



City of Lake Jackson

25 Oak Drive
Lake Jackson, TX 77566
(979) 415-2430
www.lakejackson-tx.gov

**Food Establishment
Application**

The Health Permit Application will have to be completed and returned with the following:

1. A copy of your menu
2. Certified Food Manager's Certificate
3. Fats, oil, and grease assessment checklist
4. Pest Control report/contract

A risk assessment will be done, and you will be informed of the yearly cost of your food establishment license.

Establishments must submit pest control reports to City Health Department every 90 days for the monthly pest control maintenance. Reports can be faxed to (979) 415-2530 or emailed to health@lakejacksontx.gov.

Thank you,

Leslie Cancino

Health Inspections

Code Enforcement

979-415-2426

health@lakejacksontx.gov

Permit Fee: _____ Risk Factor Fee: _____ Approved By: _____ Permit #: _____

Establishment's Name: _____

Establishment's Address: _____

Mailing Address: _____ Phone: _____

Applicant's Name: _____ DOB: _____

Applicant's D L #: _____ DL State: _____

Type of Establishment:

Annual Fee:

Possible Risk Factor

(to be renewed by March 31 each year)

Large Establishment (10,000 sq. ft. or more)	\$500.00	High Risk Surcharge- 50% of annual fee
Small Establishment (<10,000 sq. ft. & > 1,000 sq. ft.)	\$250.00	Medium Risk Surcharge – 25% of annual fee
Very Small Establishment (<1,000 sq ft.)	\$125.00	
Additional Permit, License or Certificate	\$75.00	
		Only Valid Under Same Owner

Please answer the following questions:

Check One:

- | | | | |
|--|-------|---------|------|
| 1. Are 50% or more of your employees trained food handlers? | Yes | No | N/A |
| 2. Are Potentially Hazardous Food (PHF) items served? | Yes | No | N/A |
| 3. Are PHF prepared only in individual portions? | Yes | No | N/A |
| 4. Are PHF served unwrapped for consumer self-service, from a buffet or salad bar? | Yes | No | N/A |
| 5. Are PHF cooked, held, and reheated? | Yes | No | N/A |
| 6. Are PHF prepared from raw, non-frozen ingredients? | Yes | No | N/A |
| 7. Are PHF extensively handled in preparation? | Yes | No | N/A |
| 8. Are PHF prepared and held before service? | Yes | No | N/A |
| 9. Is a critical population served? (day care, school, hospital, nursing home) | Yes | No | N/A |
| 10. Does this facility have a grease trap? Size _____ | Yes | No | N/A |
| 11. What is the total square feet of the facility? _____ | | | |
| 12. Is the average number of meals or patrons served per day | 0-250 | 250-500 | >500 |

Owner of this Establishment:

Name: _____ Title: _____

Address: _____ Phone: _____

Mailing Address: _____ Fax: _____

Email: _____

Please print - email will be used for informational purposes only. You will not receive spam emails from the City of Lake Jackson.

Person Directly Responsible for this Establishment: (On Site Manager, etc.)

Name: _____ Title: _____

Address: _____ Phone: _____

Mailing Address: _____ Fax: _____

Email: _____

Please print - email will be used for informational purposes only. You will not receive spam emails from the City of Lake Jackson.

Date

Signature



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Food Service Establishment Guidelines New or Remodel

The following information will be needed prior to opening a Food Service Establishment.

BUILDING DEPARTMENT

A **Building Permit Application** must be filled out and applied for. The following information must be submitted with the Building Permit Application.

PLANS: Plans drawn to scale (blueprints or construction drawings) for new construction or renovation of an existing structure must be submitted for approval. Plans should show the layout (identifying equipment and providing an equipment list), arrangement and construction material of the entire proposed food service establishment operations including food preparation, storage areas, dining areas, grease trap and outside garbage storage areas.

HEALTH DEPARTMENT

A **Health Permit Application** must be filled out and applied for. The following information must be submitted with the Health Permit Application:

- A **MENU** or list of all foods and beverages to be served shall be submitted, which also states if foods are prepared from scratch or pre-packaged.
- A **CERTIFIED FOOD MANAGER** must be on staff. A copy of a valid Food Manager's Certification will be required to obtain a Health License.
- **PLANS:** A copy of the plans that are to be submitted with the Building Permit Application (see above).

Once permits have been approved and paid for, please feel free to contact the health or building department to ask questions throughout the construction, remodeling, or renovation phase.

