

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)

For information on this form, please visit our website below and click on "How to Start a Food Business"  
<http://www.austintexas.gov/department/food-establishment-requirements>

Walk-in Location: 1520 Rutherford LN Suite 205, NE corner of Rutherford LN @ Cameron RD, Building 1 East Entrance (No Mail Accepted here)

### Food Enterprise: Operational Permit Application

#### Establishment Information

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

Establishment Name: _____		Employees: _____ Total (Fulltime/Part-time/Self)	
Physical Address: _____ Street (include Suite/Unit) City State Zip Code			
Mailing Address: _____ <i>Use the mailing address space to specify the address where you would like to receive Permits and Renewal Notifications.</i>			
Hours: _____ Days and Hours of Operation	Water Supply: _____ Potable Water Provider	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Well <input type="checkbox"/> MUD	Sewage: _____ Waste Water Disposal
Establishment Type: Retail Food: Refer to page 2 for definitions	<input type="checkbox"/> Bakery <input type="checkbox"/> Bar <input type="checkbox"/> Bed & Breakfast <input type="checkbox"/> Boarding Home <input type="checkbox"/> Child Care <input type="checkbox"/> Church		
	<input type="checkbox"/> Concession Stand <input type="checkbox"/> Convenience Store <input type="checkbox"/> Hospital <input type="checkbox"/> Nursing Home <input type="checkbox"/> Restaurant		
	<input type="checkbox"/> School <input type="checkbox"/> State Facility <input type="checkbox"/> Supermarket <input type="checkbox"/> Other _____		
Food Product: <input type="checkbox"/> Manufacturing <input type="checkbox"/> Food Warehouse <input type="checkbox"/> Other _____			

#### Ownership Information

Note: All fields required. Print names as they appear on the Government Issued Photo ID(s)

Business Entity/Owner: _____			
Org Type: <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship Note: Proof of ownership documentation required (see page 2).			
(Owner) Phone: _____ (###) ### - ####		(Owner) Email Address: _____	
Responsible Party: _____ Last Name First Name Middle Name			Date of Birth: _____ MM/DD/YYYY
Mailing Address: _____ Street City State Zip Code			
Driver's License: _____ / _____ ID# State		Phone: _____ Email Address: _____ (###) ### - ####	

**MAILED IN APPLICATIONS WILL NOT BE ACCEPTED**

#### 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

Fee Schedule available at [www.austintexas.gov/ehsd](http://www.austintexas.gov/ehsd)

**The Permit Application fee may be refundable upon request within 180 days from date of payment.**

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 permit, 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.

## Food Enterprise Application: Supplemental Information

### Applying for a Permit

Applicants must submit all necessary paperwork and payments to Austin Public Health and receive approval before obtaining a permit. Applications can be submitted at the in-person location (1520 Rutherford LN) or via email at [ehsd.service@austintexas.gov](mailto:ehsd.service@austintexas.gov). Please note, for City of Austin and ILA jurisdictions, you will receive an email with your invoice, total amount due, and instructions on how to make payment.

The fees will be determined based on Inspection Frequency Analysis and the customer will be notified of fee amount due. Due to the fee assessment process, Travis County applicants that choose to email their applications will see a delay in the process. Travis County applicants will be instructed to submit payment via in-person or mail. Approval is based on compliance with State & Local Health Ordinances; application does not guarantee a permit will be granted.

Applications must include:

- 1) A completed "Food Enterprise: Operational Permit Application" form
- 2) Ownership Documentation (see Ownership Documentation section)
- 3) A completed "Inspection Frequency Analysis" form

### Renewing a Permit

*Permits expire one (1) year from the date issued. Prior to expiration, the department will mail a renewal notice to the mailing address listed on the application. The renewal form must be completed and returned to the department along with a payment for the permit renewal fee. Establishments that do not receive a notice are still responsible for completing the renewal application and submitting a renewal payment.*

### Terminology Definitions

<b>Business Entity/ Owner:</b>	Any entity or individual(s) that maintains full or partial ownership control over a food enterprise. See ownership documentation requirements for further clarification.
<b>Responsible Party:</b>	Any individual(s) who ensures the food establishment operations/practices are in accordance with all food codes and ordinances. This individual(s) also assumes legal responsibility in all cases of non-compliance.
<b>Food Establishment:</b>	The physical location in which food is prepared or served.
<b>Retail Food:</b>	An operation that offers food and/or beverages directly to a consumer for either on-premises or off-premises consumption. Establishment examples include, but are not limited to, restaurants, delis, bars, convenience stores and grocery stores.
<b>Food Product:</b>	An operation that manufactures, packages, labels or stores food and/or beverages and <u>does not vend directly to a consumer</u> . These establishments solely wholesale their product to a third-party vendor for sale to the end-user.

