



CITY OF LAKE JACKSON

25 OAK DRIVE □ LAKE JACKSON, TEXAS 77566-5289 □ 979-415-2400 □ FAX 979-415-2530

The Health Permit Application will have to be completed and returned with the following:

1. A copy of your menu
2. Certified Food Manager's Certificate
3. Fats, oil and grease assessment checklist

A risk assessment will be done, and you will be informed of the yearly cost of your food establishment license.

Thank you,

Leslie Cancino
Health Inspections
Code Enforcement
979-415-2426

lcancino@lakejacksontx.gov

Permit Fee: _____

Approved by: _____

Permit # _____



Health Permit Application

City of Lake Jackson Health Department
 25 Oak Drive, Lake Jackson, TX 77566 (979) 415-2430 FAX (979) 415-2530

Establishment's Name: _____
 Establishment's Address: _____
 Mailing Address: _____ Phone: _____
 Applicant's Name: _____ DOB: _____
 Applicant's D L #: _____ DL State: _____

Type of Establishment:	Annual Fee: <i>(to be renewed by March 31 each year)</i>	Possible Risk Factors Fees:
<input type="checkbox"/> Large Establishment (10,000 sq. ft. or more)	\$500.00	High Risk Surcharge – 50% of annual fee
<input type="checkbox"/> Small Establishment (<10,000 sq. ft & >1,000 sq. ft.)	\$250.00	
<input type="checkbox"/> Very Small Establishment (<1,000 sq. ft.)	\$125.00	Medium Risk Surcharge – 25% of annual fee
<input type="checkbox"/> Additional Permit, License or Certificate	\$ 75.00	Only Valid Under Same Owner

Please answer the following questions:

(Circle One)

- | | | | |
|--|-------|---------|------|
| 1. Are 50% or more of your employees trained food handlers? | Yes | No | N/A |
| 2. Are Potentially Hazardous Food (PHF) items served? | Yes | No | N/A |
| 3. Are PHF prepared only in individual portions? | Yes | No | N/A |
| 4. Are PHF served unwrapped for consumer self-service, from a buffet or salad bar? | Yes | No | N/A |
| 5. Are PHF cooked, held and reheated? | Yes | No | N/A |
| 6. Are PHF prepared from raw, non-frozen ingredients? | Yes | No | N/A |
| 7. Are PHF extensively handled in preparation? | Yes | No | N/A |
| 8. Are PHF prepared and held before service? | Yes | No | N/A |
| 9. Is a critical population served? (day care, school, hospital, nursing home) | Yes | No | N/A |
| 10. Does this facility have a grease trap? Size _____ | Yes | No | N/A |
| 11. What is the total square feet of the facility? _____ | | | |
| 12. Is the average number of meals or patrons served per day | 0-250 | 250-500 | >500 |

Owner of this Establishment:

Name: _____ Title: _____
 Address: _____ Phone: _____
 Mailing Address: _____ Fax: _____
 Email: _____

Please print - email will be used for informational purposes only. You will not receive spam emails from the City of Lake Jackson.

Person Directly Responsible for this Establishment: (On Site Manager, etc.)

Name: _____ Title: _____
 Address: _____ Phone: _____
 Mailing Address: _____ Fax: _____
 Email: _____

Please print - email will be used for informational purposes only. You will not receive spam emails from the City of Lake Jackson.

The information provided on this application is accurate. This establishment agrees to comply with the Codes adopted by the City of Lake Jackson and is aware of the right to access to the Regulatory Authority as specified within the Health Codes.

Date

Signature

**** Note: Must attach a copy of a current Food Service Sanitation Certificate.**

**

*There must be a certified Food Manager **on staff** at each establishment. (per City Ordinance)*



CITY OF LAKE JACKSON www.lakejackson-tx.gov

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Food Service Establishment Guidelines

New or Remodel

The following information will be needed prior to opening a Food Service Establishment.

BUILDING DEPARTMENT

A **Building Permit Application** must be filled out and applied for. The following information must be submitted with the Building Permit Application.

- PLANS:** Plans drawn to scale (blueprints or contraction drawings) for new construction or renovation of an existing structure must be submitted for approval. Plans should show the layout (identifying equipment and providing an equipment list), arrangement and construction material of the entire proposed food service establishment operations including food preparation, storage areas, dining areas, grease trap and outside garbage storage areas.

