a food establishment or section of an establishment where food and food products are offered to the consumer and intended for off-premise consumption. This includes delicatessens that offer prepared food in bulk quantities only, grocery stores, markets, etc.

Environmental Health requirements to permit a retail food services establishment:

1. Texas Sales Tax Certificate
2. Certificate of Occupancy (Building Inspection/Permits (325) 676-6273)
3. Certified Food Manager Certificate (CFM must work on site)
4. Will your establishment sell alcoholic beverages? Yes___ No___ If yes, submit application for alcoholic beverage checklist to Abilene-Taylor County Public Health (850 N. 6th)
5. An initial inspection must be performed after payment and prior to permit issuance.

Facility Name: _____ Date: _____

Doing Business As (DBA): _____

Address: _____ City/State/Zip code _____

Establishment Phone Number: _____

Website/Internet Address _____

Applicant Name: _____

Applicant Title: _____

Address: _____ City/State/Zip code _____

Phone Number: _____ Email Address: _____

Owner Corporation Name: _____
Point of Contact for/Licensing: _____
Address: _____ City/State/Zip code _____
Phone Number: _____ Email Address: _____

District Manager Name: _____
Address: _____ City/State/Zip code _____
Phone Number: _____ Email Address: _____

Establishment General Manager Name: _____
Address: _____ City/State/Zip code _____
Phone Number: _____ Email Address: _____

Would you like the permit renewal letter sent to the establishment or the Owner? ☐ **Establishment** ☐ **Owner**

CERTIFIED FOOD MANAGER NAME: _____
CERTIFICATION #: _____ **EXPIRATION DATE:** _____

List Foods to Be Sold (May Attach Menu):

Will the Establishment Be Using Any Special Processes Requiring a Variance and/or HACCP Plan?

- ☐ Smoking of food as a method of preservation (rather than flavor enhancement)
- ☐ Curing of foods, such as ham or sausages
- ☐ Using food additives to preserve foods or render them non-time/temperature controlled for safety foods (ex: sushi rice)
- ☐ Operating molluscan shellfish tanks that store/display shellfish that are offered for human consumption
- ☐ Custom processing of animals for personal use in a food establishment
- ☐ Sprouting of seeds or beans
- ☐ Preparation of juice packaged in a food establishment
- ☐ Preparation of non-packaged juice in a food establishment that serves a highly susceptible population
- ☐ Reduced oxygen packaging (may include Cook-Chill, Sous Vide)
- ☐ Preparing, serving, or transporting food by another method that is determined by the department to require a variance or HACCP plan
- ☐ Other: _____

BUSINESS HOURS OF OPERATION: _____to_____

Additional inspections and or submittal requirements may be necessary. See Retail Food Services Establishment Checklist Below

VERIFICATION: I swear or affirm that all information in this application is true and correct. I further certify by signature hereon, that I am authorized to execute this document on behalf of the corporation and am eligible to receive a license. I further certify that I have read and understand Chapter 437 of the Health & Safety Code, the applicable provisions of 25 Texas Administrative Code, Chapters 228 & 229, and agree to abide by them.

Check one:

- ☐ **OWNER**
- ☐ **PARTNER**
- ☐ **PRESIDENT**
- ☐ **CORPORATE DESIGNEE / AGENT**

Signature: _____

Printed Name & Title_____ **Date:** _____

SUSHI BAR SUBMITTAL FOR PERMIT

Environmental Health requirements to permit a SUSHI BAR:

6. Texas Sales and Use Tax Permit
7. Certificate of Occupancy (Building Inspection/Permits (325) 676-6273)
8. Certified Food Manager Certificate (CFM must work on site)

A Floor Plan shall be submitted showing the location of the proposed entity.

If partnering with an already existing food establishment (i.e. Sam's Club, Market Place, etc.), a letter that authorizes the Sushi bar to use portions of the kitchen, i.e. 3-compartment sinks, cooler space, waste disposal, etc...must be submitted.

Prior to permitting, all SUSHI ESTABLISHMENTS must submit a copy of their HACCP plan to the regulatory authority, which includes but not limited to:

1. Cover Letter
2. A Copy of all the Sushi menu items and recipes for each item
3. List of Ingredients
4. Critical Control Points
5. Critical Limits
6. Flow Diagram and/or Hazard analysis tables
7. Monitoring and Control (the use of record logs/charts)
8. Corrective Action/Response Plan (when critical limits not met)
9. Guaranteed Letter (a letter from the supplier that food has undergone parasite destruction and method; this letter must be submitted yearly)

This handout is meant as a guide only; additional inspections and or submittal requirements may be necessary.

