



## New Food Establishment Kit

ReJena Bolton  
Health Inspector

409-209-5359

409-617-4343

[rejena.bolton@co.hardin.tx.us](mailto:rejena.bolton@co.hardin.tx.us)



Thank you for your interest in opening a Food Establishment in Hardin County. This kit has been put together to help answer questions and give you the tools you will need to get your business on the right track. Please make sure if you are in the city limits that you contact the city and fire department for permits and inspections.

### **What type of retail food businesses need a retail food permit?**

A firm must have a retail food establishment permit if any food or beverage preparation is conducted. A firm that offers any type of potentially hazardous food must also have a retail food establishment permit. A permit is not required if a firm only offers prepackaged non-potentially hazardous food, such as bottled drinks or snacks, or offers whole, uncut produce.

Examples:

- All Restaurants / Fast Food /Bakery / Deli
- Mobil Units / Catering Service
- Convenience Stores
- Bar's / Clubs
- Schools / Cafeterias / Concession Stands
- Daycares / Sr. Centers
- Churches
- Hotels
- Drug Stores
- Supermarkets
- Sno Cone Stands / Loaded Tea Businesses
- Retail Meat Markets / excludes deer processing

If you have any questions please call ReJena Bolton, Hardin County Health Inspector at: 409-209-5359(w) or 409-617-4343(c)



# Hardin County Health Department

## Food Permit Application

P.O. Box 820/1135 Redwood, Kountze, Texas 77625  
409-617-4343 [rejena.bolton@co.hardin.tx.us](mailto:rejena.bolton@co.hardin.tx.us)

Name of Business: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City

Zip

Mailing Address: \_\_\_\_\_

City

State

Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License No: \_\_\_\_\_ State: \_\_\_\_\_

DOB: \_\_\_\_\_ Expiration: \_\_\_\_\_

Tax Identification No: \_\_\_\_\_

Estimated Date to Open: \_\_\_\_\_

**Please check one:**

New  Remodel or Addition  Change of Ownership

**Please check one:**

\_\_\_\_ Restaurant    \_\_\_\_ Cafeteria    \_\_\_\_ Fast Food    \_\_\_\_ Deli/Bakery  
\_\_\_\_ Bar/Club    \_\_\_\_ Supermarket    \_\_\_\_ Convenience Store  
\_\_\_\_ Continental Breakfast/Hotel    \_\_\_\_ Non-Profit    \_\_\_\_ Day Care/Sr. Center  
\_\_\_\_ Snow Cone/Beverage    \_\_\_\_ Multiple Unit Operation    \_\_\_\_ Other

**License Fee; see risk assessment:**

- Low Risk ..... \$ 50.00 (non-cooking)
- Medium Risk ..... \$100.00 (minimal cooking)
- High Risk ..... \$175.00 (full kitchen)
- High Risk..... \$200.00 (super stores)
- Child or Sr. Center ..... \$ 75.00
- Non-Profit .....\$ 0.00

**Establishment Operation Details**

<b>DAYS</b> of Operation	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>HOURS</b> of Operation							

**Food Type (American, Italian, Mexican, etc.):** \_\_\_\_\_

**Maximum Meals/Persons to be Served per day**

Breakfast: \_\_\_\_\_ Lunch: \_\_\_\_\_ Dinner: \_\_\_\_\_ Total \_\_\_\_\_

Number of Certified Food Managers on staff: \_\_\_\_\_ Number of kitchen staff: \_\_\_\_\_

What language(s) are spoken by the:

Owner: \_\_\_\_\_ Kitchen Staff: \_\_\_\_\_ Certified Food Managers: \_\_\_\_\_

**\*All kitchen staff must have a food handler certification**

**Water, Sewage and Plumbing**

Is the water source public  or private ?

If public, what is the name of the Municipal Utility District (MUD)? \_\_\_\_\_

Is the sewage disposal public  or private ?

