

**FORT WORTH CODE COMPLIANCE DEPARTMENT
CONSUMER HEALTH DIVISION
PLAN REVIEW FOR FOOD ESTABLISHMENTS &
PERMITTING REQUIREMENTS
Section 16-114 - Submission of Plans:**

"Whenever a food service establishment is constructed or extensively remodeled and whenever an existing structure is converted to be used as a food service establishment ...properly prepared plans and specifications for such construction, remodeling or conversion shall be submitted ...for review and approval before construction, remodeling or conversion is begun. The plans and specifications shall indicate the proposed layout, arrangement, mechanical plans and construction materials of work areas and the type and model of proposed fixed equipment and facilities ...A duly authorized Code Compliance Department representative shall approve the plans and specifications if they meet the requirements of the health-related ordinances of the City of Fort Worth and the regulations of the Texas Department of State Health Services. A fee is charged for this service as provided for in Section 16-115, 16-349, and 16-458."

When a food establishment is extensively remodeled, the owner/manager will discontinue operations if there is a substantial hazard to the public's health. He/she will not reopen until current code requirements are met.

These requirements represent minimal health code requirements, but are not to be considered as totally inclusive of all requirements. Any alteration of the plans following approval may result in non-compliance with Fort Worth Code Compliance Department codes, and should be first discussed with this office.

Plan Review Fees

- 1. FOOD SERVICE ESTABLISHMENTS, DAY CARE FACILITIES, BED AND BREAKFASTS**
 - **0 to 150 Square Feet \$ 65.00**
 - **150 to 1,000 Square Feet \$150.00**
 - **1,001 to 4,000 Square Feet..... \$200.00**
 - **4,001 to 8,000 Square Feet..... \$250.00**
 - **8,001 to 20,000 Square Feet..... \$325.00**
 - **20,001 Square Feet or Larger \$400.00**
- 2. MOBILE FOOD UNITS INCLUDING PUSHCART \$ 65.00**
- 3. HOTEL OR MOTEL \$100.00**
- 4. FARMER'S MARKET**
 - **0 to 10 Produce Vendors.....\$ 65.00**
 - **11 to 20 Produce Vendors \$150.00**
 - **21+ Produce Vendors \$200.00**
- 5. CHANGE OF OWNERSHIP \$ 65.00**

Definitions

Food establishment shall mean all places where food or drink are manufactured, purchased , produced, processed, transported, stored, sold, commercially prepared, vended or otherwise handled, whether offered for sale, given in exchange, given away for use as food or furnished for human consumption.

SUBMISSION OF PLANS:

Two sets of properly prepared plans and specifications are required by the Planning and Development Department, Plans Examination Section, at City Hall, 1000 Throckmorton, 392-2222. These plans will be reviewed by the Planning and Development Department and the Code Compliance Department. One copy (Site Copy) will be returned to the applicant. Notations will be made on both sets of plans (City and Site Copies). Comments will be made on review forms and provided to the person whose plans are being reviewed. Following the review, the plans with changes may be approved. The Code Compliance Department Plans Reviewer may be contacted at 392-7255.

1. Certificate of Occupancy

- You must obtain Certificate of Occupancy from the Planning and Development Department before any Health Permit can be issued. Call the Planning and Development Department at 392-2222 for details.

2. Time Limitations on Construction/Remodeling

- Remodeling or new construction must begin and end in accordance with the time limits of the project's Building Permit.

- City Departments, which may be involved include: Planning and Development Department, consisting of electrical, mechanical, and plumbing inspections; Fire and Code Compliance Departments.

- If the proposed remodeling or new construction is not initiated or completed and approved by the city departments before the expiration of the project's Building Permit, plans must be resubmitted with an additional plan review fee.

3. Inspections of Facilities by Code Compliance Department

- Contact the plans reviewer at 392-7255 to schedule a preliminary inspection at least seven days before construction is completed.

- Contact the plans reviewer at 392-7255 to schedule a final inspection after construction and before opening for business.

