Office Use Only

Permit # _____ Date Paid _____ Amt $_____ Check # _____

Received By _____ Receipt # _____

AUSTIN/TRAVIS COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT
ENVIRONMENTAL HEALTH SERVICES DIVISION
P.O. Box 142529 Austin, Texas 78714
Phone: (512) 978-0300 Fax: (512) 978-0322
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 (No Mail Accepted here)

Application to Operate a Food Enterprise

( ) Food Service ( ) Retail Food Store ( ) Food Product

All items must be completed on this application before a permit will be issued. For assistance in completing this form call (512) 978-0300. Application for a permit to operate does not guarantee a permit will be granted. Permit approval is based upon compliance with State & local health ordinances. In the event a permit is not issued, the permit fee may be refunded. No refunds for any reason after 180 days from receipt of payment. **PERMITS ARE NON-TRANSFERABLE.**

JURISDICTION**: (Check one)** This establishment is located within: ( ) The City of Austin ( ) Travis County outside of Austin City Limits **OR in**

( ) An incorporated municipality in Travis County. Name _____

1. Establishment Name: _____

   Establishment Address:_____ Zip:_____

   Phone_____Fax_____E-mail_____

2. Owner's Name:_____Phone: _____

   Mailing Address:_____ Zip: _____

   Date of Birth: _____ Driver's License State /Number_____

   CHECK ONE: ( ) *Proprietorship, ( ) *Partnership, ( ) *Corporation (*See back of this application.)

3. Responsible Party Name: _____Phone: _____

   Mailing Address:_____ Zip: _____

   Date of Birth: _____ Driver's License State /Number_____

4. Mail Permits/Renewals to: _____

   Mailing Address: _____ Zip: _____

5. **FOOD SERVICE ESTABLISHMENT**: ( ) Restaurant ( ) Bar, ( ) Bed & Breakfast, Ext., ( ) Child Care, ( ) Hospital, ( ) School, ( ) Nursing Home, ( ) Other_____ SERVICE TYPE**:** ( ) Seated ( ) Carryout ( ) Caterer
6. **RETAIL STORE:** ( ) Supermarket ( ) Convenience Store ( )Bakery ( ) Other _____
7. **FOOD PRODUCT:** ( ) Manufacturing ( ) Food Warehouse ( ) Other _____
8. Square footage: _____ Number of persons served per week: _____
9. POTABLE WATER PROVIDER _____
10. WASTEWATER DISPOSAL PROVIDER: _____
11. Total number of employees (Full and part-time including self): _____Hours of operation: _____

Permits expire one year from date of issuance. Permit renewal forms mailed annually and are to be fully completed and returned with the permit fee.

Annual permit fees are based on the number of employees as follows:

City of Austin and contracted municipalities		**Travis County**	
1 to 9 employees	$310	1 to 15 employees	$150
10 to 25 employees	$435	16 to 30 employees	$250
26 to 50 employees	$620	Over 30 3mployees	$300
51 to 100 employees	$805		
Over 100 employees	$990		
Expired Permit Late Fee	$100		

Fees payable to: Austin-Travis County Health and Human Services (ATCHHSD). Attach fee & Mail to: **EHSD • P.O. Box 142529 • Austin, TX 78714**

All information in this application is true and correct to the best of the applicant's knowledge and belief. Applicant acknowledges the permit applied for shall be subject to all provisions of the orders and ordinances of Austin and Travis County, and shall be subject to all provisions of the codes, statutes and all rules adopted under the codes and statutes of the State of Texas governing food establishments, mobile food units and roadside food vendors

_____ _____ _____

Applicant Signature Print Name Date

Food Enterprise 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; vending location; 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.

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 location; 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 (drivers 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 new construction 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.