HEALTH DEPARTMENT

A **Health Permit Application** must be filled out and applied for. The following information must be submitted with the Health Permit Application:

- A **MENU** or list of all foods and beverages to be served shall be submitted, which also states if foods are prepared from scratch or pre-packaged.
- A **CERTIFIED FOOD MANAGER** must be on staff. A copy of a valid Food Manager's Certification will be required to obtain a Health License.
- PLANS:** A copy of the plans that are to be submitted with the Building Permit Application (see above).

Once permits have been approved and paid for, please feel free to contact the health or building department to ask questions throughout the construction, remodeling or renovation phase.

A **PRE-OPENING INSPECTION** of your establishment (upon your request) must be conducted by the Regulatory Authority once all construction is completed and equipment is in place. An appointment for this inspection should be scheduled 24 hours in advance. This inspection will list all the corrections to be made prior to the final inspection and opening of the establishment.

A **FINAL INSPECTION** is conducted for the purpose of approving the application for a Health License. Before this inspection is conducted, the establishment must be in complete compliance with the City's Ordinance on Food Service Establishments and Building Codes (all clean-up, etc. must be done). This inspection is made upon your request and should be scheduled at least 24 hours in advance.

It is your responsibility to request all inspections from the Building Department, Health Department and Fire Marshal's office.

NOTE: Food and beverages shall not be stored on the premises until after an inspection by the Health Department.

Food Establishment Requirements: Every food establishment in the State of Texas must follow the rules and guidelines set forth in the Texas Food Establishment Rules. (TFER) You may view these rules by following the link below.
<http://www.dshs.state.tx.us/foodestablishments/pdf/TFER2015.pdf>

CITY OF LAKE JACKSON

20 CAR DRIVE
 LAKE JACKSON, TX 77506
 (979) 415 2700 FAX (979) 415 2000
www.lakejackson-tx.gov

FLOORS	LIGHTING
1. Are floor materials grease resistant?	1. Will 50-foot candles be provided to all working surfaces?
2. Impervious and easily cleanable in kitchen & restrooms?	2. Will 30-foot candles be provided to utensil washing, hand washing and toilet room areas?
3. Are floors graded to drain, if drains are provided?	3. Will 20-foot candles be provided in other areas?
WALLS & CEILINGS	4. Will light fixtures be shielded in food prep and utensil washing area?
1. Are walls & ceilings of light color, smooth, nonabsorbent and easily cleanable in the kitchen and toilet room?	GARBAGE
2. Are walls washable?	1. Is an outdoor storage area provided?
3. Is ceiling constructed so no beams/piping is exposed overhead?	2. Is the outdoor storage area provided with a concrete pad with drain to grease trap or sanitary sewer?
TOILET FACILITIES	3. Is a properly designed grease trap provided?
1. Are toilet rooms conveniently located and easily accessible to employees?	4. Are container washing facilities provided?
2. Are toilet room doors self-closing?	5. Are faucets provided with a vacuum breaker or anti-siphon device?
3. Are hand washing sinks provided in each toilet room?	STORAGE AREAS FOOD STORAGE
4. Are toilet rooms mechanically ventilated to the outside?	1. Is shelving constructed from an approved material which is durable, easily cleanable, non-absorbent and light colored?
5. Are employee lockers/storage or dressing areas provided?	2. Is shelving constructed to meet the six-inch minimum floor clearance or sealed to the floor?
PLUMBING	3. Is there sufficient space available for all non-perishable products?
1. Is all plumbing acceptable to the plumbing code?	EQUIPMENT STORAGE
2. Is water supplied equipment installed to prevent back siphonage?	1. Is shelving constructed from an approved material which is durable, easily cleanable, non-absorbent and light colored?
3. Are indirect waste lines used where needed?	2. Is shelving constructed so all underlying areas can be reached with brooms and mops?
4. Are any sewers exposed over food preparation or storage areas?	3. Is there sufficient space available for dirty and clean equipment?
INSECT AND RODENT CONTROL	XL EQUIPMENT
1. Are outer openings properly protected by doors, screens or fans?	1. Is refrig./freezer equipment provided with integral thermometers?
2. Are outer doors and windows self-closing?	2. Will floor or wall mounted equipment be installed on 6" legs, sealed to floor or wall, on casters, or a combination?
3. Are floors, walls & ceilings finished around ducts, pipes & cables?	3. What method of dishwashing will be used? Manual Mech Hot Water Sanitize Chemical Sanitize
VENTILATION	4. Is a separate hand washing sink within reach of food prep stations?
1. Will sufficient ventilation be available?	5. Is a three-compartment sink with drain boards provided?
2. Is hood sized to allow 2" overhang on all sides of cooking equipment?	6. Is a preparation sink provided?
3. Are filters removable?	7. Is sufficient refrigeration/freezer space provided?
4. Are grease troughs provided?	8. Is sufficient hot holding equipment provided?
5. Is sufficient CFM exhausted based on hood size location?	9. Is sufficient food preparation surface provided?
SMOKING ORDINANCE	
1. Does every entry door have a "No Smoking" sign or symbol?	
2. Are permitted smoking areas separated from other areas by demarcated solid wall isolation and separate ventilation system?	
CUSTODIAL	
1. Is a mop sink provided?	
2. Is a storage area provided for mops, brooms, etc.?	
3. Is there a storage area for cleaning & toxic materials?	



