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CITY OF DRIPPING SPRINGS

ENVIRONMENTAL HEALTH DEPARTMENT

Mail: 511 Mercer St., Dripping Springs, TX 78620
Walk-in: 661 W. Highway 290, Dripping Springs, TX 78620
Phone (512) 858-4725 / www.cityofdrippingsprings.com

Fixed Food Establishment: Operational Food Permit Application

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			
☞ Is the physical address (check one): ☐ EXISTING ☐ NEW (If "NEW" is checked, a "Change of Owner" application is required with fee)			
Mailing Address: _____ (Use the mailing address space to specify the address where you would like to receive Permits and Renewal Notifications)			
Op. Hours: _____ (Days and Hours of Operation)	Water Supply: ☐ Public ☐ Private (Potable Water Provider)	Sewage Type: ☐ Public ☐ Private (Wastewater Disposal)	
Establishment Type: Retail Food: ☐ Bakery ☐ Bar ☐ Bed & Breakfast ☐ Boarding Home ☐ Child Care ☐ Church			
Refer to page 2 for Definitions ☐ Concession Stand ☐ Convenience Store ☐ Hospital ☐ Nursing Home ☐ Restaurant			
☐ School ☐ State Facility ☐ Supermarket ☐ Other _____			
Food Product: ☐ Manufacturing ☐ Food Warehouse ☐ Other _____			

Ownership Information

Note: All fields required. 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 pg. 2)			
Driver's License: _____ For Proprietorship Only ID# State	Phone: _____ (###) ### - ####	Email Address: _____	
Responsible Party: _____ Last Name First Name Middle Name		Date of Birth: _____ MM/DD/YYYY	
Mailing Address: _____ Street City State Zip Code			
Driver's License: _____ ID# State	Phone: _____ (###) ### - ####	Email Address: _____	

Food Establishment Fees

****** Attach a Clear Copy of a Valid Government Issued Photo ID, for verification purposes ******

Fee*		
Fixed Food Establishment ☐	\$450.00	<i>*If application filed after June 1st, only half of the application fee is due.</i> NOTE: All Permits expire on December 31st.
Historic District Fixed Food Establishment ☐	Exempt	

Payment Forms Accepted in the City of Dripping Springs Jurisdiction:
Cash or Check, (Checks made payable to: "City of Dripping Springs")

The Permit Application fee may be refundable upon request within 180 days of the date of payment.

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 the City of Dripping Springs, and all the provisions of the codes, statutes and rules adopted under the codes and statutes of the State of Texas governing food establishments.

Fixed Food Establishment Application: Supplemental Information

Applying for a Permit

Applicants must submit ALL required paperwork and payments to the City of Dripping Springs and receive approval before obtaining a permit. Applications can be submitted at the in-person location 661 W Hwy 290, or via mail to: P.O. Box 384, Dripping Springs, TX 78620.

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 "Fixed Food Establishment: Operational Permit Application"
2. **Ownership Documentation (see *Ownership Documentation section below)**
3. Completed page 3, "Inspection Frequency Analysis" questionnaire.
4. Copy of your **Texas Sales and Use Tax Permit**
5. Clear Copy of a Valid Government Issued **Photo ID**, for verification purposes

Renewing a Permit **** Attach a Clear Copy of a Valid Government Issued Photo ID, for verification purposes ****

****If an application is submitted after July 1st, only half of the application fee is due. Applications or renewals must be completed and returned to the department along with renewal fee payment and required documents. Food Establishments that do not receive a renewal notice are still responsible for completing applications and submitting a renewal payment. **NOTE: All Permits expire on December 31st. If a Change of Ownership has occurred, Food Permits are not transferable to new owners. A new Food Permit and Change of Owner application** must be applied for prior to opening for business. **If there has been remodeling in the food establishment without a building permit, this **is a violation and subject to legal charges. Stop Construction and** apply for a building permit and submit plans for review and approval. See "****Plan Review and Approval" below.**

Terminology Definitions

Business Entity/ 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 (Check the box below which describes your business, and submit the filed business 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** and **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** and **Formation** filed with the **Texas Secretary of State**.

***Plan Review and Approval

Food Establishments conducting remodel construction must undergo a building plan review to assure specifications of the food preparation, storage, and sales areas of the proposed or an existing food establishment meet applicable regulations. Plans must indicate the layout, equipment arrangement, plumbing plans, mechanical plans, and construction materials of work areas and the type/model of proposed fixed equipment. Contact Environmental Health for verification. See Plan Review Application for further details regarding plans.

Food Enterprise Application: Inspection Frequency Analysis



1. Is food served primarily to *highly susceptible populations*?
☐ Yes ☐ No
2. Are any specialized processing methods utilized, such as using additives to render food non-TCS, *non-continuous cooking*, reduced oxygen packaging, sous vide, cook-chill?
☐ Yes ☐ No
3. Are raw or undercooked meats (cook to order) or unpasteurized juices offered?
☐ Yes ☐ No
4. How would you describe your food service facility process? (check one)
☐ Process 1 - No cooking of raw or partially cooked food, only receiving, prepping, cold holding and service.
 - Examples include: Pre-packaged food items (packaged meats, milk, bacon, cookies, candy, etc.).
 - Storing, stocking or warehousing of receivables only.
 - Limited food handling or no food handling.
 - Beverage service only.
 - Hazardous foods always kept at 41°F or lower prior to service (sushi, cold-cut sandwiches, salads, scooped ice cream, processed fruit, etc.).☐ Process 2 - Same-day-service involving receiving, prepping, cooking (one-time), hot or cold holding and service.
 - Examples include: heated/reheated self-serve commercially processed foods (hot dogs, pizza, etc.).☐ Process 3 - Full-service with cooking, cooling, hot/cold holding (> 24 hours), reheating and service.
 - Examples include: foods requiring cooking from raw (soups, meats, fish, seafood, poultry, etc.).
5. Average number of meals served per day? (Assume a "0" value for retail food stores with no meals served or *wholesale/manufacturer* establishments.)
☐ 0 meals ☐ 1-150 meals ☐ 151-300 meals ☐ >300 meals

Definitions

Highly susceptible populations – Persons who are more likely than other people in the general population to experience foodborne disease because they are immunocompromised, preschool aged children, or older adults obtaining food at a healthcare or assisted living facility.

Food Manufacturer – To produce a food product or a component of a food and either package it for customer self-service or sell to another business that will serve to customers or resale.

Non-continuous cooking – The cooking of food in a food establishment using a process in which the initial heating of the food is intentionally halted so that it may be cooled and held for complete cooking at a later time prior to sale/service.

Specialized Processing Method – A method of preparing certain foods that includes but is not limited to smoking food as a method of food preservation, curing food, using food additives to preserve and/or render food so that it is not a time/temperature control food for safety such as sushi rice, and packaging food using reduced oxygen packaging.

Wholesale – To sell something to another individual, company, store (i.e. grocery stores, convenience stores, restaurants, etc.) for the purpose of resale.

For Office Use Only:

Score: _____ Initials: _____