



## ***Corsicana - Navarro County Public Health District***

115 W. Collin St.- Corsicana, Texas 75110  
Telephone (903) 874-6711 – Fax: (903) 872-8014  
navarrohd.org

### **Food Establishment Pre-Permit Checklist**

PERMIT FEES ARE NOT REFUNDABLE AND NOT TRANSFERABLE.

**ALL FOOD PERMITS EXPIRE ON DECEMBER 31<sup>ST</sup>.**

- Ensure your facility meets the Texas Food Establishment Rules and applicable city ordinances.
- Apply for a Certificate of Occupancy in your city.
- Once the city issues a C.O. you can come to the Health Department and apply for the Food Establishment Permit, pay the fee and the Corsicana-Navarro County Health District will schedule an inspection appointment.
- Once the inspection is complete and passed, a permit will be issued and mailed to the business mailing address.
- The Permit is good for 1 year, is non-refundable, non-transferable, and due on December 31<sup>st</sup> each year.
- You must always display the Permit prominently in the business.
- The Permit holder is responsible for renewal.
- The late fee will be \$100. If the Permit fee and late fees are not paid by the end of January, then the Health Inspector will close the business until all fees are paid.
- Thirty days after opening, all employees are required to have a Food Service Handlers Certificate from an online Texas Accredited Food Handlers course and one registered Food Service Manager is required to always be onsite during hours of operation.



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### **Food Establishment Inspection Guidelines**

This document is a guideline provided for persons interested in opening a Food Establishment within the Navarro County limit. It is our intention that this information be utilized by architects, contractors, builders, and owners so that new and remodeled construction fully complies with The Texas Food Establishment Rules (TFER). These are Health & Food Safety requirements only. These requirements are in addition to any requirements from other City Departments and are not to be interpreted as replacing requirements from other City Departments.

#### **INTERIOR FINISHES, FIXTURES & EQUIPMENT**

##### **FLOORS**

**FLOORS AND FLOOR COVERINGS** – Floors in food prep areas, food storage areas, utensil-washing areas, walk-in refrigeration units, dressing rooms, locker rooms and toilet rooms shall be designed, constructed, and installed so they are smooth and easily cleanable, with floor and wall junctures coved, and enclosed or sealed, and shall be maintained in good repair. Areas in Food Establishments, which use water flushing for floor cleaning, shall:

- Be provided with floor drains.
- Be graded to drain.
- Have floor and wall junctures coved and sealed.

Food Establishments, which use cleaning methods other than water flushing for floor cleaning, shall have the floor and wall junctures covered and closed to no larger than 1 mm (one thirty-second inch).

Utility service lines and pipes may not be unnecessarily exposed. Any exposed utility service lines and pipes shall be installed so they do not obstruct or prevent floor cleaning. Exposed horizontal utility service lines and pipes may NOT be installed on the floor.

Floor covering such as carpeting, or similar material, may NOT be installed as a floor covering in food preparation areas, walk-in refrigerators, ware-washing areas, hand-washing areas, toilet rooms, refuse storage rooms, or other areas where the floor is subject to moisture, flushing, or spray cleaning methods. If carpeting is installed as a floor covering in areas other than those specified here, it shall be:

- Attached securely to the floor with a durable mastic, by using a stretch and tack method.
- Installed tightly against the wall under the coving or installed away from the wall with a space between the carpet and the wall, with the edges of the carpet secured by metal stripping or some other means.

Mats and duckboards shall be designed to be removable and easily cleanable.

**FLOOR DRAINS** - At least one floor drain shall be provided, with a total number subject to approval. Properly installed, trapped floor drains shall be provided in floors that are water flushed for cleaning or that receive discharge of water or other fluid waste from equipment or in areas where pressure spray methods for cleaning equipment are used. Properly trapped floor drains are required in all restrooms and in food preparation areas. Such floors shall comply with construction requirements and shall be graded to drain.