Enter information for type of **Hot Water Heater** used:

**Gas:** tank size \_\_\_\_\_ BTU's \_\_\_\_\_

**Electric:** tank size \_\_\_\_\_ Total kW \_\_\_\_\_

**Tankless:** Make and Model: \_\_\_\_\_

Will a circulating pump or booster heaters be used? \_\_\_\_\_

Number of \_\_\_\_\_ 3-compartment sink \_\_\_\_\_ 3-Compartment sink  
 3-compartment sinks: \_\_\_\_\_ basin dimensions: \_\_\_\_\_ basin dimensions: \_\_\_\_\_

Number of hand sinks: \_\_\_\_\_ Number of mop/service sinks: \_\_\_\_\_

Will a clothes washer be used? \_\_\_\_\_ Will a dish machine be used? \_\_\_\_\_

For each **prep sink**, indicate **type** (Vegetable, meat, seafood, ect.) and **number of compartments**

Prep sink #1		
Prep sink #2		
Prep sink #3		

**Will any of the following processes be conducted: (Yes or No)**

Mobile Food Units supplied, cleaning onsite, or water and waste services provided? \_\_\_\_\_

Bare Hand Contact? \_\_\_\_\_

Non-continuous cooking? \_\_\_\_\_

Sous Vide? \_\_\_\_\_

Reduced Oxygen Packaging? \_\_\_\_\_

Vacuum Packaging? \_\_\_\_\_

Foods pickled or acidified before service? \_\_\_\_\_

Food smoked or cured onsite? \_\_\_\_\_

Custom processing of raw meat in the establishment? \_\_\_\_\_

Live molluscan shellfish tank? \_\_\_\_\_

Sprouting seeds or beans in the establishment? \_\_\_\_\_

If the answer was **Yes** to any of the above items, please provide a plan that details the food and process involved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\* A complete menu or list of food to be served must be submitted.**

**\*\* The floor plan and food service equipment schedule must be submitted.**

**I, the owner/registered agent of this establishment, certify that the above information is true and accurate as of the date of this application.**

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Date issued: \_\_\_\_\_ Date to expire: \_\_\_\_\_ Permit # \_\_\_\_\_ Fee: \_\_\_\_\_

Paid: \_\_\_\_\_ Cash \_\_\_\_\_ Check/Mo. Order \_\_\_\_\_ Invoice \_\_\_\_\_

\_\_\_\_\_ [https://govpay.net/hardin\\_co\\_tx\\_health](https://govpay.net/hardin_co_tx_health) - We accept all major credit cards online or in office

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

ReJena Bolton, Hardin County Health Inspector

## **PERMITTING**

Retail food establishments, unless specifically exempted, must be permitted. There are 3 types of permits:

- Fixed Establishment
- Mobile food unit (including roadside vendors)
- Temporary establishment - single event not to exceed 14 consecutive days  
multiple event permits good for 1 year

### **Certified Food Protection Manager and Food Handler Requirements.**

**Texas Food Establishment Rules - §228.33. pg. 20 - 21**

(a) At least one employee that has supervisory and management responsibility and the authority to direct and control food preparation and service shall be a certified food protection manager who has shown proficiency of required information through passing a test that is part of an accredited program.

(b) The original food manager certificate shall be posted in a location in the food establishment that is conspicuous to consumers.

(c) Except in a temporary food establishment, at least one certified food protection manager must be employed by each food establishment.

(d) Except in a temporary food establishment and the certified food manager, all food employees shall successfully complete an accredited food handler training course, within 60 days of employment.

(e) The food establishment shall maintain on premises a certificate of completion of the food handler training course for each food employee. The requirement to complete a food handler training course shall be effective September 1, 2016.

(f) This section does not apply to certain types of food establishments deemed by the regulatory authority to pose minimal risk of causing, or contributing to, foodborne illnesses based on the nature of the operation and extent of food preparation. See exemptions below.

#### **Exemptions include:**

- Non-profit organizations.
- Child care (day care) facilities.

- Firms that sell only prepackaged foods.
- Firms that do not prepare or handle exposed potentially hazardous foods

**Online Course information can be found below:**

**409-209-5359 to register for classes being held at the Health Department Annex**

**<http://hchd.statefoodsafety.com>**

**OBTAINING A TAX ID NUMBER**

You must have a sales tax ID number before you submit a permit application. Contact the State Comptroller's Office at 1-800-252-5555 or by referring to the web site at <http://www.window.state.tx.us/taxpermit/> for information about obtaining a sales tax ID number.

**EQUIPMENT AND FACILITY REQUIREMENTS**

The following list of equipment and facility requirements was developed in response to questions from customers making initial business decisions. It is not a complete list. For more detailed requirements, refer to the Texas Food Establishment Rules at: <http://www.dshs.state.tx.us/foodestablishments/guidance.aspx>.