4. Alteration(s) to Plans

- Before any alterations are made to these approved plans you submitted, contact the plans reviewer at 392-7255.

5. Water Supply

- A connection shall be made to a public water system or an approved individual source that meets State drinking water requirements.

6. Sewage Disposal

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

7. Walls and Ceilings

- Wall and ceiling surfaces in food preparation, food serving, ware washing, storage areas, and toilet rooms must be smooth, non-textured, nonabsorbent, easily-cleanable, light in color and in good condition.

- Acoustical ceiling panels in the areas listed above are not approved surfaces.

- Studs, joists, or rafters in the areas listed above shall not be exposed.

- Exposed utility lines (water, electrical, beverage supply, ...etc.) are not permitted on walls or ceilings.

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

8. Floors

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

- Exposed utility lines or plumbing lines are not permitted on floors.

- Floor-wall junctures must be coved and sealed.

- Water spray/flush cleaning methods require adequate floor drains with flooring graded to these drains.

- 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, ...etc.

9. Shelving and Cabinetry

- Unfinished construction is not allowed anywhere. Interiors and back-sides of all cabinetry and shelving shall be finished with a smooth, nonabsorbent, easily-cleanable surface.

- Shelving and racks shall store food and food-related items a minimum of six inches off the floor and provide an easily-cleanable area between the floor and lowest shelf.

- Wooden shelves or racks are not permitted in refrigerated storage areas. Only stainless steel or other non-corrosive metal shelving in refrigerators, freezers, and walk-in boxes is permitted.

10. Handwashing Lavatories

- Lavatories designated only for handwashing are required if any type

of food/mixed drink preparation or ware washing is conducted within the establishment.

- Lavatories shall be conveniently accessible in food/drink preparation, food serving, ware washing areas, and toilet rooms.

- Lavatories must be equipped with hot and cold water, supplied through a mixing valve or combination faucet activated by either hand, wrist, elbow, foot, knee, or electronic controls. Soap and paper towel dispensers or hot air hand drying device shall be conveniently located near the hand washing facilities.

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

11. Ware Washing Facilities

- A minimum three-compartment, commercial stainless-steel sink is required for the manual washing, rinsing and sanitization of equipment and utensils.

- All ware washing sinks shall be sized to submerge 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.

- Automatic dishwashing machines may supplement the installation of sinks for manual ware washing but not replace this minimum requirement.

- A ware washing machine that uses a chemical for sanitization shall be equipped with a device that indicates audibly or visually when more chemical sanitizer needs to be added.

12. Food Preparation Sinks

Food preparations sinks are required if fruit/vegetable preparation shall be conducted.

- Food preparation sinks shall be separate from handwashing lavatories and ware washing sinks and shall be drained with an indirect waste with a minimum one inch air gap.

13. Utility Service Sink

- At least one utility sink or curbed cleaning facility shall be provided for the cleaning of 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.

14. Plumbing

- Approved backflow prevention devices shall be installed on devices, such as: chemical injectors, attached hoses, spray wands, soda machine carbonation and other similar instances where there is a direct connection between the potable water system and non-potable water. This includes outside water faucets. Contact the Water Department at 392-8375.

- Except for properly trapped open sinks, there shall be no direct connection between the sewage system and any drains originating from equipment in which food or utensils are placed. Such fixtures shall be drained through an indirect waste with a minimum one inch air gap, where applicable. Examples would include, but not be limited to, ice machines, food preparation sinks, floor drains in walk-in boxes, steam tables, salad bars, etc.

- If Plumbing Inspection requires a grease trap, it must be located outside or installed flush with the floor. Contact the Water Department at 392-8305 for requirements.

- Water heaters will provide a constant and ready source of hot water

to all supplied fixtures.

15. Equipment Design and Installation

- Only equipment designed and constructed for commercial use is allowed in food establishments. Residential, home-type refrigerators, freezers, ranges and ovens, etc are not permitted.