## **WALLS & CEILINGS**

**WALLS** – In all areas where Food Establishment operations are conducted, walls shall be smooth, durable, and easily cleanable. All wall covering materials and coatings shall be attached so that they are easily cleanable. Concrete, porous blocks, or bricks used for indoor wall construction shall be finished and sealed to provide a smooth, nonabsorbent, easily cleanable surface, except in areas used only for dry storage. Walls of non-supporting partitions, walk-in refrigeration units, food prep areas, equipment and utensil-washing areas, toilet rooms, and vestibules, shall be light in color. Wall attachments such as light fixtures, ventilation system components, vent covers, wall mounted fans, decorative items, and other attachments shall be easily cleanable. In a consumer area, wall surfaces, decorative items, and attachments provided for ambiance need not meet this requirement, if they are kept clean. Wall studs may not be exposed in areas subject to moisture, except in Temporary Food Establishments.

**CEILINGS** – In all areas where food establishment operations are conducted, ceilings shall be smooth, durable, and easily cleanable. All ceiling materials and coatings shall be attached so that they are easily cleanable. Ceilings of walk-in refrigeration units, food prep areas, equipment and utensil-washing areas, toilet rooms, and vestibules, shall be light in color. Ceiling attachments such as light fixtures, ventilation system components, vent covers, ceiling mounted fans, decorative items, and other attachments shall be easily cleanable. Ceiling joists and rafters may not be exposed in areas subject to moisture, except in Temporary Food Establishments.

## **LIGHTING**

**All light fixtures and light bulbs in food areas must be shatterproof or shielded.**

At least 50 foot-candles of light shall be provided to all working surfaces and equipment where:

- Employees work with food.
- Employees work with utensils.
- Employees work with equipment such as knives, slicers, grinders, saws, etc.
- Employee safety is a factor.

At least 20 foot-candles of light shall be provided to all surfaces and equipment in:

- Food prep areas.
- Utensil-washing areas.
- Hand-washing areas.
- Restrooms.
- Self-service buffets and salad bars.
- The interior of reach-in and under-counter refrigerators.
- Areas where fresh produce or packaged foods are sold or offered for consumption.

At least 10 foot-candles of light, at a distance of 30 inches from the floor, shall be provided in:

- Walk-in refrigeration units.
- Dry food storage areas.
- All other areas and rooms during periods of cleaning.

## **SINKS**

**The Regulatory Authority will have final approval of the quantity, type, and location of all required sinks.**

**HAND WASH SINKS** – The number of hand-wash sinks required will be at least one, but up to a number necessary for convenient use by employees. Hand-wash sinks shall be equipped to provide water at a temperature of at least 100°F, through a mixing valve or combination faucet. Steam-mixing valves may not be used at hand-wash sinks. Self-closing, slow-closing, or metering faucets shall provide a flow of hot water for at least 15 seconds, without the need to reactivate the faucet. Hand-wash sink(s) shall be located:

- To allow convenient use by employees in food preparation, food dispensing, and ware-washing areas.
- In, or immediately adjacent to, toilet rooms.

**WARE WASH SINK** - A minimum of one 3-compartment sink is required. A 3-compartment sink shall be used if washing, rinsing, and sanitizing of utensils and equipment is done manually. Sink compartments shall be large enough to permit the complete immersion of all utensils and equipment, and each compartment shall be supplied with hot and cold potable running water. Suitable equipment to aid in the washing, rinsing, and sanitizing process shall be made available. Two drain boards, adjacent to each end of the 3-compartment sink, are required, unless otherwise approved by the Regulatory Authority. Proper handling of soiled utensils prior to washing, and proper handling of cleaned and sanitized utensils, shall be maintained.

**NOTE:** The use of a mechanical dishwashing machine does not exempt a Food Establishment from the requirement of at least one 3-compartment sink. Dishwashing machines shall be operated in accordance with manufacturer's instructions, and utensils and equipment placed in the machine shall be exposed to all dishwashing cycles. Automatic detergent dispensers, wetting agent dispensers, and liquid sanitizer injectors, if used, shall be properly installed and maintained. Test strips must be provided on site.

**SERVICE/MOP SINK** - At least one service sink, or one curbed cleaning facility, equipped with a floor drain, shall be provided and conveniently located for the cleaning of mops or similar wet floor cleaning tools, and for the disposal of mop water and similar liquid waste. Toilets, urinals, or showers may not be used as a service sink for the disposal of mop water and similar liquid waste.

