



# CITY OF BAYTOWN

## HEALTH DEPARTMENT

P.O. BOX 424, 220 W. DEFEE, BAYTOWN, TX 77522-0424  
PHONE: (281) 420-5384 FAX: (281) 420-7184

## BASIC GUIDELINES FOR APPROVAL OF FOOD ESTABLISHMENTS

\*NOTE: THIS IS A PARTIAL LIST OF BASIC FOOD ESTABLISHMENT GUIDELINES. THIS DOCUMENT IS NOT INTENDED TO COVER ALL REQUIREMENTS OF THE BAYTOWN HEALTH DEPARTMENT. PLEASE CONTACT THE HEALTH DEPARTMENT FOR ADDITIONAL INFORMATION.

### 1. Application:

- A) Any person desiring to operate a food service or food processing establishment shall make written application and pay the non-refundable fee as provided in Chapter 42-178 of City of Baytown Code of Ordinances. Such application shall include, but not be limited to, the following:
- 1) The applicant's full name, post office address and street address;
  - 2) Whether such applicant is an individual, firm, or corporation, and if a partnership, the name of each partner and his address;
  - 3) The location and type of the proposed food service establishment;
  - 4) The signature of the applicant; and
  - 5) All other information deemed necessary by the director of the department of health.
- B) The regulatory authority may not issue a permit or conduct a plans review until all requisite fees have been paid.

### 2. Plans:

- A) When a food service establishment is newly constructed, or extensively remodeled, or when a food service establishment has a change of ownership, or when an existing structure is converted to use as a food service establishment, properly prepared plans and specifications for such construction, remodeling, change of ownership, or conversion shall be submitted to the health department for review and approval before a food service establishment permit may be issued. These plans are in addition to any plans required to be submitted elsewhere in the code.
- B) The plans and specifications shall indicate the proposed layout, arrangement, mechanical plans, types of construction material in work areas and the type and model of proposed fixed equipment to be installed. No food service establishment shall be constructed, extensively remodeled or converted except in accordance with plans and specifications approved by the regulatory authority. Food service establishment owners/operators shall ensure during plans review, construction, and operation that their facilities comply with all applicable ordinances and regulations of the city, including, but not limited to, the city's adopted and amended plumbing, mechanical, electrical, building, fire prevention codes and its zoning and subdivision ordinances.

Continued...

C) The regulatory authority shall inspect the food service establishment prior to the start of operations to determine compliance with the approved plans and specifications, and the requirements of this article.

\*\*Make an appointment with the Health Department for a construction inspection at approximately 80% completion. **There is a \$25.00 fee for plan review.**

3. **Equipment Sanitizing:** A commercially approved dishwasher or a three-compartment sink is required. The three compartment sinks shall be large enough to accommodate any equipment that must be sanitized and have drain boards attached at each end. Adequate storage space for clean equipment must be available.
4. **Hand Basins:** Hand sinks with hot and cold water shall be conveniently located in food preparation areas. Hand towels in a dispenser and soap shall be conveniently located at the hand sink. Electric hand dryers are not allowed in food preparation areas.
5. **Separate Food Preparation Sink Required:** Food preparation is not permitted in sinks used for hand washing or for utility purposes.
6. **Utility Basin (Mop Sink):** A utility basin, physically separated from dishwashing, food preparation and food storage is required. This sink must possess an atmosphere vacuum breaker or have a back-flow prevention device attached.
7. **Restrooms:** All new construction for Food Service Establishments with dining area shall be required to furnish two restrooms available for use by the public. All restrooms shall have:
  - Light colored, smooth, easily cleanable walls to four foot splash level; Automatic vent fans; Mixed hot and cold water faucets; Self-closing doors; Soap and disposable towels or air dryer;
8. **Ceiling and Walls:** All food preparation, food storage and dishwashing areas as well as restrooms and vestibules shall be light colored, smooth, non-absorbent and easily cleanable. Studs, joists and rafters shall not be exposed in any of the areas named above. If exposed in other areas, they shall be finished to provide an easily cleanable surface.
9. **Floors:** Shall be smooth, easily cleanable, and have a non-absorbent surface in the food preparation, food storage, dishwashing area, restrooms and vestibules. Floor to wall junctions shall be covered and sealed.
10. **Lighting:** All food preparation areas, food storage and dishwashing areas lighting shall be shielded against breakage.
11. **Building and Doors:** Shall be sealed to make them insect and rodent proof. Screens shall be installed on all doors and windows that are not self-closing.
12. **Equipment:** Shall be easily moveable, sealed to the floor or elevated at least 6 inches to facilitate cleaning.
13. **Refrigeration:** Adequate refrigeration facilities must be available. All refrigeration and freezers must be provided with and approved and easily readable dial or gauge thermometer (not glass covered or liquid filled).
14. **No unfinished wood surface:** All surfaces in the food preparation and storage areas must be of a smooth, non-absorbent, easily cleanable material.

Continued...

**15. Refuse storage areas:** Approved dumpsters or other covered garbage containers are required. All Garbage areas shall be:

- Adequate in size and convenient to each business.
- On a smooth, non-absorbent material such as sealed concrete.

**16. Adequate dry storage:** Areas will be provided so that all bulk foods, canned goods, equipment and single service items can be stored atleast 6 inches off the floor and the floors under the storage shelves can be easily cleaned.

**17. General storage:** Facilities must be provided for storage of personal items.

**PLEASE NOTE:**

A final pre-opening inspection by the Health Department and a Certificate of Occupancy from the Building Services Inspection Department is required before a Food Permit will be issued.