RETAIL FOOD SERVICES ESTABLISHMENT CHECK LIST

In an effort to streamline the process of establishing a new or remodeled food service operation, the Environmental Health recommends the following set of steps to simplify the procedure and save you time.

FIRST THINGS FIRST

- Establish an “Information Coordinator” who will be responsible for dealing with the various individual and agencies involved. This may be an architect, contractor, owner or manager. Use this same person whenever possible for communication with the city staff.
- Apply for Certificate of Occupancy - Building Inspection/Permits (325) 676-6273
- **A Certificate of Occupancy is required if the business changes name, after major remodeling or for a new business**
- **A new permit will be required if the business changes ownership, name, or location.**
- Check with the Planning Division for zoning requirements (325) 676-6273
- When the Planning Division has determined the type of business meets zoning requirements, your paperwork will be returned to Building Inspections
- When plans are submitted to the Building Department, they will be reviewed by Environmental Health.
- Submit a proposed menu (if new establishment or changed menu) to Environmental Health
- Local Planning & Development services will process their plans and paperwork.
- Have “Information Coordinator” schedule a time to meet with a Building Inspector and the Fire Marshall to conduct a walk-through of the business location.
- When approved the Certificate of Occupancy can then be issued and all fees are paid.
- After the Certificate of Occupancy has been issued, Environmental Health will conduct an initial permit inspection of the establishment to verify all EH requirements have been met. Upon completion and approval, the permit will be issued.

NOTE: If an operator is moving into an existing facility and makes structural, mechanical or plumbing changes, permits for those changes must be approved by Building Inspection and Environmental Health before a permit to operate is issued by the Health Department. If Building Inspection determines that a new Certificate of Occupancy is needed, then this will have to occur before a new retail food establishment permit will be issued.

GENERAL INFORMATION

City of Abilene Building Inspections Department must be contacted at (325) 676-6273 prior to any demolition or remodeling on the site.

To determine the type and number of plans you may need, see the City of Abilene Doing Business website <http://abilenetx.gov/business/doing-business>

All plans must be accurate and drawn to scale. They must be legible and include all information needed in order for the City Staff to evaluate compliance.

Typical plans include:

1. A site plan showing the location of the building in relation to streets, sidewalks, parking and garbage area.
2. A finish schedule (types of finish i.e.: paint, tile, etc.) for floors, walls and ceilings.
3. Kitchen equipment floor plan. (Showing all food preparation areas, cooking facilities, food storage location, sinks, handwashing stations and other pertinent details.)
4. Plumbing schedule (show location of hand sinks, 3 compartment sinks and/or dish-washing machine, floor drains, etc.)
5. Restroom locations with plumbing fixtures.
6. Include distances of floor layout and distances between all equipment.
7. Prior to permitting, retail food service establishments must have a certified food protection manager certification, which is required to be maintained at all times of operation.

PLAN REVIEW

Main requirements for all food establishments.

Mechanical refrigeration

Mechanical Hot hold/ cold hold

Thermometers

Gloves

Soap

Paper towels

Sanitizer

Sanitizer test strips

At least one hand wash sink minimum in food prep/service area and one in the ware wash area. However, if a small establishment one sink may be enough.

Need a 3-compartment sink - dish machine can be added, but 3 compartment sink is required regardless

Need a mechanical sink/mop sink - backflow device (if hose is attached)

At least one employee bathroom with hand wash sink (can be joined with patron bathroom if needed/wanted)

Other requirements

Hot water

All surfaces must be smooth, durable, nonabsorbent and easy to clean/safe to clean

Walls, floors, ceilings, - smooth and non-absorbent

Judge size of establishment with layout and decide if additional things are needed

ALL REGULATIONS ONLY APPLY TO KITCHEN AND EMPLOYEE BATHROOM.

Note: Contact the Sewer Dept./Fats, Oil & Grease Manager 325-437-4505 about the grease trap requirements.

Contact the Fire Marshall's department about commercial vent-A-hood requirements.