**Fixed Establishment:**

- A 3-compartment sink to wash, rinse, and sanitize equipment and utensils. A mechanical dishwasher may also be utilized.
- Handwash sink(s) conveniently located in the food preparation area(s).
- Employee restroom(s) with handwash facilities.
- Hot and cold water under pressure at all sinks.
- A service sink or curbed cleaning facility for mops.
- A sewage disposal system that is properly constructed, maintained, and operated.
- Water from an approved source.
- Adequate heating and/or refrigeration equipment for cooking, reheating, or holding foods at safe temperatures.
- An appropriate temperature measuring devices for checking internal food temperatures (probe-type thermometers or thermocouples).
- An accurate thermometer for each hot/cold holding unit.

***\*\*See website for more information***

## **APPROVED WATER SOURCE/WATER WELLS**

Water used for food preparation, handwashing, and dishwashing must come from an approved source. The following sources are approvable:

- Community (municipal) water system (public water system).
- Non-Community water system (public water system). This category includes on-site wells that supply more than 25 customers per day for a total of 60 days per year. These wells must be listed and approved by the Texas Commission of Environmental Quality (TCEQ). TCEQ will oversee the testing requirements and operation of the wells. Contact the TCEQ Public Drinking Water Section at (512) 239-4691 for assistance.
- Non-public (private) water system – This category includes wells that serve less than 25 customers per day for a total of 60 days per year. The well must be properly constructed, maintained, and operated. Prior to use, the water must be sampled for safe bacteriological quality and must be tested at least bi-annually thereafter.

## **RESTRICTIONS ON COMMERCIAL FOOD PREPARATION IN A HOME**

The Texas Food Establishment Rules (TFER), Section 228.174(k) states: A private home, a room used as living or sleeping quarters, or an area directly opening into a room used as living or sleeping quarters may not be used for conducting food establishment operations.

## **TEXAS FOOD ESTABLISHMENT RULES (TFER)**

Refer to the TFER for detailed information regarding these and other requirements. The TFER can be found at <http://www.dshs.state.tx.us/foodestablishments/guidance.aspx>

## **MINIMUM REQUIREMENTS FOR OUTDOOR BBQ PITS AND CRAWFISH COOKERS**

Commercial outdoor cooking on barbeque pits and crawfish cookers is a common practice in Texas. Although many of the establishments have been in existence for many years, our first responsibility is to protect public health. Barbeque pits and crawfish cookers are used in many types of facilities, both old and new. The following guidelines should be used during an inspection to determine the requirements for the various types of barbeque facilities.



## **Requirements Based Upon the Type of Facility**

### **1.) Fixed Food Establishment**

Outdoor barbeque pits in conjunction with a fixed food establishment shall have, as a minimum, an overhead cover, an enclosed screened shelter and floors that are surfaced with concrete, asphalt, gravel or similar materials. No food preparation activities, other than cooking on the pit, are allowed unless handwash facilities, with hot and cold water, are available in the shelter.

### **2.) Temporary Food Establishments**

The barbeque pits that are operated in conjunction with a temporary food establishment shall meet the requirements as outlined in TFER, section 228.222. Overhead protection is required at the preparation area and is required at the pit area, if food preparation activities occur at the pit area. Enclosure and screening of the preparation area will be required if there is any evidence of insect, rodent, or other pest contamination. Handwash facilities, with tempered, flowing water, must be available at the preparation site.

### **3.) Barbeque Pits on Mobile Food Units**

Barbeque pits that are attached to a mobile food unit do not have to be screened unless there is evidence of insect, rodent, or other pest contamination at the pit. All preparation should be conducted inside of the unit, which must have all required handwashing sinks and warewashing sinks. If any food preparation activities, such as cutting or slicing, occur at the pit area, handwashing facilities must be available at that location. Overhead cover of the pit area shall also be required.

***\*\*Exceptions may be considered on a case-by-case basis.***

## **FIRST AID KIT**

Texas Food Establishment Rule §228.210 states that a first aid kit shall be provided in all retail food establishments. §228.211 (1)-(2) further states that first aid supplies that are in a food establishment for the food employees' use shall be labeled as required and stored in a kit or a container that is located to prevent the contamination of food, equipment, utensils, and linens, and single-service and single-use articles.