- If immobile, the installation of free-standing equipment such as: refrigerators, freezers, ovens, ranges, fryers, preparation units and tables shall be: (1) sealed to the floor; (2) installed on a raised platform of sealed concrete; or (3) elevated on legs to provide a minimum six 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 three-foot working space/aisle shall be maintained throughout the establishment in food preparation, food serving, ware washing and storage areas.

- The tops of all walk-in boxes and vent-hoods shall be extended to the ceiling and properly sealed.

- Jockey box cold plate lines may not be in the ice bin. Jockey boxes and ice bins must be equipped with proper lids (no flat, one-piece lids).

16. 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 (817-392-2222).

- Easily removable, easily cleanable filters are required in vent-hoods and ventilation systems.

17. 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 forced-air ventilation to the outside of the establishment.

18. Lighting

- Adequate artificial illumination shall be provided in accordance with the following minimum requirements.

- a. At least 110 lux (10 foot candles) at a distance of 75 centimeters (30 inches) above the floor, in walk-in refrigeration units and dry food storage areas and rooms during periods of cleaning.

- b. At least 220 lux (20 foot candles) at a surface where food is provided for consumer self-service such as buffets and salad bars or where fresh produce or packaged foods are sold or offered for consumption; inside equipment such as reach-in and under-counter refrigerators; or at a distance of 75 centimeters (30 inches) above the floor in areas used for handwashing, ware washing, and equipment and utensil storage, and in toilet rooms.

- c. At least 540 lux (50 foot candles) at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor.

- In areas where food or food-related items are handled, stored, or displayed, all lighting shall be equipped with break-resistant, plastic shielding.

19. 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 machine-laid asphalt.

- Discharges of liquid waste from compactor units shall be diverted to the sanitary sewer.

20. Laundry Facilities

- Laundering shall be restricted to washing and drying items necessary to the operation of the establishment.
- If a washer is provided, then a dryer must also be provided for the drying of washed items.
- Washers and dryers may be located in dry storage areas containing only prepackaged items, otherwise separate laundry rooms shall be provided.

21. 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 insects and rodents.
- Air curtains or plastic thermal curtains are strongly recommended on exterior service doors and may become a requirement if insect exclusion problems are noted during the future operation of the establishment.
- Insect control devices that are used to electrocute or stun flying insects shall be designed to retain the insect within the device.
- Insect control devices shall be installed so that: the devices are not located over a food preparation area; and dead insects and insect fragments are prevented from being impelled onto or falling on exposed food; clean equipment, utensils and linens; and unwrapped single-service and single-use articles.

22. 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.

23. Toxic Material Storage

- All poisonous or toxic materials shall be stored in cabinets or in similar physically separated compartments or facilities used for no other purpose. Such materials shall not be stored above or immediately adjacent to or in areas where food or food-related items are handled, prepared, washed, or stored.

24. Dry Storage Areas

- Food storage areas must be adequate for the operation of the establishment. Food shall be protected from contamination by storing the food in a clean, dry location; where it is not exposed to splash, dust; and at least six inches above the floor.

25. Self-Service Areas

- Areas designated for customer self-service shall have smooth, easily-cleanable, non-absorbent flooring which shall extend at least three feet from the perimeter of the self-service area.
- Self-service food displays shall be protected by properly installed and effective sneeze guards.
- At self-service displays where customers are allowed second portions of food, a sign shall be posted at the self-service area stating "For Seconds, Please Use A Clean Plate". The manager of the food service establishment shall make arrangements for providing clean plates and for the effective bussing of the unclean plates.

