



FIXED FOOD ESTABLISHMENT RENEWAL APPLICATION

HAYS COUNTY DEVELOPMENT SERVICES

2171 YARRINGTON RD, SUITE 100

KYLE, TEXAS 78640

(P) 512-393-2150

permits@co.hays.tx.us



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) www.hayscountytexas.com

Fixed Food Establishment Renewal Contact Information

Establishment Information:

Current Permit Number:		
Name of Establishment:		
Street Address:		
City:	State:	Zip:
Primary Phone:		Secondary Phone:
Website:		
Primary Email:		
Secondary Email:		
Social Media Presence: <input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> Instagram <input type="checkbox"/> Pinterest: <input type="checkbox"/> Other:		

Business / Owner Information

Company or Owner Name:		
Street Address:		
City:	State:	Zip:
Primary Phone:		Secondary Phone:
Website:		
Primary Email:		
Secondary Email:		

Applicant / Designated Contact Information:

Company or Owner Name:		
Street Address:		
City:	State:	Zip:
Primary Phone:		Secondary Phone:
Website:		
Primary Email:		
Secondary Email:		

Name of Builder/Contractor

Company or Owner Name:		
Street Address:		
City:	State:	Zip:
Primary Phone:		Secondary Phone:
Website:		
Primary Email:		
Secondary Email:		



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) www.hayscountytexas.com

Fixed Food Establishment Questionnaire

Construction Information

Construction Type:

- Permit Renewal (no construction)
- Conversion of existing structure
- New Construction
- Other: _____
- Remodel (current permit)

Will you be constructing a new facility? Yes No

If new construction, have you applied for a development / floodplain permit? Yes No

Projected opening date: _____

Seating capacity: Indoor _____ Outdoor _____

Type of Retail Food Establishment (check all that apply)

- Full-Service Restaurant
- Fast Food
- Grocery / Market
- Deli
- Fish Market
- Meat Market
- Convenience Store
- Bar
- Coffee Shop
- School Food Program
- Catering Operation
- Concession
- Manufacturer with Retail Sales
- Other: _____

Day(s) & Hour(s) of Operation (insert hours in "8am to 8pm" format)

- Monday Hours: _____
- Tuesday Hours: _____
- Wednesday Hours: _____
- Thursday Hours: _____
- Friday Hours: _____
- Saturday Hours: _____
- Sunday Hours: _____

Does this establishment only operate seasonally? Yes No

If yes, please list the months of operation: _____

Finish Materials

INSTRUCTIONS: Indicate the materials used for the below surfaces. Materials include, but not limited to, quarry tile, stainless steel, fiberglass reinforced panels, ceramic tile, sealed concrete, painted drywall, vinyl coated ceiling tiles, or acoustical ceiling tiles.

Room / Area	Floor	Floor Wall Junctures	Walls	Ceiling
Food Preparation				
Dry Storage				



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) www.hayscountytexas.com

Walk-in Refrigerator(s) & Freezer(s)				
Service Sink (s) / Mop Sink(s)				
Refuse Area				
Restroom(s)				
Other (indicate area):				
Other (indicate area):				

Indicate the materials used for the below surfaces.

Cabinets:
Countertops:
Shelving:
Other Surface:

Equipment / Fixture Installation List

A spec sheet is required for each item listed below. Indicate if new / used and what equipment will be installed within the establishment including but not limited to, hand washing sink(s), 3-compartment warewashing sink(s), mechanical warewashing machine(s), hose bibs, mop / utility sink(s), dish machine(s), food preparation sink(s), ice bin / ice machine(s), refrigerator(s), freezer(s), oven(s), grill(s), steam table(s), beverage machine(s), dump sink(s), and water heater(s), etc.

- Approved backflow protection must be supplied on all fixtures and equipment with submerged inlets.
- Vacuum breakers must be installed on water inlet lines for dishwashing machines, garbage disposals, and hose bibs.
- Continuous pressure backflow protection devices must be installed on water lines where a valve or shut off is located between the backflow device and the inlet to the equipment / fixture, such as hose reels and pitcher rinsers.
- Indirect drainage is required for all warewashing (3-compartment and dish machines) food preparation sinks, ice bins / machines, beverage machines, and walk-in refrigeration units.
- Kitchen equipment or fixtures may not drain into buckets.