For the purpose of retail food establishments, the Class A minimum fill requirements are recommended. American National Standard- Minimum Requirements for Workplace First Aid Kits and Supplies, ANSI/ISEA Z308.1-2015 states that in order to be ANSI compliant, First Aid Kits must contain the following supplies:

<b>2015 ANSI Class A Minimum Fill Requirements Quantity</b>	<b>Item</b>	<b>Minimum Size or Volume</b>
16	Adhesive Bandages	1" x 3"
1	Adhesive Tape	2.5 yd
10	Antibiotic Treatment	.14 fl. Oz (0.5g) applications
10	Antiseptic	.14 fl. Oz (0.5g) applications
1	Breathing Barrier	
1	Burn Dressing	4" x 4"
10	Burn Treatment	1/32 oz. (0.9g) applications
1	Cold Pack	4" x 5"
2	Eye Coverings	
1	Eye Wash	1 oz.
1	First Aid Guide	
6	Hand Sanitizer	
4	Medical Exam Gloves	
1	Roller Bandage	2" x 4" yd
1	Scissors	
2	Sterile Pads	3" x 3"
2	Trauma Pads	5" x 9"
1	Triangular Bandages	40" x 40" x 56"

Sam's Wholesale carries an approved kit for \$25.00. You can order it online or purchase in store.



**HEALTH INSPECTION DEPARTMENT**

**Pre-Opening Checklist**

**Name of Business:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_ **Contact Telephone No.:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Responsible Person:** \_\_\_\_\_

**Before food operations may begin, a passing pre-opening inspection must be completed and the permit must be purchased. Pre-opening inspections require a 5 day notice**

To schedule a pre-opening inspection, the following checklist must be completed and returned along with copies of **all required documents** to the Health Inspection Department. **Partial submittals will not be accepted.**

**Required Documents:**

- 1. Water District Approval completely filled out and signed by the MUD representative OR approved well and septic information. We have water well test kits available at our front office for your convenience.
- 2. Certificate of Compliance, Fire Code Permit and approved Certificate of Occupancy from local jurisdiction.
- 3. A Trained Food Manager certificate of an employee employed at the establishment.
- 4. State of Texas Sales Tax Permit Taxpayer ID number.  
This can be obtained at [www.window.state.tx.us](http://www.window.state.tx.us) or 1-800-252-5555

<b>Establishment Number</b>
<i>(to be completed by Investigator)</i>

**Building Requirements:**

- 4. One set of approved plans on the job site.
- 5. All water service supplied, including hot water.
- 6. All plumbing completed and covered up.
- 7. All of the walls, floors, and ceilings completed including the installation of the cove base.
- 8. All utilities turned on, including gas and electricity.

**All food establishments are required to have a trained manager on duty during all hours of operation. Only establishments that handle prepackaged food and do not prepare or package food are exempted from this requirement. A Trained Food Manager of the local establishment must be present during the pre-opening inspection.**

**Submit this completed form** Hardin County Health Inspections  
**to:** ReJena Bolton, Health Inspections Manager  
[Rejena.bolton@co.hardin.tx.us](mailto:Rejena.bolton@co.hardin.tx.us)

Food establishment rules may be found at: <http://www.dshs.state.tx.us/foodestablishments/rules.shtm>  
**Hardin County Health Services – 1135 Redwood (P.O. Box 820), Kountze, Texas 77625**  
**409-209-5359**



## HCHD Class Registration & Information

---

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ City: \_\_\_\_\_

### Permits (cash or company check only)

\_\_\_\_\_ Online Food Handler Certification                      \$15.00 (2 years)

\_\_\_\_\_ In-House Food Handler Certification                      \$15.00 (2 years)

\_\_\_\_\_ Online Food Manager Certification                      \$125.00 (5 years)

\_\_\_\_\_ Out-of-County Permit Fee (Food Manager) \$20.00

\$ \_\_\_\_\_ Total due

Paid: \_\_\_\_\_ Cash                      \_\_\_\_\_ Check/Mo. Order                      \_\_\_\_\_ Invoice

\_\_\_\_\_ [https://govpay.net/hardin\\_co\\_tx\\_health](https://govpay.net/hardin_co_tx_health) - We accept all major credit cards online or in office

Customer Signature: \_\_\_\_\_

\_\_\_\_\_ Voucher Number – use to show proof of payment

[hchd.statefoodsafety.com](http://hchd.statefoodsafety.com) – online course information

---

Signature \_\_\_\_\_ Date \_\_\_\_\_  
HCHD \* 1135 Redwood/P.O. Box 820 \* Kountze, Texas 77625 \* 409-209-5359