

FANNIN COUNTY HEALTH DEPARTMENT

101 East Sam Rayburn Dr-Suite 101 Bonham, TX 75418 / Tel 903-4583-7455 / Fax 903-583-7811

CHECKLIST FOR OPENING FOOD ESTABLISHMENTS

INSTRUCTIONS: (1) Select the appropriate check list box below (2) Follow the steps (3) Submit required fees

| <input type="checkbox"/> <u>BUILD NEW ESTABLISHMENT</u> | Required Fees |
|---|---|
| <ol style="list-style-type: none"> 1. Complete the <u>Plan Review Application</u>. 2. Prepare a blueprint, sketch, or floor plan of the establishment, including equipment, coolers, sinks, cookers, warewash area, restrooms, storage, exterior equipment, dumpster etc. 3. Submit the application, the plan review fee, and the blueprints to the Fannin County Health Dept. at the above address. 4. An on-site inspection may be necessary at this time. 5. Check local City Hall requirements for zoning, building, fire, or Certificate of Occupancy. 6. The plans will be reviewed. All comments, alterations, or corrections are returned to the owner. All requirements in the current Texas Food Establishment Rules and local ordinances apply. Any variance requested by owner shall be submitted to the Fannin County. 7. Ensure that all food employees have a permit card. (See <u>Information Fact Sheet: Food Manager/ Food Handler Permits</u>.) Complete the <u>Food Manager Permit Registration Application</u> (Note: certificates shall be registered with Fannin County). All non-ANSI Food Handler Certificates shall be transferred (\$15). 8. When construction is complete, call Fannin County for a pre-operational inspection for final approval. (72 hours notice) 9. Complete the <u>Retail Food Establishment Permit Application</u> and pay the appropriate annual fee. 10. Begin operations. (The annual operating permit is mailed. Post the permit for public display.) | <p>Plan Review (\$125)</p> <p>Check local City Hall for their fees</p> <p>Food Manager Course-up to 14 hr (accredited course fees vary) Food Manager Registration (\$50) Food Handler (online)(\$9/person)</p> <p>Annual Fee (\$150 to \$300)</p> |

| |
|---|
| <input type="checkbox"/> <u>REMODEL EXISTING ESTABLISHMENT</u> |
| <ol style="list-style-type: none"> 1. Notify Fannin County Health Dept. 2. Some or all of the steps listed above may be required depending on the extent of the remodeling. |

| <input type="checkbox"/> <u>CHANGE OF OWNERSHIP</u> | Required Fees |
|---|---|
| <ol style="list-style-type: none"> 1. Notify Fannin County Health Dept.. Inspection reports of the previous establishment will be reviewed for previous structural or equipment defects. Correction may be required if warranted. 2. If warranted, new owner shall follow the steps in the <input type="checkbox"/> <u>Build New Establishment</u> box above. If not warranted, for example only minor corrections, the plan review and fee are both waived. 3. Ensure that all food employees have a permit card. (See <u>Information Fact Sheet: Food Manager/ Food Handler Permits</u>.) Complete the <u>Food Manager Permit Registration Application</u>. (Note: some (accredited course fees vary) courses prepay this fee for the students) 4. Complete the <u>Retail Food Establishment Permit Application</u> and pay the appropriate annual fee. 5. Begin operations. (The annual operating permit is mailed. Post the permit for public display) | <p>Plan Review (\$125 unless waived) Food Manager Course up to 14 hr Food Manager Registration (\$50) Food Handler (course fee varies) Food Handler transfer (\$15.00 non-ANSI) Annual Fee (\$150 to \$300)</p> |

Enclosures:

- (1) Checklist for Food Establishment
- (2) Info Fact Sheet: Manager/Handler
- (3) Food Manager Registration
- (4) Retail Food Establishment Permit Application
- (5) Plan Review Application,
- (6) Plan Review-4 pages

