



Permit # _____

APPLICATION TO OPERATE A FOOD ESTABLISHMENT

☐ Food Service ☐ Retail Food Store ☐ Food Product Manufacturer or Warehouse ☐ Bar			
All items must be completed on this application before a permit will be issued. Application for a permit to operate does not guarantee a permit will be granted. Permit approval is based upon compliance with State and local health ordinances and building codes.			
ESTABLISHMENT INFORMATION			
Establishment Name		Phone Contact Number	
Establishment Address			
Business Phone		Email	
CHECK ONE: ☐ Proprietorship ☐ Partnership ☐ *Corporation (*See back of this application)			
Total number of employees (Full and part-time including self) _____			
<u>Hours of operation:</u>			
SUN_____ MON_____ TUES_____ WED_____ THURS_____ FRI_____ SAT_____			
OWNER'S AND REPSONSIBLE PARTY INFORMATION			
Owner's Name		Phone Contact Number	
Mailing Address		City	State Zip
Date of Birth		Driver's License Number	
Responsible Party Name		Phone Contact Number	
Mailing Address		City	State Zip
Date of Birth		Driver's License Number	
PERMITS AND RENEWALS			
Mailing Address for Permits/Renewals		City	State Zip
FOOD SERVICE ESTABLISHMENT			
☐ Restaurant ☐ Bar ☐ Bed & Breakfast ☐ Child Care ☐ Hospital ☐ School ☐ Nursing Home ☐ Concession Stand			
☐ Other _____ SERVICE TYPE: ☐ Seated ☐ Carryout ☐ Caterer			
RETAIL STORE			
☐ Supermarket ☐ Convenience Store ☐ Bakery ☐ Other _____			
FOOD PRODUCT			
☐ Manufacturing ☐ Warehouse ☐ Other _____			
BAR			
☐ Without Food Service ☐ With Food Service: MUST HAVE AN APPROVED KITCHEN ON SITE			
Square Footage _____ Number of persons served per week _____			
UTILITIES			
Potable Water Provider _____ Wastewater Disposal Provider _____			
All permits expire one (1) year from date of issuance. You will be mailed an annual renewal application form yearly, to be fully completed and returned with the permit fee.			
☐ Fee per permit: \$375.00 (Note: Additional Food permits require a separate application and fee)			
Signature of Applicant _____		Print Name _____ Date _____	
Office Use Only			
Date Received _____ Fee Paid \$ _____ Check # _____ Received by _____ Approved by _____ Date approved _____ Issued date _____			
City of Jonestown Building Department – 18649 FM 1431 – Suite 1A – PO Box 5023 – Jonestown, Texas 78645 – (512) 267-0359			



Food Establishment Application Notes

1. Definitions.

- a) **FOOD ESTABLISHMENT** means an operation that stores, prepares, packages, serves, or otherwise provides food for human consumption such as: a food service establishment; retail food store; satellite or catered feeding location; catering operation; if the operation provides food directly to a consumer or to a conveyance used to transport people; market; remote catered operations; conveyance used to transport people; institution; or food bank; and that relinquishes possession of food to a consumer directly, or indirectly through a delivery service such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers.
 - i. The term includes an element of the operation such as a transportation vehicle or a central preparation facility that supplies a vending location or satellite feeding location unless the vending or feeding location is permitted by the regulatory authority; and an operation that is conducted in a mobile, stationary, temporary, or permanent facility or; where consumption is on or off the premises; and regardless of whether there is a charge for the food.
- b) **FOOD SERVICE ESTABLISHMENT** means a food establishment where food is prepared and intended for individual portion service and includes the site at which individual portions are provided.
- c) **RETAIL FOOD STORE** means any food establishment or section of an establishment where food and food products are offered to the consumer and intended for off-premises consumption. The term includes delicatessens that offer prepared food in bulk quantities only.
- d) **FOOD PRODUCTS ESTABLISHMENT** means a food operation in which food is processed, packaged, stored prior to distribution to other food establishments, or otherwise held for human consumption.

2. Proprietorship. Please provide a date-stamped copy of the Certificate of Assumed Name.

3. 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.

4. 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.

5. 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.

6. Plan Approval. Prior to the issuance of a permit for a new 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.