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IMPORTANT INFORMATION!!!

Food Managers and Handlers

Please note that all Food Establishments are required to follow the Texas Food Establishment Rules and local City of Lake Jackson Ordinances.

1. Sec. 50-43. Food manager certification.

- (a) By October 1, 2014, all food service establishments that have six (6) or more food handlers on duty at any time are required to have at least one certified food manager on duty during all hours of operation.
- (b) By October 1, 2014, food service establishments that have five (5) or less food handlers on duty at any time are required to have at least one certified food manager employed in a managerial capacity and shall have at least one certified food handler on duty during all hours of operation.
- (c) Temporary food establishments and establishments that serve, sell, or distribute only prepackaged non-TCS (**time-temperature control for safety**) foods are exempt from this section.

Food handler certification

- (d) **Except in a temporary food establishment and if already a certified food manager, all food employees shall successfully complete an accredited food handler training course, within 30 days of employment.**
- (e) **The food establishment shall maintain on premises a certificate of completion of the food handler or food manager training course for each food employee.**
- (f) **The requirement to complete a food handler training course shall be effective September 1, 2016.**

We would appreciate your cooperation in making sure that all your employees are educated in proper food handling and observe proper Food Safety. For more information, please visit the Texas Department of State Health Services Web Site at <http://www.dshs.state.tx.us/foodeestablishments> or the City of Lake Jackson Code of Ordinances at www.lakejackson-tx.gov

If you have any questions regarding this matter, please contact the Health Department at 979-415-2430.

Sincerely,

Leslie Cancino
Health & Code Enforcement Officer



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Food Manager's Food Service Sanitation Certification

Every Food Establishment in the City of Lake Jackson must have a Certified Food Manager on staff and present at each establishment during business hours. A copy of the certificates must be given to the Health Department. *City of Lake Jackson Code of Ordinances Sec. 50-51*

Certification is obtained by passing a Department of State Health Services (DSHS) approved certified food manager examination. The examination may be taken at any licensed Certification Training Program, Test Site, Online Exam or National Exam provider. Certification is valid for five years. For more information, please visit the Department of State Health Services web site at: www.dshs.state.tx.us/foodestablishments/CFM.shtm

Food Handler's certification can also be obtained through these sites.

Online and classroom courses

- Safeway Certifications
www.safewayclasses.com
- SERV Safe
www.servsafe.com
- National Registry of Food Safety Professionals
www.nrfsp.com
- Learn 2 Serve
www.learn2serve.com
- Brazosport College Continuing Education:
<http://brazosport.360training.com>
Food Safety Manager Certification Examination & Prep Course
- State Food Safety
<http://www.statefoodsafety.com/products/texas>
available in English, Spanish, Chinese, Vietnamese, Korean and ASL.

Certified Food Manager – In depth training class required for all Restaurants

Certified Food Handler – Basic course for food prep personnel



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IMPORTANT INFORMATION!!!

Grease traps/interceptors must be serviced every 90 days (3 months)!

Grease traps/interceptors must be serviced a minimum of once every three (3) months, and a copy of the complete service report must be sent to the City of Lake Jackson within 10 days of the service, per City Ordinance and Texas State Law. The service report must be complete including the Disposal Site information or it will not be accepted.

If you have not had your grease trap/interceptor serviced within the past 3 months, then this must be done immediately! If you had your grease trap/interceptor service, but failed to submit your service report, then make sure this is done immediately.

Every establishment is required to maintain a Grease Trap Log to record grease trap/interceptor services.

You may fax the service report to 979-415-2530.