- (7) Mobile Food Unit Requirements-3pages
- (8) Food Handler Transfer Form

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INFORMATION FACT SHEET: FOOD MANAGER and FOOD HANDLER PERMITS

REQUIREMENTS

1. Permit Cards:
 - All employees must have permit cards PRIOR to starting work. No grace periods.
 - Permit cards shall be current and issued by the Fannin County Health Department.
 - Original permit cards shall be available during inspections.
 - Replacement cards are issued in the Denison office for a \$5 fee (no fee if receipt presented)
 - Penalty: Citation issued for noncompliance.
2. Food Manager: All food establishments preparing or serving potentially hazardous food shall have at least one certified food service manager on duty during each shift. The manager shall have successfully completed a food service manager course (see Classes below). All courses must provide a **copy of the course certificate to the Fannin County Health Department with a registration fee of \$50 (a Fannin County permit card will be issued as verification of registration).** The managers are not required to have a food handler permit.
3. Food Handler: All food handlers (chefs, cooks, butchers, waitresses, waiters, bakers, bar persons, bus persons, dishwashers, delivery drivers, persons handling ice or any other type of open food or beverage, etc.) shall have a food handler permit. Children under 14 years of age are not allowed in food preparation. All current federal child labor laws are applicable. **Food handler permits are transferable from state approved course for a \$15.00 fee prior to starting work, this only applies to courses that are not ANSI certified.**
4. Temporary Events: All workers shall have a permit (see table below).
5. Take any time at a computer with internet access. Permit may be printed after successful completion of curriculum and test.

*** FOODMANAGERS ON-LINE:**

Take any time at a computer with internet access. Permit may be printed after successful completion of curriculum and test.

*** FOODHANDLERS ON-LINE:**

Take any time at a computer with internet access. Permit may be printed after successful completion of curriculum and test. ***ANSI CERTIFIED \$9.00*** All other State approved cards will need to be transferred for a \$15.00 fee.

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RETAIL FOOD ESTABLISHMENT PERMIT APPLICATION

INSTRUCTIONS: 1. Complete all information (include \$50 late fee for delinquent applications) 2. Obtain employee permits* PROVIDE a Copy of all Manager & Handler Permit cards & work roster (3. Return with fee to FCHD)

| | |
|---|--|
| ESTABLISHMENT <input type="checkbox"/> Renewal <input type="checkbox"/> New owner <input type="checkbox"/> Name or location change | OWNER |
| Name: _____ | Name: _____ |
| Address: _____ | Address: _____ |
| City: _____ State: _____ Zip: _____ | City: _____ State: _____ Zip: _____ |
| Tel: _____ Fax: _____ | Tel: _____ Fax: _____ |
| General Manager: _____ | APPLICANT'S NAME : Cell : _____ |
| E-Mail: _____ | Signature: _____ |
| Send permit and renewal notice to: <input type="checkbox"/> Establishment <input type="checkbox"/> Owner | Print: _____ Date: _____ |

| | | | |
|--------------------------------|----------------------------------|---|-------------------------------------|
| TYPE OF OPERATION | DAY AND TIME OF OPERATION | *EMPLOYEE PERMITS (This section must be completed) | |
| Restaurant or Cafeteria | | Food Managers: All certified managers shall be <u>registered</u> with the Fannin County Health Dept. By law, a <u>registered</u> manager shall be on duty during each shift. | Fannin County Health Dept Permit #. |
| School | Mon | Names: (LIST ADDITIONAL MANAGERS ON BACK) | Expires: |
| Convenience Store | Tue | _____ | _____ |
| Grocery | Wed | _____ | _____ |
| Mobile | Thur | _____ | _____ |
| Concession or Carry Out | Fri | Food Handlers: Any full or part-time person handling food or food equipment, examples: | Total Handlers |
| Day Care (13 or more children) | Sat | <ul style="list-style-type: none"> • Ice handlers • Bar persons • Dishwashers • Day care workers • Cooks • Bus persons • Delivery drivers • Nursing home workers • Butchers, bakers • Wait staff • Concession workers • Food sampling workers | |
| Nursing Home | Sun | TOTAL EMPLOYEES (add Total Managers and Total Handlers) | |
| Snow Cone (No other foods) | | PLEASE PROVIDE COPY OF PERMIT CARDS | |
| Bed & Breakfast | | | |
| Other: | | | |

LIQUID WASTE TRANSPORTER: _____

PEST CONTROL APPLICATOR INFORMATION: _____

| ANNUAL FEE SCHEDULE | |
|---------------------|----------------------------------|
| \$250 | 6 or more Total Employees |
| \$150 | 0 to 5 Total Employees |
| \$50 | Late Fee (include in remittance) |
| NO FEE | Exempt (IRS verification) |

This permit is nontransferable. A new permit is required for new owners, change of name, or new location. Nonprofit facilities shall have a 26 USC Section 501c3 exemption on file. **A late fee of \$50 is assessed if postmarked after expiration date.** Make check payable to FCHD. \$30 fee for returned checks. No Refunds.