**FOOD PREP SINK** – At least one food prep sink will be required for washing fruits and vegetables, thawing, or any other food prep procedures that DO NOT include washing and sanitizing equipment/utensils, or hand washing.

## **TOILET FACILITIES**

At least one toilet, and not fewer than the number of toilets required by the International Plumbing Code, should be provided. If urinals are substituted for toilets, the substitution shall be made as specified in the International Plumbing Code.

## **VENTILATION HOODS**

Ventilation hoods and devices shall be sufficient in number and capacity, to keep rooms free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke, and fumes, in order to prevent drips onto food or food contact surfaces. Filters, or other grease extracting equipment, shall be readily removable for cleaning and replacement, if not designed to be cleaned in place. Residential-type hoods or re-circulating air hoods will not be allowed in commercial establishments.

## **FIRE SUPPRESSION**

Fire suppression equipment in the hood may be required. Please call the local Fire Marshal's office or City Building Department office for permitting requirements for commercial fire suppression and sprinkler systems.

## **EQUIPMENT AND UTENSILS**

Equipment and utensils shall be designed and fabricated for durability under conditions of normal use, and must be resistant to denting, pitting, chipping, and rust. Equipment shall be commercial-grade and NSF-approved or equivalent and/or approved by the regulatory authority.

Food contact surfaces must be durable, non-absorbent, easily cleanable, free of cracks, crevices, seams, and impervious to liquids. Non-food contact surfaces must be easily cleanable and kept in good repair. Floor mounted equipment must be on legs or casters, and a minimum of six inches off the floor, or be sealed to the floor. Space must be provided between walls and fixtures to permit easy access for cleaning. Refrigerators/freezers must be commercial grade, NSF-approved, and each unit must have a visible and accurate thermometer. Walk-in refrigeration units must be commercially built and have interiors of impervious, non-absorbent materials. Wood or particleboard surfaces in walk-in refrigeration units are not allowed. Shelving must be resistant to rust.

## **LAUNDRY FACILITIES**

On-premises laundry facilities shall be used ONLY for the washing and drying of items used in the operation of the Food Establishment. The washer and dryer must be located in a separate room, where there is no exposed food, cleaning equipment, utensils and single-use service items.

## **WATER, PLUMBING & WASTE**

### **GENERAL**

Plumbing shall be sized, installed, and maintained according to the International Plumbing Code. Cross-connections between the potable water supply and any non-potable, questionable water supply, or any source of pollution through which the potable water supply might become contaminated, are not allowed. Non-potable water systems are not allowed.



## **BACKFLOW**

Devices to protect against backflow and back siphonage are required at all fixtures and equipment where an air gap, at least twice the diameter of the water supply inlet, is not provided between the water supply inlet and the fixture's flood level rim. A hose cannot be attached to a faucet without a backflow prevention device.

## **GREASE TRAPS & GREASE INTERCEPTORS**

A grease trap or grease interceptor is required and shall be located to be easily accessible for cleaning, operation, and maintenance. Location must be approved by the Regulatory Authority and should not be located within an area where food is held, prepared, stored or transferred. All grease traps and interceptors shall be approved by the City Building Department prior to installation, unless otherwise approved by the Regulatory Authority. Grease separators designed to be serviced manually by food establishment employees are not allowed. All full-service Food Establishments shall pump their interceptor a minimum of once every 90 days (4 times per year). All other Food Establishments, including day cares, schools, and establishments providing only pre-packaged foods, as determined by the Regulatory Authority, shall pump their interceptor at a minimum of once semi-annually (at least 2 times per year). The Regulatory Authority may require more frequent pumping upon assessment, or at his or her discretion. All liquid waste generators are required by Ordinance to keep a copy of all trip tickets for a period of 2 years. The Regulatory Authority may inspect these records at random, during normal business hours.

## **WATER HEATERS**

Water heaters must be of adequate size to provide enough hot water on demand, at the required temperatures, for all hand washing, dish washing, and cleaning fixtures.