New	Used	Type of Equipment	Manufacturer	# of Equipment / Fixtures
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) www.hayscountytexas.com

Mechanical Warewashing Size & Fixture Information

A spec sheet is required for each item below. Indicate the make and model number for each warewashing machine. Indicate if the machine utilizes heat or chemical sanitizing. Indicate soiled and clean drainboard length, whether a pre-rinse sprayer will be used, and utensil soak sink dimensions.

Make	Model #	Pre-Rinse Sprayer (Yes/No)		Select One: Heat or Chemical Sanitizing	Dimensions (inches) of utensil soak sink (LxWxD)	Length (inches) of soiled drainboard (LxW)	Length (inches) of cleaned drainboard (LxW)
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				

- If heat sanitizing, will a separate booster heater be required? Yes No
- If yes, please complete the below table.

Make	Model #	kW/BTU Rating	Distance from Machine (feet)

Water Supply & Wastewater Service

Select the type of water supply system that services this establishment.

- Submit a copy of the most recent results from a water sample test
- Submit a piping diagram of the disinfection system including, but not limited to, holding tanks, pressure tanks, make and model of treatment system, etc.

For More information: <https://www.tceq.texas.gov/drinkingwater>

Type of System		
<input type="checkbox"/>	TCEQ Public Water System	TCEQ Public Water System ID Number:
<input type="checkbox"/>	Private Water Supply System	In accordance with TCEQ Drinking Water Regulations, private water supply systems will require additional monitoring and sampling.

Select the type of wastewater system that services this establishment.

Type of System		
<input type="checkbox"/>	Municipal / Public Wastewater	Name of provider:
<input type="checkbox"/>	Septic System	Location of system must be clearly indicated on the site plan.



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) www.hayscountytexas.com

Food Handling Procedures

Select what methods will be used in your facility to rapidly cool cooked foods. (check all that apply)

<input type="checkbox"/>	Under Refrigeration
<input type="checkbox"/>	Rapid Cooling Equipment
<input type="checkbox"/>	Ice Water Bath
<input type="checkbox"/>	Shallow Pans
<input type="checkbox"/>	Adding Ice as an Ingredient
<input type="checkbox"/>	Separating Food into Smaller Portions
<input type="checkbox"/>	Other (list methods):

Select what methods will be used in your facility to rapidly reheat cooled foods / leftovers. (check all that apply)

<input type="checkbox"/>	Stove Top / Range
<input type="checkbox"/>	Oven
<input type="checkbox"/>	Microwave / Microwave Toaster
<input type="checkbox"/>	Grill
<input type="checkbox"/>	Other (list methods):

Select what methods will be used in your facility to thaw frozen foods. (check all that apply)

<input type="checkbox"/>	Under Refrigeration
<input type="checkbox"/>	Under Running Water
<input type="checkbox"/>	Microwave / Microwave Toaster
<input type="checkbox"/>	As Part of the Cooking Process
<input type="checkbox"/>	Other (list methods):

Select what methods will be used in your facility to prevent bare-hand contact with ready-to-eat food. (check all that apply)

<input type="checkbox"/>	Gloves
<input type="checkbox"/>	Utensils
<input type="checkbox"/>	Deli Tissue
<input type="checkbox"/>	Dispensing Equipment / Machine
<input type="checkbox"/>	Other (list methods):

Select what methods will be used in your facility to serve ready-to-eat foods. (check all that apply)

<input type="checkbox"/>	Single-Service Tableware
<input type="checkbox"/>	Multi-Service Tableware
<input type="checkbox"/>	Dispensing Equipment / Machine
<input type="checkbox"/>	Other (list methods):



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) www.hayscountytexas.com

Specialty Processes & Hazard Analysis and Critical Control Point (HACCP) Information