THIS IS A PUBLIC DOCUMENT AND IT IS UNLAWFUL TO KNOWINGLY PROVIDE FALSE INFORMATION.

| HEALTH DEPARTMENT USE ONLY | |
|----------------------------|--|
| RECEIPT NO: _____ | PERMIT MAILED: _____ |
| DATE PAID: _____ | PERMIT POSTED: _____ |
| ANNUAL FEE: _____ | PERMIT EXPIRES ON: <div style="border: 1px solid black; width: 100px; height: 30px; display: inline-block;"></div> |
| LATE FEE: _____ | |
| INITIALS: _____ | |

NOTE: THE TOTAL NUMBER OF EMPLOYEES SHALL NOT EXCEED THE NUMBER CHECKED ABOVE THROUGHOUT THE DURATION OF THE PERMIT. NOTIFY THE HEALTH DEPARTMENT IMMEDIATELY IF EMPLOYEES INCREASE. A ADDITIONAL FEE WILL BE REQUIRED.

EMAIL QUESTIONS TO:
HEALTHINSPECTOR@FANNINCO.NET

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FOOD MANAGER PERMIT REGISTRATION APPLICATION

INSTRUCTIONS: (1) Complete all information below (2) Enclose a copy of the food service manager certificate or card (3) **Submit \$25.00 fee to GCHD**

I have received a certificate from a food service manager training course that is accredited by the **Texas Department of State Health Services**. I have enclosed a copy. Please register my certificate with the Fannin County Health Department for a \$25 fee as required by law.

FOOD MANAGER

Name: _____
(Last) (First) (M)

Home Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Driver License No: _____ Date of Birth: _____

Signature: _____

ESTABLISHMENT

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

GENERAL MANAGER: _____ FAX OR E-MAIL: _____

ACCREDITED FOOD SERVICE MANAGER TRAINING COURSE

Name: _____

Certificate No: _____ Expiration Date: _____

HEALTH DEPARTMENT USE ONLY

RECEIPT NO: _____ MANAGER PERMIT EXPIRES: _____

DATE PAID: _____ PERMIT POSTED: _____

REGISTRATION FEE: \$25 FCHD CERTIFICATE NO.: _____

INITIALS: _____ MANAGER PERMIT MAILED / DELIVERED: _____

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PLAN REVIEW APPLICATION FORM

Submit: (1) Completed Application (2) \$125 Fee and (3) Copy of Plans to FCHD

Name of Facility: _____

Address of Facility: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Name & Address of Owner/Corp: _____

Telephone: _____ Fax: _____

Name of person in charge: _____

Email: _____

Reason for Application: New Remodeled Change of Ownership

Type of Facility: Food Service Retail Store Mobile Food Unit Commissary
Food Manufacturer Swimming Pool/Spa Other

Type of Service: Describe nature of operation and menu items

Days and Hours of Operation: _____

APPLICANT NAME: _____ DATE: _____

HEALTH DEPARTMENT USE ONLY

RECEIPT NO.: _____ DATE PAID: _____ FEE PAID: _____ INITIALS: _____

PLAN REVIEW FOR FOOD ESTABLISHMENTS - continued

1. SUBMISSION OF PLANS.

___ A complete set of plans and specifications shall be submitted. Plans must be drawn to scale.

2. CERTIFICATE OF OCCUPANCY.

___ Owner must obtain a Certificate of Occupancy or be issued clearance before a Health Permit will be issued.

3. TIME LIMITATION ON CONSTRUCTION/REMODELING.

___ Construction must begin and end within the time limits of the project's Building Permit.

___ City Departments such as Building (electrical, mechanical, plumbing) and Fire may be involved.

4. INSPECTIONS OF FACILITIES BY HEALTH DEPARTMENT.

___ Contact the plans reviewer to schedule a preliminary inspection before the construction is completed.

___ Contact the plans reviewer to schedule a final inspection at least 72 hours prior to opening for business.

5. ALTERATION(S) TO PLANS.

___ Contact the plans reviewer before making any alterations in approved plans.

6. WATER SUPPLY.

___ Establishment's water shall be from a public water system or an approved source that meets State drinking water requirements.

