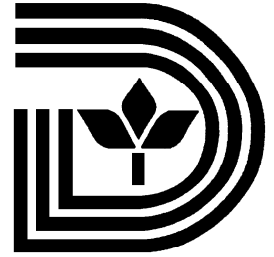


FOOD ESTABLISHMENT PERMIT APPLICATION CHECKLIST



CITY OF DALLAS

REQUIRED DOCUMENTS FOR FOOD ESTABLISHMENT PERMIT Dallas Building Code Chapter 17

As a service to our customers, we accept food establishment permit applications, fees and issue numbered applications for the Department of Environmental and Health Services when a customer applies for a building permit or new certificate of occupancy. Restaurants, bars, food service/preparation areas (convenience stores) require a food permit. Excluded establishments are listed in Sec. 17-1.6.

Submission with building permit applications

Two sets of plans showing floor plan, fixture and equipment layout, room finish schedule, location of floor and hub drains should be submitted with the required plans for review. The applicant should also submit the completed food establishment permit application (long form) completed by the food establishment owners (not contractor or messenger).

Prescreeners will review long form application for completeness and constancy with permit application (sample). If the owner is a corporation, the Articles of Incorporation should be submitted with application or advise customer to mail or bring into the Health Department, 8035 E. R.L. Thornton #210, Dallas, TX 75228 (2145) 670-8083.

Numbered applications (short form) will be obtained from cashiers and filled out by prescreen staff with the appropriate information (sample) Staff will advise the customer to read, sign, list title, and date application (sample). On the short form anyone may sign for the business owners. Write the customer a receipt showing amounts paid, establishment address and receipt number from the short form application. The cashier buffers the invoice with amounts paid and returns the white and pink copy to prescreener. Give the customer the white B.I. invoice, the goldenrod copy of the short form application, the information sheet along with any other permit information necessary.

Copy the BI invoice and long form application and attach to the building permit application, then forward with plans for review as usual

Place completed long form, short form and pink BI invoice in the health box.

I, _____ have read the above information and acknowledge that all required documents have been provided.

Please Print

Signature _____

Date _____

FOOD ESTABLISHMENT PERMIT APPLICATION CHECKLIST



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Continuation of Requirements For Food Establishment Permit

Submission after routing to plan review

If the customer does not have the completed long form with an authorized signature, plans etc. accept the building permit noting food permit required. Give the customer a copy of long form application and grey copy of guidelines to give to the business owner. Route plans a usual. Advise the customer he needs to have the application, plans or fees brought to our cashiers' office before the health department does the review.

Cashiers will follow procedures outlined above and staff from Room 105 will pick up application and attach info/plans to permits/plans submitted.

Submission with certificate of occupancy only

If the customer is doing a new CO only and has all necessary food permit information, attach paper work to application and follow standard procedure. Do not charge customer \$50 plan review. If the customer does not have food permit information, (other considerations being approved) issue CO noting that a food permit needs to be applied for. Give customer information and refer to Health Department.

I, _____ have read the above information and acknowledge that all required documents have been provided.

Please Print

Signature _____

Date _____