A **PRE-OPENING INSPECTION** of your establishment (upon your request) must be conducted by the Regulatory Authority once all construction is completed, and equipment is in place. An appointment for this inspection should be scheduled 24 hours in advance. This inspection will list all the corrections to be made prior to the final inspection and opening of the establishment.

A **FINAL INSPECTION** is conducted for the purpose of approving the application for a Health License. Before this inspection is conducted, the establishment must be in complete compliance with the City's Ordinance on Food Service Establishments and Building Codes (all clean-up, etc. must be done). This inspection is made upon your request and should be scheduled at least 24 hours in advance.

**It is your responsibility to request all inspections from the
Building Department, Health Department and Fire Marshal's office.**

NOTE: Food and beverages shall not be stored on the premises until after an inspection by the Health Department.

Food Establishment Requirements: Every food establishment in the State of Texas must follow the rules and guidelines set forth in the Texas Food Establishment Rules. (TFER) You may view these rules by following the link below.

[Texas Food Establishment Rules](#)

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<p style="text-align: center;"><u>Floors</u></p> <ol style="list-style-type: none"> Are floor materials grease resistant? Impervious and easily cleanable in kitchen & restrooms? Are floors graded to drain if drains are provided? 		<p style="text-align: center;"><u>Lighting</u></p> <ol style="list-style-type: none"> Will 50-foot candles be provided to all working surfaces? Will 30-foot candles be provided to utensil washing, hand washing, and toilet room areas? Will 20-foot candles be provided in other areas? Will light fixtures be shielded in food prep and utensil washing area? 	
<p style="text-align: center;"><u>WALLS & CEILINGS</u></p> <ol style="list-style-type: none"> Are walls & ceilings of light color, smooth, nonabsorbent, and easily cleanable in the kitchen and toilet room? Are walls washable? Is ceiling constructed so no beams/piping is exposed overhead? 		<p style="text-align: center;"><u>Garbage</u></p> <ol style="list-style-type: none"> Is an outdoor storage area provided? Is the outdoor storage area provided with a concrete pad with drain to grease trap or sanitary sewer? Is a properly designed grease trap provided? Are container washing facilities provided? Are faucets provided with a vacuum breaker or anti-siphon device? 	
<p style="text-align: center;"><u>TOILET FACILITIES</u></p> <ol style="list-style-type: none"> Are toilet rooms conveniently located and easily accessible to employees? Are toilet room doors self-closing? Are hand washing sinks provided in each toilet room? Are toilet rooms mechanically ventilated to the outside? Are employee lockers/storage or dressing areas provided? 		<p style="text-align: center;"><u>Storage Areas</u> <u>Food Storage</u></p> <ol style="list-style-type: none"> Is shelving constructed from an approved material which is durable, easily cleanable, non-absorbent, and light colored? Is shelving constructed to meet the six-inch minimum floor clearance or sealed to the floor? Is there sufficient space available for all non-perishable products? 	
<p style="text-align: center;"><u>Plumbing</u></p> <ol style="list-style-type: none"> Is all plumbing acceptable to the plumbing code? Is water supplied equipment installed to prevent back siphonage? Are indirect waste lines used where needed? Are any sewers exposed over food preparation or storage areas? 		<p style="text-align: center;"><u>Equipment Storage</u></p> <ol style="list-style-type: none"> Is shelving constructed from an approved material which is durable, easily cleanable, non-absorbent, and light colored? Is shelving constructed so all underlying areas can be reached with brooms and mops? Is there sufficient space available for dirty and clean equipment? 	
<p style="text-align: center;"><u>Insect and Rodent Control</u></p> <ol style="list-style-type: none"> Are outer openings properly protected by doors, screens, or fans? Are outer doors and windows self-closing? Are floors, walls & ceilings finished around ducts, pipes & cables? 		<p style="text-align: center;"><u>XL Equipment</u></p> <ol style="list-style-type: none"> Is cooler/freezer equipment provided with integral thermometers? Will floor or wall mounted equipment be installed on 6" legs, sealed to floor or wall, on casters, or a combination? What method of dishwashing will be used? Is a separate hand washing sink within reach of food prep stations? Is a three-compartment sink with drain boards provided? Is a preparation sink provided? Is sufficient refrigeration/freezer space provided? Is sufficient hot holding equipment provided? Is sufficient food preparation surface provided? 	
<p style="text-align: center;"><u>Ventilation</u></p> <ol style="list-style-type: none"> Will sufficient ventilation be available? Is hood sized to allow 2" overhang on all sides of cooking equipment? Are filters removable? Are grease troughs provided? Is sufficient CFM exhausted based on hood size location? 		<p style="text-align: center;"><u>Smoking Ordinance</u></p> <ol style="list-style-type: none"> Does every entry door have a "No Smoking" sign or symbol? Are permitted smoking areas separated from other areas by demarcated solid wall isolation and separate ventilation system? 	
<p style="text-align: center;"><u>Custodial</u></p> <ol style="list-style-type: none"> Is a mop sink provided? Is a storage area provided for mops, brooms, etc.? Is there a storage area for cleaning & toxic materials? 			



