

CHARITABLE FEEDING ORGANIZATION (CFO) CHECKLIST

Use this checklist to help ensure your CFO has all the required documents to meet the requirements of Austin Public Health, Austin Water Industrial Waste and Development Services Department Commercial Plan Review.

AUSTIN PUBLIC HEALTH

<https://www.austintexas.gov/department/environmental-health-services>

Phone Number: 512-978-0300 Ombudsman: Grisel Saenz, 512-978-0344

Application

- Review "How to apply for a CFO" guidance document.
- Review CFO Self-guided Category Determination – *determine the category of the CFO*. Located here:
<https://www.austintexas.gov/page/charitable-feeding-organizations>
- Complete the CFO Application.
- Complete the pre-opening inspection Request Application – *If the CFO does not currently hold an active City of Austin Food Enterprise permit. (This step can be skipped if determined CFO category is 1, 2 or for currently existing City of Austin permits.)*
- Verify that the CFO name or entity on the application matches the name under the 501(c) Exemption approval document.
- Email applications and documents listed to EHSD.Service@austintexas.gov for processing.

Inspection

- Inspector will contact Responsible Party on application within 3 business days to schedule appointment.
- Obtain a copy of the Certificate of Occupancy for the building with the proposed use.
- All refrigeration must be at 41°F or below with thermometers included.
- Must have a mop sink onsite and all plumbing must be in good repair.
- Must have employee restrooms available.
- Category 3 and 4 only:* 2/3 compartment dish sink must be indirectly connected to the sewer (air gap).
- Category 3 and 4 only:* Must have hot (110°F) and cold water available for use at dish sink. All other sinks must be equipped with hot (100°F) and cold water.
- Category 3 and 4 only:* Equipped with adequate number of hand sinks (with hot water, splash guards and sink signage).
- Category 3 and 4 only:* Walls, floors and ceilings must be smooth durable easy to clean and non-absorbent. Lights must be shielded above food preparation areas.
- City of Austin Smoking Ordinance signage.
- Dumpster with plug on asphalt/concrete pad.

AUSTIN WATER INDUSTRIAL WASTE

<https://www.austintexas.gov/department/industrial-waste-control-pretreatment>

Phone Number: 512-972-1060

For All CFO's

- Proof of 501(c) status or meeting requirements of a religious organization.
- A written description of food practices on organizational letterhead.
- Copy of a completed Austin Public Health CFO General Application.
- Category 1 and 2 only:* Completed Grease Interceptor Installation Variance Request (GIIVR) form available at https://www.austintexas.gov/sites/default/files/files/Water/SSD/Pretreatment/GIIVR_blank.pdf.

Category 3 & 4 Requirements (in addition to the above)

- Existing Permitted Facilities only:* Submit a set of Scalable Drawings to DSD Commercial Plan Review showing all plumbing fixtures, kitchen equipment and sanitary/grease waste pipes.
- New Facilities only:* Follow DSD Commercial Plan Review standards & guidelines.



DEVELOPMENT SERVICES DEPARTMENT COMMERCIAL PLAN REVIEW

<https://www.austintexas.gov/page/commercial-plan-review>

Phone Number: 512-974-2000

All CFO's Except Existing Category 1 & 2 (no action needed for *existing* Category 1 & 2)

- Commercial Building Application/Checklist required for all submittals filled out completely for each building.
- Quick Turnaround QT's and Small Commercial Remodel 7 Business Day Review require the Eligible Projects/Checklist to be completed and signed prior to submittals.
- Please reference the applicable Site Plan, Site Plan Correction, or Site Plan Exemption number on the Commercial Building Application. If you would like to request a Concurrent Review, please fill out the "Request for Concurrent Reviews form available at https://www.austintexas.gov/sites/default/files/files/Planning/Applications_Forms/request-concurrent-reviews.pdf.
- Complete Architectural Plans, including key floor plan (be sure to label use & dimension all rooms/areas, show all means of egress and show restroom facilities).
- Phasing Plan.
- Complete the "Statement of Special Inspections" form available at https://www.austintexas.gov/sites/default/files/files/Development_Services/INSP_StatementOfSpecialInspections.pdf.
- Texas Department of State Health Services (DSHS) Demolition/Renovation Form or Asbestos letter, if applicable with MSDS Sheets.
- Complete a Request for Deferred Submittal (if applicable).
- Revisions only*: Original approved-stamped plans (archive set – requested from DAC), scope-of-work narrative, and revised clouded set of plans.
- Applicable Austin Public Health Application and Health plans.
 - Fixed Food Establishment information is available at: <https://www.austintexas.gov/department/fixed-food-establishments>
- Industrial Waste plans.

Prerequisite Reviews (as Applicable)

- Texas Accessibility Standards (TAS) registration confirmation (*exempt: residential projects, multi-family projects, and commercial projects less than \$50,000*).
- If Electrical services are provided by Austin Energy, provide Electrical Services Planning Application (ESPA) form signed by the Austin Energy Utility Official for all projects required new services or changes to the existing service.
- Austin Energy Green Building Program (AEGBP) letter of conditional approval.
- Historic Landmark Commission letter of approval with set of approved architectural plans.



For more information visit:

<https://www.austintexas.gov/page/charitable-feeding-organizations>