You may email the service report to lcancino@lakejacksontx.gov

If you are unable to fax or email the report you may mail, or hand deliver to: The City of Lake Jackson
Attention: Health Dept.
25 Oak Drive
Lake Jackson, TX 77566

This item is mandatory for all Food Establishments with a Grease Trap/Interceptor. ***Court Citations may be written to owners and managers that do not have the grease traps/interceptors serviced, and/or do not supply the service report/manifest to the City.***

*Please note that some establishments may be required to service their grease traps/interceptors more often than every 90 days. *

If you have any questions regarding this matter, please contact the Health Department at 979-415-2430.

Sincerely,

Leslie Cancino
Health & Code Enforcement Officer



Grease Traps must be serviced once every three months.

The Grease Trap Report/Manifest must be faxed to the Lake Jackson Health Department at (979) 415-2530.

Date Grease Trap Serviced	Company Called	Date Report Faxed to City

Fats, Oil and Grease Management

Food Service Assessment Checklist

This checklist will help food service owners/operators identify sources of fats, oil and grease and how they are being managed. By completing this checklist, the user will know if current practices are adequate to minimize FOG discharges to the municipal sewer system. Improper FOG disposal can result in costly and unhealthy sanitary sewer overflows and back-ups directly into the food service facility.

General Food Service Establishment Information

1. Facility Name: _____ Date: _____
2. Facility Address: _____
3. Facility Owner: _____ Facility Manager: _____
4. Type of food service operation (café, cafeteria): _____
5. Responsible person/organization: _____
6. Hours of operation: _____
7. Number of meals served/day: _____
8. Number of seats: _____

Fats, Oils and Grease Trap/Interceptor

1. Type (under the sink, in-ground, automatic): _____
2. Number of Units: _____
3. Size: _____ gallons
4. Location: _____

Grease Trap/Interceptor Maintenance

1. Pump out schedule (quarterly, monthly, weekly, etc.): _____
2. Pumper/service provider: _____
3. Yes No Maintenance log available on-site
4. Yes No is management observing pumping to ensure it is done properly?
5. Yes No Does service include complete pumping/cleaning of the trap and sample box, not just removing the grease layer?
6. Yes No is the vault refilled with clean water, not with water already pumped out?
7. Yes No Are enzymes/bacteria used? If yes, vender name _____

Kitchen Equipment/Devices

Are the following kitchen devices plumbed to discharge to the grease trap/interceptor?

1. Yes No Dishwashers
2. Yes No Pot sinks, multi-compartment sinks, mop sinks, pre-rinse sinks
3. Yes No Floor drains
4. Yes No Food steamers
5. Yes No Food grinders/pulpers
6. Yes No Steam kettle(s)
7. Yes No Can washer(s)

Other: _____

Are the following cleaned or maintained periodically? Is the cleanup water discharged to the grease trap? If not, where is it discharged? _____

1. Yes No Exhaust hoods and filters
2. Yes No Floor mats, floors, and grill tops
3. Yes No Exterior of the grease trap/interceptors
4. Yes No Dumpsters/trash cans
5. Yes No Parking lots, sidewalks,
6. Other: _____

Dry Cleanup

1. Yes No are serving wares, utensils or food preparation surfaces wiped clean before washing?
2. Yes No Do employees know not to allow FOG or food wastes into the drains? Are employees instructed to use dry methods before using water for cleanup?
3. Yes No are employees provided the necessary training and tools (rubber scrapers, brooms, absorbent materials for spills) for dry cleanup?

Spill Cleanup and Prevention

1. Yes No are cleanup kits in visible and accessible areas?
2. Yes No Are employees provided with adequate conveyance methods/tools (ladles, containers with lids) to prevent oil and grease spills while transferring from inside the restaurant to the outside storage bin?
3. Yes No is there a designated employee(s) to manage/monitor cleanup?

Employee Awareness Training

1. Yes No have employees received training on BMPs for handling oil and grease (spill prevention, dry cleanup, etc.)?
2. Yes No Are employees involved in keeping FOG out of drains?
3. Yes No Are signs posted in key areas that remind staff to keep oil and grease out of the drains?
4. Yes No are new employees trained on FOG BMPs and existing employees trained on a routine basis (quarterly)?

Grease Disposal

1. Yes No Are the outside oil and grease storage bins kept covered?
2. Yes No Are the outside storage bins located away from storm drains and catch basins?
3. Yes No Are Dumpsters and grease recycling bins cleaned and checked for leaks often?
4. Yes No is there a spill prevention plan and materials available in the event of a spill?

Grease Management Contractors

1. Yes No Does our hauler/renderer have the proper legal licenses and permits to handle the oil and grease waste?
2. Who do you contact when there is a problem? _____
3. Yes No Do you know how and where the waste grease is sent for final disposal?