



CITY OF BAYTOWN

HEALTH DEPARTMENT

Environmental Health, Mosquito Control, Neighborhood Protection,
Stormwater, and Animal Services

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BASIC GUIDELINES FOR APPROVAL OF FOOD ESTABLISHMENTS

*NOTE: THIS IS A PARTIAL LIST OF BASIC FOOD ESTABLISHMENT GUIDELINES. IT IS NOT INTENDED TO COVER ALL REQUIREMENTS OF THE BAYTOWN HEALTH DEPARTMENT. PLEASE CONTACT THE 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.
- B) The regulatory authority may not issue a permit or conduct a plans review until all requisite fees have been paid.

2. Plans & Inspections:

- 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 Building Services at the beginning of the Certificate of Occupancy process. Contact Building Services at 281-420-5394, 2401 Market St Baytown TX 77520, to apply for a Certificate of Occupancy.
- B) All plan submittals will consist of two (2) plan sets. Commercial plans must submit a CD or DVD at the time of application containing a digital copy of their plan set in a vector, searchable PDF file format. The digital file will be required for original submissions as well as correction submittals. Contact Building Services at 281-420-5394 with any further questions.
- C) All final inspections must be scheduled through Building Services final request line at (281) 420-0435. Ensure required information is included when scheduling final inspection (ex. name of establishment, establishment address, and permit number, name of owner, name of contractor, contact phone number and request date of final inspection)

****Make an appointment with the Health Department for a construction inspection at approximately 75% completion. There is a \$25.00 fee for plan review through the Health Department.**

- 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 May be Required:** Food preparation is not permitted in sinks used for hand washing or for utility purposes. Establishment with extensive food preparation and cleaning will be required to install a food preparation sink.
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.
15. **Refuse storage areas:** Approved dumpsters or other covered garbage containers are required. All garbage areas shall:
 - 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 at least 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