___ Private wells shall be approved by TCEQ

7. SEWAGE

___ All sewage and waste water shall be disposed into a public sewage system or an individual sewage disposal system that meets State and local requirements.

8. WALLS AND CEILINGS.

___ Wall and ceiling surfaces in food preparation, food serving, warewashing, storage areas, and toilet rooms must be smooth, nonabsorbent, easily cleanable, light in color and in good condition. Acoustical ceiling panels are not approved in these areas.

___ Studs, joists, and rafters shall not be exposed in the areas listed above.

___ Utility lines and pipes must not be unnecessarily exposed and must not obstruct or prevent cleaning of walls or ceilings.

___ Duct work for HVAC shall be recessed inside walls or ceilings.

9. FLOORS.

___ Floors in food preparation, food serving, warewashing, storage areas, and toilet rooms must be smooth, nonabsorbent, easily-cleanable, and in good condition.

___ Exposed horizontal utility lines service lines or pipes may not be installed on the floor.

___ Floor-wall junctures must be covered and sealed.

___ Floor drains are required in areas subject to overflow or where a discharge of liquid waste is expected from equipment such as buffet lines, salad bars, drink stations, ice machines.

10. SHELVING AND CABINETS.

___ Unfinished construction is not allowed anywhere. Interior surfaces of cabinets and shelf surfaces shall be finished with a smooth, nonabsorbent, easily cleanable surface.

___ Shelving and racks shall hold food and food-related items a minimum of 6 inches off the floor. The area between the floor and lowest shelf shall be easily cleanable.

___ Wooden shelves or racks are not permitted in refrigerated storage areas. Only stainless steel or other non-corrosive metal shelving are approved for use in refrigerators, freezers, and walk-in refrigeration units.

11. HANDWASHING LAVATORIES.

___ Lavatories designated only for handwashing are required if any type of food/mixed drink preparation or warewashing is conducted.

___ Lavatories shall be accessible and conveniently located in food preparation, food serving and warewashing areas, and toilet rooms.

___ Lavatories must be equipped with hot and cold water, supplied through a mixing valve or combination faucet.

___ Lavatories shall be located to avoid contamination of food and food-related items and areas. Splash guards may be used to meet this requirement.

PLAN REVIEW FOR FOOD ESTABLISHMENTS - continued

12. WARE WASHING FACILITIES.

- ___ A minimum three-compartment sink is required for manual washing, rinsing and sanitization of equipment and utensils.
- ___ All ware washing sinks shall be large enough to permit the complete immersion of the largest piece of portable equipment.
- ___ Separate drainboards for soiled and clean equipment and utensils shall be attached to all ware washing fixtures.
- ___ All mixed-drink type facilities or those using any glassware resulting in the need for a "dump sink" must have an adequate four-compartment sink with double drainboards.
- ___ Mechanical dishwashing machines may supplement but not replace the manual sink requirement.

13. FOOD PREPARATION SINKS.

- ___ Food preparation sinks shall be separate from ware washing sinks and shall be drained into the sewage system through a minimum 1-inch vertical air gap.

14. UTILITY SERVICE SINK.

- ___ At least one utility sink or curbed cleaning facility shall be provided for the cleaning the mops and similar floor cleaning tools and the disposal of mop water or other waste water.
- ___ The utility service fixture shall be located to avoid the contamination of food and food-related items and areas.
- ___ The utility service fixture shall be provided with hot and cold water.
- ___ A vacuum breaker or approved backflow prevention device shall be installed if a hose is connected.
- ___ A device must be present to hang all mops, brooms, and squeegees.

15. PLUMBING.

- ___ Approved backflow prevention device shall be installed on items connected to the water system, such as chemical injectors, attached hoses, and spray wands where there is a potential for direct connection between the potable water system and non-potable water. This includes outside water faucets.
- ___ There shall be no direct connection between the sewage system and any drains originating from equipment in which food or utensils are placed, such as ice machines, food preparation sinks, floor drains in walk-in refrigeration units, steam tables, and salad bars. These fixtures shall be drained into the sewage system through a minimum 1-inch vertical air gap.
- ___ Water heaters will provide a constant and ready source of hot water to all supplied fixtures.