## **REFUSE/WASTE STORAGE AREAS**

Refuse storage areas, which are not within a screened rear service area, and which are visible from a public right-of-way, shall be visually screened by a solid masonry wall on at least three sides, and comprised of materials and colors which match the main structure. The wall shall be high enough to completely screen the refuse storage area from view. The fourth side, which is to be used for garbage pickup service, shall have a solid metal gate, to secure the refuse storage area. Each refuse facility shall be located to facilitate pickup by refuse collection

agencies. Reinforced concrete paved areas are required for refuse facilities and their approaches. Refuse bin sizing, service, and approach are to be determined by the contracted waste disposal service company and is based on the needs of the establishment.

## **OPERATIONS**

### **MANAGEMENT PERSONELL & CERTIFICATIONS**

All Food Establishments are required to have an employee who has completed and passed a course to become a Certified Food Protection Manager on site at all times, as defined and accredited by the Texas Department of State Health Services. The following provisions apply to all Food Establishments:

- A Certified Food Protection Manager is required to be on premises and on duty during ALL times of operation, including times before or after normal business hours, if employees are conducting food prep operations.
- Limited and Temporary Food Establishments are exempt from this section.
- The Regulatory Authority may require additional Certified Food Protection Managers, in sufficient number to ensure that all areas and times of food preparation and food service are under the direction of a Certified Food Protection Manager.
- All food employees, who are not Food Protection Manager Certified, are required to successfully complete a Food Handler course, as defined and accredited by the Texas Department of State Health Services, within 30 days of employment and be issued a card reflecting satisfactory completion.
- Proof of all Food Protection Manger Certifications and Food Handler Certifications are required to be kept at the establishment, at all times.

**PLEASE NOTE:** A Health Permit **WILL NOT** be issued until documentation is provided for all necessary Certified Food Protection Managers.

### **FOOD STORAGE**

All food and food supplies, including disposable, single-serve containers, and utensils, **MUST** be stored at least six inches above the floor, and be covered and protected at all times. Food may not be stored:

- In locker rooms.
- Toilet rooms.
- Dressing rooms.
- Garbage rooms.
- Mechanical rooms.



- Under sewer lines.
- Under leaking water lines.
- Under lines or equipment with condensation.
- Under open building structural elements.
- Under other sources of contamination.

Shelving must be:

- Kept in good repair.
- Impervious to liquids.
- Easily cleanable.
- Resistant to rust.
- Free from flaking paint or coatings.

## **FOOD PROTECTION**

Sneeze guards are required for all buffets, salad bars, and any other location where contamination of food, by the consumer, is possible. Sneeze guards shall have a minimum height of 4'6", with a maximum height of 5'0", from the floor. All sneeze guards shall meet NSF standard 2. Clean plates shall be made available and required of patrons for return trips to food bars. A sign to this effect shall be posted at salad bars and buffet tables.

## **INSECT & RODENT CONTROL**

**GENERAL** - Effective measures intended to minimize the presence of rodents, flies, cockroaches, and other insects on the premises shall be utilized. The premises shall be kept in such condition as to prevent the harborage or feeding of insects or rodents. Food Establishments may not place pest control devices, such as "bug zappers" or flypaper, in such a manner that they pose a risk of food contamination, in food prep areas, cooking areas, serving areas, or dining areas.

**OPENINGS** - Openings to the outside shall be effectively constructed in order to prevent the entrance of insects and rodents. Tight-fitting, self-closing doors with door sweeps, closed windows, screening, controlled air currents, or other means shall be utilized. Screening material shall not be less than 16 mesh to the inch. Drive-thru windows must be self-closing.

## **CHEMICAL STORAGE**

Pesticides, cleaning supplies, and other chemicals used in the operation of the establishment, must be stored separately from any food, food supplies, single-service items, and be stored separately from each other. All chemicals must be properly labeled with the name of the chemical contents, including all spray bottles.

## **PERSONAL BELONGINGS**

Personal belongings must be kept in a designated area, separate from food storage areas, food prep areas, and food supplies. If lockers are used, they are to be kept clean, and in good repair.

