



FOOD ESTABLISHMENT APPLICATION

HAYS COUNTY DEVELOPMENT SERVICES

2171 YARRINGTON RD, SUITE 100

KYLE, TEXAS 78640

(P) 512-393-2150

permits@co.hays.tx.us

Food Establishment Application

1. Owner Information (The holder(s) of a legal or equitable interest in the subject property as shown by the deed records of Hays County)

Owner Full Legal Name: _____

Owner Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

Date of Birth: _____ Driver's License Number: _____ State Issued: _____

2. Applicant Information (A person seeking approval of an application; can be the owner or a designated representative of the owner)

Applicant Name: _____

Applicant Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

Date of Birth: _____ Driver's License Number: _____ State Issued: _____

3. Designated Contact (The individual who the owner or applicant has chosen to receive all communications of the application)

Designated Contact Name: _____

Designated Contact Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

Date of Birth: _____ Driver's License Number: _____ State Issued: _____

4. Establishment Information (The information about the establishment / business)

Establishment Name: _____

Establishment Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

5. Certified Food Manager (A document obtained by a person in charge who demonstrates knowledge by being a food protection manager that is certified by a food protection manager certification program)

CFM Name: _____

Food Establishment Questionnaire

1. Property Information: (The property or tract for which an application has been submitted under the Hays County Development Regulations)

9-1-1 street address for the subject property: _____

City: _____ State: _____ Zip Code: _____

Legal Description of property

Subdivision: _____

Phase: _____ Section: _____ Block: _____ Lot: _____

Is the subject property located in a City's ETJ: Yes No City Name: _____

If yes, has an application been submitted to city? Yes No

2. Project Description: (Summarize the work being applied for)

Project Description:

3. Food Establishment Details: (Details about the establishment / business)

Hours of Operation: _____

Number of Employees: 1 – 5 6 – 19 20+

Type of Food Prepared: _____

Mail Renewals To: _____

Email Renewals To: _____

4. Additional Documents:

The Application will not be processed until all documents have been received.

- a) Property Location Map – Accurately depicts the location of the subject property in sufficient detail to allow County staff to easily find the property to conduct necessary inspections.
- b) Floor Plan – A detailed plan of the building, indicating the dimensions of the structure and the location of all equipment, sinks, restrooms and all preparation areas.
- c) Site Plan – A detailed plan of the property showing any existing / proposed structures.
- d) Menu – The menu should show all items which are being served at this establishment / business.
- e) Certified Food Manager Certificate – Certificate showing completion of an accredited CFM course.

5. Payment Information: (Full payment of application)

The Application will not be processed until all documents have been received.

- a) Online Payment (Credit Card) – Visit www.certifiedpayments.net – Use Bureau Code: 4963827 for (Hays County Development Services)
- b) Checks – Please make check out to Hays County Treasurer. Check may be mailed to or dropped off at our physical office location.
- c) Cash – Cash payments are accepted in person. Only EXACT amounts will be accepted.

6. Owner's / Applicant's Certification:

- a) I have carefully read the complete application and know all statement herein and in the attachments hereto are true and correct to the best of my knowledge.
- b) The owner of the subject property, if different from the applicant, has authorized the submittal of this application.
- c) Applicant is hereby informed that other permits may be required to fulfill local, State, and Federal regulatory requirements and it is the responsibility of the Applicant to obtain any such additional permits and to comply with all such provisions thereof, whether herein specified or not.
- d) Applicant is responsible for all costs associated with any construction undertaken in accordance with this Application and agrees that (s)he will not erect any permanent structure or sign on or extending over any portion of County right-of-way.
- e) As the owner of the above property or a duly authorized Applicant, I hereby grant permission to the County to enter the premises and make all necessary inspections and to take all other actions necessary to review and act up this Application.
- f) All food establishments are to be operated in compliance with Hays County Food Sanitation Regulations.
- g) Food Establishment Permits are not transferable and expire annually on December 31st. No prorating of permit fees for those paid out of cycle.

By signing, I hereby certify all the information is true and accurate and will follow all Hays County Rules & Regulations.

Signature: _____

Date: _____