26. Smoking Requirements in Fort Worth As of January 1, 2008...

Smoking is prohibited in public places, including but not limited to:

- Restaurants
- Bars in Restaurants
- Bowling Alleys
- Business Offices and Buildings

- Within 20 feet of a primary entrance/exit of a regulated facility

Smoking is allowed in the following places:

- Bars (Defined as establishments that are licensed by the State and that have more than 70% of their annual gross sales in alcoholic beverages for consumption by guests on the premises. Restaurants that contain a bar are not considered a "bar".)
- A Bingo Parlor operated under the Bingo Enabling Act, Chapter 2001 of the Occupations Code if an enclosed non-smoking area is provided and no one under the age of 18 is admitted in the smoking areas.
- Hotel and motel rooms (but only up to 25% of the total numbers of rooms in the Hotel-Motel rented to guests may be designated as smoking.)
- Retail Tobacco Stores (if the store is a stand alone facility and its primary business is the sale of tobacco products and accessories.)
- Hotel and motel conference or meeting rooms and public facilities while being used for a private function (with the exception of restaurants.)
- Private Clubs (to mean an associated group of persons that are members governed by a board of representatives, and the facility which the club owns, leases or rents for the benefit of its members and guests.)
- Outdoor Dining Areas (as long as the area is more than 20 feet from the primary entrance or from operable windows.)
- Private or semi-private room in a nursing home or long-term care facility that are occupied by persons who smoke and have requested in writing to be placed in a room where smoking is permitted.

www.fortworthgov.org/codecompliance

AUXILIARY REQUIREMENTS FOR FOOD ESTABLISHMENTS

1. Food Handler Certification

- All food service workers who prepare, handle or serve food must attend food handler training classes provided by the Code Compliance Department within seven days of beginning work. Please contact your consumer health representative for a food handler's certificate class schedule.
- The following persons are exempt from these requirements:
 1. Certified food managers;
 2. Cashiers, hosts/hostesses, grocery sackers/food stockers who handle only prepackaged items, delivery persons, and bus help who handle only soiled cooking and serving utensils and dishware;
 3. Persons participating as volunteer food handlers performing charitable activities for four days or less; and
 4. Public school food service workers who attend accredited training courses.
- Please contact the Consumer Health Division for information regarding in-house food handler certificate training by a Code Compliance Department sanctioned instructor.

2. Food Manager Certification

- The owner or operator of an establishment which handles open food shall have at least one certified food manager on duty during all hours of operation. Each manager must bring their food manager training certificate from a state approved managers certification program along with picture identification and \$15 to the Code Compliance Department to be issued a Fort Worth Food Manager's certificate. Contact your Consumer Health Specialist for a list of locally approved Texas Department of State Health Services certified food manager's classes.
- The following food establishments are exempt from the requirements of this section:

1. Temporary food establishments;
2. Establishments selling only uncut produce or prepackaged food (farmer's markets and produce stands for example);
3. Establishments serving only fountain drinks, coffee, pop corn, and/or snow cones;
4. Bars and lounges; and
5. Food warehouses/wholesalers.

3. Thermometers

- Refrigerators and freezers used for the storage of potentially hazardous food shall have accurate thermometers with a range of 0°-220°F.
- A stem-type, dial thermometer is required for the preparation of potentially hazardous food with a range of 0°-220°F.

4. Chemical Test Kits

- Chemical test papers or kits are required for the testing of sanitizer solutions used in the food establishment.

5. Heimlich Maneuver Poster

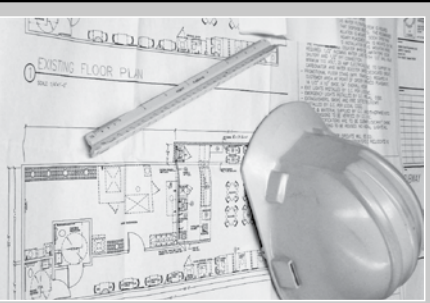
- A Heimlich Maneuver poster is required to be posted for easy reference by employees.





City of Fort Worth
Code Compliance Department
Consumer Health Division
818 Missouri Avenue
Fort Worth, Texas 76104
817-392-7255

www.fortworthgov.org/codecompliance

Fort Worth



Constructing Healthy Food Facilities

CODE COMPLIANCE

Consumer Health Plan Review