### Ownership Documentation

**Proprietorship:** A date-stamped copy of the **Certificate of Assumed Name**

**General Partnership:** A copy of the fully executed **Partnership Agreement** to include the name of each member of the partnership and percentage ownership

**Limited Partnership (LP):** A date-stamped copy of the **Certificate of Limited Partnership** to include the name of each member of the partnership and percentage ownership

**Limited Liability Company (LLC):** **Articles of Organization** (Formation documents) to include the name and percentage ownership for each member and the name for the registered agent. Date stamped copy of the **Certificate of Filing** and **Formation** filed with the **Texas Secretary of State**

**Corporation (Inc.):** **Articles of Incorporation** (Formation documents) to include the name of each officer and the name for the director and the registered agent of the corporation or named person of responsibility. Date stamped copy of the **Certificate of Filing** and **Formation** filed with the **Texas Secretary of State**.

### Plan Review and Approval

Establishments conducting new/remodel construction must undergo a building plan review to assure 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/model of proposed fixed equipment. See Plan Review application for further details regarding plans.



# Food Enterprise Application: Inspection Frequency Analysis



1. Is food served primarily to *highly susceptible populations*?
  - Yes       No
  
2. Are any specialized processing methods utilized, such as using additives to render food non-TCS, *non-continuous cooking*, reduced oxygen packaging, sous vide, cook-chill?
  - Yes       No
  
3. Are raw or undercooked meats (cook to order) or unpasteurized juices offered?
  - Yes       No
  
4. How would you describe your food service facility process? (check one)
  - Process 1 - No cooking of raw or partially cooked food, only receiving, prepping, cold holding and service.
    - Examples include: Pre-packaged food items (packaged meats, milk, bacon, cookies, candy, etc.).
    - Storing, stocking or warehousing of receivables only.
    - Limited food handling or no food handling.
    - Beverage service only.
    - Hazardous foods always kept at 41°F or lower prior to service (sushi, cold-cut sandwiches, salads, scooped ice cream, processed fruit, etc.).
  
  - Process 2 - Same-day-service involving receiving, prepping, cooking (one-time), hot or cold holding and service.
    - Examples include: heated/reheated self-serve commercially processed foods (hot dogs, pizza, etc.).
  
  - Process 3 - Full-service with cooking, cooling, hot/cold holding (> 24 hours), reheating and service.
    - Examples include: foods requiring cooking from raw (soups, meats, fish, seafood, poultry, etc.).
  
5. Average number of customers per day? (Assume a "0" value for retail food stores with no customers served or *wholesale/manufacturer* establishments.)
  - 0 customers     1-150 customers     151-300 customers     >300 customers

## Definitions

Highly susceptible populations – Persons who are more likely than other people in the general population to experience foodborne disease because they are immunocompromised, preschool aged children, or older adults obtaining food at a healthcare or assisted living facility.

Food Manufacturer – To produce a food product or a component of a food and either package it for customer self-service or sell to another business that will serve to customers or resale.

Non-continuous cooking – The cooking of food in a food establishment using a process in which the initial heating of the food is intentionally halted so that it may be cooled and held for complete cooking at a later time prior to sale/service.

Specialized Processing Method – A method of preparing certain foods that includes but is not limited to smoking food as a method of food preservation, curing food, using food additives to preserve and/or render food so that it is not a time/temperature control food for safety such as sushi rice, and packaging food using reduced oxygen packaging.

Wholesale – To sell something to another individual, company, store (i.e. grocery stores, convenience stores, restaurants, etc.) for the purpose of resale.

<i>For Office Use</i>	
Score: _____	Initials: _____