**\*PLEASE NOTE:** THIS IS A PARTIAL LIST OF THE BASIC FOOD ESTABLISHMENT GUIDELINES. IT IS NOT INTENDED TO COVER ALL THE REQUIREMENTS OF THE CORSICANA-NAVARRO COUNTY PUBLIC HEALTH DISTRICT, LOCAL MUNICIPALITIES OR STATE LAWS GOVERNING RETAIL FOOD SALES OR SERVICES. PLEASE CONTACT THE DEPARTMENT FOR ADDITIONAL INFORMATION OR SEE THE TEXAS FOOD ESTABLISHMENT RULES (TFER) SEPTEMBER 2021 AT:

<https://www.dshs.texas.gov/foodestablishments/laws-rules.aspx>

**ADVISORY:** Section 228.22 (a) of the Texas Food Establishment Rules provides that “The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment, may prohibit the sale of some or TCS foods, and when no health hazard will result, may waive or modify requirements of these rules.” Failure to comply with these requirements may result in the immediate suspension of the permit and assessment of penalties as provided by the Texas Health and Safety Code, Chapter 437.



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### **Requirements for Catering Vehicles**

Catering vehicles are designed to deliver prepared foods for catered events. To operate a mobile vehicle within the Navarro County limit, the following requirements must be met.

#### **Central Preparation Facility (Commissary)**

All catering vehicles must operate from a permitted central preparation facility to which the vehicle must report daily for supplies, cleaning, and servicing. If the applicant does not own the central preparation facility, a Central Preparation Facility Approval form must be completed and submitted to the County Health Department for approval. All central preparation facility forms must be notarized if the owner cannot be present in our office at the time of signing.

The central preparation facility must meet the following requirements:

- a) The facility must be permitted and inspected by a regulating health authority.
- b) The facility must provide for storage of food and single service articles, washing and sanitizing of food contact equipment, disposal of wastewater, washing of vehicles, and storage of vehicles over-night. Residential homes or apartments will not be permitted as central preparation facilities for catering vehicles.
- c) If the central preparation facility is located outside the city limits or county, a copy of the State, County, or City permit and current sanitation inspection report for foods prepared or manufactured must be submitted.

#### **Construction**

- a) The vehicle must be an enclosed, commercial-type vehicle with smooth, easily cleanable walls, floors and ceiling. No carpet is allowed.
- b) Vehicles must be in good repair and have a current registration and safety inspection sticker from the Texas Department of Motor Vehicles.
- c) Equipment used for maintaining potentially hazardous food at the proper temperature must be commercial grade/NSF approved. Examples include, but are not limited to, thermal insulated transporting units, mechanical refrigeration, and similar equipment. Thermometers must be provided for each food holding unit and available for checking food temperatures.
- d) Liquid waste, including beverage syrups, must be collected in a holding tank, and disposed of into a sanitary sewer at the central preparation facility location.
- e) The firm name, address, and phone number must be on both sides of the vehicle in at least two-inch (2") letters in contrasting letters.
- f) No empty vehicles will be permitted. Bring items that you would use at a typical catering event such as gloves, probe thermometer, equipment, utensils, temperature logs.

## **Operation**

All catering vehicles must meet all applicable requirements of the City or/and County Health Code Including:

- a) All food must be transported in approved insulated units (electrical heat, mechanical refrigeration or cambros) to maintain required temperatures for potentially hazardous food.
- b) All potentially hazardous food must be maintained at the proper temperature at all times. Cold foods must be maintained at 41°F or below; hot foods must be maintained at 140°F or above.
- c) Food containers and all serving articles must be stored and dispensed in a manner to prevent contamination.
- d) No food may be sold from a catering vehicle. The vehicle is strictly used to transport the food and equipment to the catering site.
- e) The exterior and interior of the vehicle must be kept clean and in good repair.

## **Permit Requirements**

It is a violation of the Health Department to operate catering services without a current Catering Permit. A permit will be issued upon:

- Completion of the application
- Payment of annual permit fee of \$300.00.
- Satisfactory completion of the inspection of the construction and sanitation of the unit
- Presentation of the current automobile insurance card
- Presentation of the current DMV registration receipt
- Presentation of a current Food Manager Certificate (person in charge)
- Presentation of a valid Texas Drivers' License (person apply for the permit)

All vehicles must be inspected and permitted prior to expiration each year.