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IMPORTANT INFORMATION!!!

Food Managers and Handlers

Please note that all Food Establishments are required to follow the Texas Food Establishment Rules and local City of Lake Jackson Ordinances.

1. Sec. 50-43. Food manager certification.

- (a) By October 1, 2014, all food service establishments that have six (6) or more food handlers on duty at any time are required to have at least one certified food manager on duty during all hours of operation.
- (b) By October 1, 2014, food service establishments that have five (5) or less food handlers on duty at any time are required to have at least one certified food manager employed in managerial capacity and shall have at least one certified food handler on duty during all hours of operation.
- (c) Temporary food establishments and establishments that serve, sell, or distribute only prepackaged non-TCS (**time-temperature control for safety**) foods are exempt from this section.

Food handler certification

- (d) **Except in a temporary food establishment and if already a certified food manager, all food employees shall successfully complete an accredited food handler training course, within 30 days of employment.**
- (e) **The food establishment shall maintain on premises a certificate of completion of the food handler or food manager training course for each food employee.**
- (f) **The requirement to complete a food handler training course shall be effective September 1, 2016.**

We would appreciate your cooperation in making sure that all your employees are educated in proper food handling and observe proper Food Safety. For more information, please visit the Texas Department of State Health Services Web Site at <http://www.dshs.texas.gov/> or the City of Lake Jackson Code of Ordinances at www.lakejackson-tx.gov

If you have any questions regarding this matter, please contact the Health Department at 979-415- 2430.

Sincerely, Leslie Cancino

Health & Code Enforcement Officer



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Food Manager's Food Service Sanitation Certification

Every Food Establishment in the City of Lake Jackson must have a Certified Food Manager on staff and present at each establishment during business hours. A copy of the certificates must be given to the Health Department. *City of Lake Jackson Code of Ordinances Sec. 50-51*

Certification is obtained by passing a Department of State Health Services (DSHS) approved certified food manager examination. The examination may be taken at any licensed Certification Training Program, Test Site, Online Exam or National Exam provider. Certification is valid for five years. For more information, please visit the Department of State Health Services web site at: www.dshs.state.tx.us/foodestablishments/CFM.shtm

Food Handler's certification can also be obtained through these sites.

Online and classroom courses

- Responsible Training
<https://www.responsibletraining.com/>
- ServSafe
<https://www.servsafe.com/>
- National Registry of Food Safety Professionals
<http://www.nrfsp.com>
- 360Training
<https://www.360training.com/learn2serve>
- State Food Safety
<https://www.statefoodsafety.com/>

Certified Food Manager – In depth training class required for all restaurants

Certified Food Handler – Basic course for food prep personnel



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IMPORTANT INFORMATION!!

Grease traps/interceptors must be serviced every 90 days (3 months)!

Grease traps/interceptors must be serviced a minimum of once every three (3) months, and a copy of the complete service report must be sent to the City of Lake Jackson within 10 days of the service, per City Ordinance and Texas State Law. The service report must be complete including the Disposal Site information or it will not be accepted.

If you have not had your grease trap/interceptor serviced within the past 3 months, then this must be done immediately! If you had your grease trap/interceptor service, but failed to submit your service report, then make sure this is done immediately.

Every establishment is required to maintain a Grease Trap Log to record grease trap/interceptor services.

You may fax the service report to 979-415-2530.

You may email the service report to health@lakejacksontx.gov

If you are unable to fax or email the report you may mail, or hand deliver to: The City of Lake Jackson

Attention: Health Dept.

25 Oak Drive

Lake Jackson, TX 77566

This item is mandatory for all Food Establishments with a Grease Trap/Interceptor. *Court Citations may be written to owners and managers that do not have the grease traps/interceptors serviced, and/or do not supply the service report/manifest to the City.*

*Please note that some establishments may be required to service their grease traps/interceptors more often than every 90 days. *

If you have any questions regarding this matter, please contact the Health Department at 979-415-2430.

