

For Office Use Only

Received: \_\_\_\_\_ CK-CC-CH #: \_\_\_\_\_ Amount: \_\_\_\_\_ Invoice #: \_\_\_\_\_  
Paid On: \_\_\_\_\_ Initial: \_\_\_\_\_ Permit: \_\_\_\_\_ Juris: COA / TC / ILA



AUSTIN PUBLIC HEALTH  
ENVIRONMENTAL HEALTH SERVICES DIVISION  
P.O. BOX 142529 Austin, TX 78714  
Phone (512) 978-0300 Email: [ehsd.service@austintexas.gov](mailto:ehsd.service@austintexas.gov)  
<http://www.austintexas.gov/department/food-establishment-requirements>



Walk-in Location: 1520 Rutherford LN, NE corner of Rutherford LN @ Cameron RD, Building 1 East Entrance (Not a Mailing Address)

**Pre-Opening Inspection Application**  
**Type: Food Enterprises**

**Establishment Information**

Note: Incomplete applications **will not** be processed and will be returned

Establishment Name: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Street (include Suite/Unit) City State Zip Code  
Establishment Type:  Retail Food  Food Product Opening Date: \_\_\_\_\_  
Projected Opening Date  
Has the Business Entity/Owner changed?  Yes  No  
Construction:  New Construction or Remodel of a Permitted Food Establishment  No Construction Completed  
Building Permit: \_\_\_\_\_ Water Provider: \_\_\_\_\_ Wastewater: \_\_\_\_\_  
For New or Remodel Construction Only Potable Water Provider Wastewater Disposal Provider  
Food Types: \_\_\_\_\_  
List the types of food to be served and attach a menu along with this application.

**Contact Information**

Print full legal names as they would appear on a Government Issued Photo ID(s)

On Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact for Inspections (Last Name, First Name) (###) ### - ####  
Email Address: \_\_\_\_\_  
Email addresses will not be distributed. (Internal use only)

**Fee Information:**

Note: Refund requests **will not** be honored after 180 days from date of payment

Inspection Type Requested	City of Austin (Contracted Municipalities*)	Travis County
Pre-Opening Inspection	\$178.00 (Per Inspection)	No Fee Required
After Hours Inspection	\$173.00 (Additional Fee, Per Inspection)	No Fee Required

\* Not limited to Bee Cave, Lakeway, Manor, Pflugerville, Rollingwood, Sunset Valley, Volente, Westlake Hills

**DO NOT MAIL CASH PAYMENTS**

**Payment Forms Accepted:**

**City of Austin and ILA Jurisdiction:** Cash, Check, Money Order, Visa, MasterCard, Discover, AMEX  
**Unincorporated Travis County Jurisdiction:** Cash, Check, Money Order  
Make checks and money orders payable to: Austin Public Health

Payment must accompany applications submitted by mail (Environmental Health Services Division, PO BOX 142529, Austin, TX 78714) or in person at the walk-in location (1520 Rutherford LN). For customers submitting via email ([ehsd.service@austintexas.gov](mailto:ehsd.service@austintexas.gov)), payment instructions will be emailed to you to make credit card payment over the phone for City of Austin and ILA jurisdictions.

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 service, for which I am applying, is subject to all provisions of the orders and ordinances of Austin & Travis County, and all of the provisions of the codes, statutes and rules adopted under the codes and statutes of the State of Texas governing food establishments.