The below specialty processes may require additional submittal(s) and/or review. If you use any of the below processes, please identify which.
(check all that apply to your operation)

<input type="checkbox"/>	Smoking food as a method of preservation rather than as a method of flavor enhancement
<input type="checkbox"/>	Curing food
<input type="checkbox"/>	Using food additives or adding components such as vinegar: <ul style="list-style-type: none">• As a method of food preservation rather than as a method of flavor enhancement, OR• To render the food so that it is not time/temperature control of safety food
<input type="checkbox"/>	Packaging TCS Food using a reduced oxygen environment
<input type="checkbox"/>	Operating a molluscan shellfish life support system display tank
<input type="checkbox"/>	Custom processing of animals that are for personal use as food
<input type="checkbox"/>	Sprouting seeds or beans

A Hazard Analysis and Critical Control Point (HACCP) Plan is required for the following procedures. A HACCP Plan must meet the requirements of the FDA Food Code (3-502.12) and a designated work area accessible only to responsible and trained personnel.
(check all that apply to your operation)

<input type="checkbox"/>	Vacuum Packaging (also called reduced oxygen packaging, ROP)
<input type="checkbox"/>	Sous Vide: <ul style="list-style-type: none">• Raw or partially cooked food is vacuum packaged in an impermeable bag, cooked in the bag, rapidly chilled, and refrigerated at temperatures that inhibit the growth of psychotropic pathogens.
<input type="checkbox"/>	Cook-Chill: <ul style="list-style-type: none">• Cooked food is hot filled into impermeable bags which have the air expelled and are then sealed or crimped closed. The bagged food is rapidly chilled and refrigerated at temperatures that inhibit the growth of psychotropic pathogens.



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) www.hayscountytexas.com

Fixed Food Establishment – Required Documents

All Fixed Food Establishments Applications (including renewals) must submit the following documents along with the Application and fee(s).

1. **Floor Plan** – A detailed plan of the fixed food establishment, including but not limited to, the dimensions of the structure, location of all equipment, sinks, and preparation areas.
2. **Menu** – Show all items which are being served at the mobile food establishment.
3. **Site Plan** – Showing the location of the food establishment on the property and identifying any existing or proposed structures and its components, including but not limited to, building(s) septic system(s), and well(s).
4. **Location Map** – Showing the location of the food establishment in relation to a local or state roadway. Such location shall be sufficient in detail to allow County staff to easily find the establishment to conduct any necessary inspections.
5. **Certified Food Manager Certificate** – A current / valid copy of the certificate showing completion of an accredited Certified Food Manager Course.
6. **Equipment Specification (Spec) Sheet(s)** – Each fixture / piece of equipment identified on the application shall have its manual / spec sheet submitted.
7. **Construction Plans** – A set of construction plans including but not limited to, mechanical diagrams/plans, and plumbing diagrams/plans.
8. **Applicant Acknowledgement & Certification** – Signed copy of document



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) www.hayscountytx.com

Applicant Acknowledgement & Certification

- a) I have been given permission by the owner of the Food Establishment, if not the applicant, to submit an application and represent his/her interests in all matters affecting said application.
- b) 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.
- 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) All Food Establishments are to be operated in compliance with all local, state, and federal regulations including but not limited to, the Hays County Development Services Food Establishment Regulations and the FDA Food Code.
- f) Prior to opening, a Pre-Operation inspection will be performed for all new establishments. Any non-routine / re-inspection may be subject to an additional fee.
- g) If operating a Mobile Food Establishment, I attest I have read and understand the “Responsibilities for Mobile Food Establishments” as provided in the application.
- h) Temporary Food Establishment Permits are non-transferable.
- i) A Temporary Food Establishment Permit expires 14 calendar days after issuance. The Permit shall be valid in conjunction with a single event.
- j) Farmer’s Market Permits are not transferable and expire at the end of the calendar year.
- k) Any Permit may be revoked if any false statements are made herein. If the Permit expires or is revoked for any reason, the Establishment must cease operation until a new permit has been issued.

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

Print Name: _____ Phone Number: _____

Signature: _____ Date: _____