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# Corsicana-Navarro County Public Health District

115 W. COLLIN ST. - CORSICANA, TX 75110  
TELEPHONE (903)874-6711 - FAX (903)872-8014

## Food Application

PERMIT FEES ARE NOT REFUNDABLE AND NOT TRANSFERABLE. ALL FOOD PERMITS EXPIRE ON DECEMBER 31ST

Business Name: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Business Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Corporate Name: \_\_\_\_\_

Corporate Phone #: \_\_\_\_\_

Corporate Address: \_\_\_\_\_

Corporate Fax #: \_\_\_\_\_

Please check the appropriate blanks that apply to your food business.

- |  |         |  |
|--|---------|--|
| <input type="checkbox"/> Application Fee (New Business or Change of Ownership) | \$50    | Plus items marked below.   |
| <input type="checkbox"/> Plan Review (New or Remodel)                          | \$100   |  |
| <input type="checkbox"/> Annual Food Service Fee                               | \$200 + | \$5.00 x ____ (number of employees + owners)                                       |
| <input type="checkbox"/> Grill/Kitchen   | \$200   | Additional to Annual Food Service Fee  |
| <input type="checkbox"/> Alcoholic/Nutrition/Coffee Bar                        | \$200   | Additional to Annual Food Service Fee  |
| <input type="checkbox"/> Catering/Mobile                                       | \$300   | Additional to Annual Food Service Fee  |
| <input type="checkbox"/> Grocery/Convenience Store - Annual Fee                | \$200 + | \$5.00 x ____ (number of employees + owners)                                       |
| <input type="checkbox"/> Bakery (within grocery store)                         | \$200   | Additional to Grocery/Convenience store Fee  |
| <input type="checkbox"/> Deli (within grocery/convenience store)               | \$200   | Additional to Grocery/Convenience store Fee  |
| <input type="checkbox"/> Grocery (within grocery/convenience store)            | \$200   | Additional to Grocery/Convenience store Fee  |
| <input type="checkbox"/> Meat Market (within grocery store)                    | \$200   | Additional to Grocery/Convenience store Fee  |
| <input type="checkbox"/> Produce (within grocery store)                        | \$200   | Additional to Grocery/Convenience store Fee  |
| <input type="checkbox"/> Seafood (within grocery store)                        | \$200   | Additional to Grocery/Convenience store Fee  |
| <input type="checkbox"/> Sushi (within grocery store)                          | \$200   | Additional to Grocery/Convenience store Fee  |
| <input type="checkbox"/> Catering Units (within grocery store)                 | \$200   | Additional to Grocery/Convenience store Fee  |
| <input type="checkbox"/> Mobile Food Units (MFU) - General & Push Cart         | \$400 + | \$5.00 x ____ (number of employees & owners)                                       |
| <input type="checkbox"/> Snow Cone Businesses                                  | \$300 + | \$5.00 x ____ (number of employees & owners)                                       |
| <input type="checkbox"/> Day Care  | \$300 + | \$5.00 x ____ (number of employees & owners)                                       |
| <input type="checkbox"/> County Jail   | \$300 + | \$5.00 x ____ (number of employees & owners)                                       |
| <input type="checkbox"/> Community Temporary Event                             | \$100   | Per Booth - 1st Day (do not add application fee)<br>+ \$30 for each additional day |
| Event Name: _____  |         |  |
| Event Location: _____  |         |  |
| Event Date & Time: _____   |         | List of Food to be Prepared/Sold: _____  |
| License Plate of Trailer: _____  |         |  |
| <input type="checkbox"/> Re-Inspection Fee (per Re-Inspection)                 | \$125   |  |
| (includes failed new business inspections, failed regular inspections)         |         |  |
| <input type="checkbox"/> Late Fee  | \$100   |  |

**Total Amount Due:** \_\_\_\_\_

\_\_\_\_\_  
Applicant Print Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date