

### Requirements: (continued)

- **Designated area for employee belongings** - Enough lockers or other suitable facilities shall be provided for employee's personal belongings.
- **Chemical storage** - Such materials shall not be stored above or immediately adjacent to food or food-related items.
- **Self-service areas** - Properly installed sneeze guards shall protect self-service food displays.
- **Thermometers** - Stem thermometers shall be provided to check the internal temperatures of foods. Readily visible thermometers shall be provided in all cold holding units.
- **Chemical sanitizer and test strips** - Chemical sanitizer and test strips shall be provided for dish washing and cleaning of equipment.
- **Food handler cards** - All employees handling food or beverages shall have a valid food handler card within seven days of employment.

### Step 3: Inspections

**Pre-operational** - A Consumer Health Inspector will conduct the pre-opening inspection to ensure the food establishment was constructed according to the approved plans. The inspector should be contacted at least one week prior to your expected date of opening to schedule an inspection.

**Approval to operate** - If all requirements have been met, equipment is functioning properly, proof of certified food manager, certificate of occupancy (CO), sales tax permit and fees are paid; your permit to operate will be issued.

❖ **A permit will not be issued until all requirements are met and fees paid.**

### Variance required for the following:

**Dogs on outdoor patio** - If the establishment has an outdoor patio that will be considered "dog friendly."

**Outer opening** - If there are any overhead doors or windows designed or intended to be left open.

## Food Safety Regulations

Complete food safety regulations are detailed in the Texas Food Establishment Rules (TFER)

Copies are available online at:  
[www.dshs.texas.gov](http://www.dshs.texas.gov)



To learn more, call  
**817-392-7255**

Code Compliance Department  
Consumer Health Division

818 Missouri Ave.

Fort Worth, Texas 76104

<http://FortWorthTexas.gov/health>



## Food Establishments

### PLAN REVIEW & PERMITTING REQUIREMENTS



Fort Worth  
Code Compliance Department  
Consumer Health Division



# Plan Review for Food Establishments & Permitting Requirements

Whenever a food establishment is constructed, extensively remodeled or an existing structure converted to be used as a food service establishment, properly prepared plans and specifications for such construction shall be submitted for review and approval before construction, remodeling or conversion is begun.

The plans and specifications shall indicate the proposed layout, arrangement and construction materials of work areas. A Consumer Health Inspector will review and approve the plans if they meet the requirements.

## Departments to contact:

There are other state and local agencies you will need to contact for approval as well:

### ❖ Department of Planning and Development

Plans Examination Section 817-392-2222

### ❖ State Comptroller's Office

Main 817-459-1155

If you will sell alcoholic beverages  
at your food establishment,  
please contact

**Texas Alcoholic Beverage  
Commission (TABC)**

at 817-652-5912  
or 512-206-3333.

## Step 1: Plan Review

Food establishment shall mean all places where food or beverages 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.

Submit the following items and pay appropriate plan review fee:

- Scaled floor plan with finish schedules specified and all equipment listed and located.
- Kitchen equipment schedule.
- Menu and consumer advisory statement, if needed.
- Completed variance request, if it applies.
- HACCP plan for special process, if it applies.
- Plan review fee based on the square footage of the food establishment.
- Plumbing plans.

### Plan Review Fees:

Food service establishment, day care facilities, bed & breakfast and hotel/motels

- 0 to 150 square feet .....\$65
- 150 to 1,000 square feet..... \$150
- 1,001 to 4,000 square feet ..... \$200
- 4,001 to 8,000 square feet.....\$250
- 8,001 to 20,000 square feet .....\$325
- 20,001 square feet or larger..... \$400

### Health Permit Fees:

Annual permit fee of \$285 plus \$5 per employee.

## Step 2: Requirements

These requirements represent minimal Health Code requirements and are not to be considered as totally inclusive of all requirements. Any alterations of the plans following approval will need to be discussed & approved with all departments.

### Requirements:

- **Water supply** - A connection shall be made to a public water system. All sinks shall be equipped with hot and cold water supplied through a mixing valve or combination faucet.
- **Sewage disposal** - All wastewater shall be disposed into a public sewage system.
- **Walls & ceilings** - Walls and ceiling covering shall be smooth and easily cleanable.
- **Floors** - The floors in food establishments shall be smooth, easily cleanable and provided with floor drains.
- **Handwashing lavatories** - Appropriately spaced hand sinks shall be within 15 feet of any and all food preparation and dishwashing areas. Hot water shall reach a minimum temperature of 100°F at all lavatories.
- **Ware washing facilities** - A minimum three compartment stainless steel sink with drain boards is required for the manual washing, rinsing, and sanitization of equipment and utensils. Hot water shall reach a minimum temperature of 110°F.
- **Food preparation sinks** - Required for washing fruits and vegetables onsite.
- **Utility service sinks** - At least one utility sink or curbed cleaning facility shall be provided for the cleaning of mops and similar floor cleaning tools.
- **Equipment** - All equipment shall be commercial/NSF certified.
- **Ventilation** - A vent-hood system is required when any operation within the kitchen produces excessive heat, steam, condensation, grease-laden vapors.
- **Toilet rooms** - Toilet facilities shall be conveniently located and shall be accessible to employees at all times.
- **Lighting** - Light fixtures in all food or food-related areas shall be equipped with shatter-resistant bulbs or shields.
- **Garbage & refuse disposal** - Garbage dumpsters, refuse containers and compactor systems shall be stored on a smooth surface of nonabsorbent material, such as concrete or machine laid asphalt. (Continued on next page)