Sincerely,

Leslie Cancino

Health & Code Enforcement Officer



Grease Traps must be serviced once every three months.

The grease trap report/manifest must be emailed to the Lake Jackson Health Department at health@lakejacksontx.gov or faxed to (979) 415-2530.

All grease haulers must submit the grease trap report/manifest to Vepo, LLC, The Envirotrax system.
<https://www.vepollc.com/>

Date Grease Trap Serviced	Company Called	Date Report Emailed or Faxed to City

Fats, Oil and Grease Management

Food Service Assessment Checklist

This checklist will help food service owners/operators identify sources of fats, oil, and grease and how they are being managed. By completing this checklist, the user will know if current practices are adequate to minimize FOG discharges to the municipal sewer system. Improper FOG disposal can result in costly and unhealthy sanitary sewer overflows and back-ups directly into the food service facility.

General Food Service Establishment Information

1. Facility Name: _____ Date: _____
2. Facility Address: _____
3. Facility Owner: _____ Facility Manager: _____
4. Type of food service operation (café, cafeteria): _____
5. Responsible person/organization: _____
6. Hours of operation: _____
7. Number of meals served/day: _____
8. Number of seats: _____

Fats, Oils and Grease Trap/Interceptor

1. Type (under the sink, in-ground, automatic): _____
2. Number of Units: _____
3. Size: _____ gallons
4. Location: _____

Grease Trap/Interceptor Maintenance

1. Pump out schedule (quarterly, monthly, weekly, etc.): _____
2. Pumper/service provider: _____
3. Yes No Maintenance log available on-site
4. Yes No Is management observing pumping to ensure it is done properly?
5. Yes No Does service include complete pumping/cleaning of the trap and sample box, not just removing the grease layer?
6. Yes No Is the vault refilled with clean water, not with water already pumped out?
7. Yes No Are enzymes/bacteria used? If yes, vender name _____

Kitchen Equipment/Devices

Are the following kitchen devices plumbed to discharge to the grease trap/interceptor?

1. Yes No Dishwashers
2. Yes No Pot sinks, multi-compartment sinks, mop sinks, pre-rinse sinks
3. Yes No Floor Drains
4. Yes No Food Steamers
5. Yes No Food Grinders/pulpers
6. Yes No Steam kettle(s)
7. Yes No Can Washer(s)

Other: _____

Are the following cleaned or maintained periodically? Is the cleanup water discharged to the grease trap? If not, where is it discharged? _____

1. Yes No Exhaust hoods and filters
2. Yes No Floor mats, floors, and grill tops
3. Yes No Exterior of the grease trap/interceptors
4. Yes No Dumpsters/trash cans
5. Yes No Parking lots, sidewalks
6. Other: _____

Dry Cleanup

1. Yes No are serving wares, utensils, and food preparation surfaces wiped clean before washing?
2. Yes No do employees know not to allow FOG or food waste into the drains? Are employees instructed to use dry methods before using water for cleanup?
3. Yes No are employees provided the necessary training and tool (rubber scrapers, brooms, absorbent materials for spills) for dry cleanup?

Spill Cleanup and Prevention

1. Yes No are cleanup kits in visible and accessible areas?
2. Yes No are employees provided with adequate conveyance/tools (ladles, containers with lids) to prevent oil and grease spills while transferring from inside the restaurant to the outside storage bin?
3. Yes No is there a designated employee(s) to manage/monitor cleanup?

Employee Awareness Training

1. Yes No have employees received training on BMPs for handling oil and grease (spill prevention, dry cleanup, etc.)?
2. Yes No are employees involved in keeping FOG out of drains?
3. Yes No are signs posted in key areas that remind staff to keep oil and grease out of the drains?
4. Yes No are employees trained on FOG BMPs and existing employees trained on a routine basis (quarterly)?

Grease Disposal

1. Yes No are the outside oil and grease storage bins kept covered?
2. Yes No are the outside storage bins located away from storm drains and catch bins?
3. Yes No are dumpsters and grease recycling bins cleaned and checked for leaks often?
4. Yes No is there a spill prevention plan and materials available in the event of a spill?

Grease Management Contractors

1. Yes No does our hauler/renderer have the proper legal licenses and permits to handle the oil and grease waste?
2. Who do you contact when there is a problem? _____
3. Yes No do you know how and where the waste grease is sent for final disposal?