16. EQUIPMENT DESIGN AND INSTALLATION.

- ___ Recommend equipment which is designed and constructed for commercial use be used in food establishments. Residential, home-type refrigerators, freezers, ranges and ovens may not withstand the heavy use.
- ___ Installed and immobile equipment such as refrigerators, freezers, ovens, ranges, fryers, food preparation units and tables shall be (a) sealed to the floor; (b) installed on a raised platform of sealed concrete; or (c) elevated on legs to provide a minimum 6 inch clearance between floor and equipment.
- ___ Sufficient space must be provided for easy cleaning between and behind each unit of floor-mounted equipment, or the space between it and adjoining equipment units and adjacent walls shall be closed and sealed.
- ___ A minimum 3-foot working space/aisle shall be maintained throughout the establishment in food preparation, food serving, warewashing and storage areas.
- ___ The tops of all walk-in refrigeration units and vent hoods shall be extended to the ceiling and properly sealed.
- ___ Hoses to and from cold plates in ice bins must be grommeted at entry and exit sites. Ice bins must be equipped with proper lids.

17. VENTILATION.

- ___ A vent hood system is required when any operation within the kitchen produces excessive heat, steam, condensation, grease-laden vapors, obnoxious odors, smoke and/or fumes, and shall meet the requirements of the City Mechanical Code.
- ___ Easily removable and easily cleanable filters are required in vent hoods and ventilation systems.

18. TOILET ROOMS.

- ___ Toilet rooms shall conform to all Building, Plumbing, and Health Code requirements.
- ___ Toilet facilities shall be conveniently located and shall be accessible to employees at all times.
- ___ Toilet rooms shall be completely enclosed and have tight-fitting, self-closing solid doors.
- ___ Toilet rooms shall have mechanical ventilation to the outside of the establishment.
- ___ A covered receptacle shall be in the women's restroom.

PLAN REVIEW FOR FOOD ESTABLISHMENTS - continued

19. LIGHTING.

- The light intensity shall be at least:
 - a. 50-foot candles at all work surfaces where a food employee is working with unpackaged potentially hazardous food or with food, utensils, and equipment where employee safety is a factor.
 - b. 30-foot candles at a distance of 30 inches above the floor in sales areas, utensil and equipment storage areas, and in handwashing and toilet areas.
 - c. 20-foot candles 30 inches above the floor in walk-in refrigerators/freezers, dry food storage areas, and in all other areas, including dining areas during cleaning operations.
- Light bulbs shall be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food; clean equipment, utensils, and linens; or unwrapped single-service and single-use articles.

20. GARBAGE AND REFUSE DISPOSAL.

- Garbage and refuse containers, dumpsters, and compactor systems shall be stored on or above a smooth surface of nonabsorbent material, such as concrete or asphalt.
- Discharge of liquid waste from compactor units shall be diverted to the sanitary sewer.

21. LAUNDRY FACILITIES.

- Laundering shall be restricted to washing and drying of linens used in the operation of the establishment.
- If linens are laundered on the premises, a clothes dryer must also be provided and used.
- Washers and dryers may be located in dry storage areas containing only prepackaged items or in a separate laundry room.

22. INSECT AND RODENT CONTROL.

- Outside openings shall be effectively protected by tight-fitting, self-closing doors, closed windows, screening, or other means to prevent entry of insect and rodents.
- Air curtains or plastic thermal curtains are strongly recommended on exterior service doors and may become a requirement if insects cannot be excluded.

23. EMPLOYEE LOCKER AREAS AND DRESSING ROOMS.

- Enough lockers or other suitable facilities shall be provided and used for the storage of employee's clothing and belongings.
- If employees routinely change clothes within the establishment, rooms shall be designated and used only for that purpose.

24. TOXIC MATERIAL STORAGE.

- All poisonous or toxic materials shall be stored in cabinets, compartments or facilities which are used only for that purpose. Such materials shall not be stored above or immediately adjacent to food, equipment, utensils, and single-service articles.

25. DRY STORAGE AREAS.

- Food storage areas must be adequate for the operation of establishment with a recommended minimum size of at least 25% of the total square footage of other food and food-related areas.

26. SELF-SERVICE AREAS.

- Areas designated for customer self-service shall have smooth, easily cleanable, nonabsorbent flooring which shall extend at least 3 feet from the perimeter of the self-service area.
- Self-service displays shall be protected from contamination by the use of packaging or salad by food guards.
- At self-service displays where customers are allowed additional food, a sign shall be posted directing customers to use clean plates for return helpings, ex: "Use a clean plate for each visit." Clean plates, cups, and bowls must be available.