

Office Use Only

Permit # _____ Date Paid _____ Amt \$ _____ Check # _____
Received By _____ Receipt # _____

**Austin/Travis County Health & Human Services Department
Public Health & Community Services Division**

Environmental & Consumer Health Unit, 4th floor
RBJ Health Center, 4th floor • 15 Waller St, Austin, TX 78702
Phone (512) 972-5600 Fax (512) 972-5630
www.ci.austin.tx.us/health/ech_main.htm



Application to Operate a Food Enterprise

() Food Service () Retail Food Store () Food Product

All items must be completed on this application before a permit will be issued. For assistance in completing this form call (512) 972-5600
Application for a permit to operate does not guarantee a permit will be granted. Permit approval is based upon compliance with State & local health ordinances. In the event that no permit is issued, the permit fee may be refunded. Contact the Environmental and Consumer Health Unit for further details regarding permit application procedures.

JURISDICTION: **(Check one)** This establishment is located within: () The City of Austin, () Travis County outside of the Austin City Limits, Or () An incorporated municipality in Travis County. Name _____

1. Establishment Name: _____
Establishment Address: The Kitchen Space, 1204 Cedar Ave, Austin, TX Zip: 78702
Phone 512-535-5137 Fax 512-287-4939 E-mail information@thekitchenspace.com

2. Owner's Name: _____ Phone: _____
Mailing Address: _____ Zip: _____
Date of Birth: _____ Driver's License State /Number _____
CHECK ONE: () *Proprietorship, () *Partnership, () *Corporation (*See back of this application.)

3. Mail Permits/Renewals to: _____
Mailing Address: _____ Zip: _____

4. **FOOD SERVICE:** () Restaurant () Bar, () Bed & Breakfast, Ext., () Child Care, () Hospital, () School, () Nursing Home, () Other _____ SERVICE TYPE: () Seated () Carryout () Caterer

7. **RETAIL STORE:** () Supermarket () Convenience Store () Bakery () Other _____

8. **FOOD PRODUCT:** () Manufacturing () Food Warehouse () Other _____

9. Square footage: 2,100 Number of persons served per week: _____

10. POTABLE WATER PROVIDER City of Austin

11. WASTEWATER DISPOSAL PROVIDER: City of Austin

14. Total number of employees (Full and part-time including self): _____ Hours of operation: _____

All permits expire one year from date of issuance. You will be mailed an annual renewal application form yearly, to be fully completed and returned with the permit fee.

Annual permit fees are based on the number of employees as follows:

<u>City of Austin</u>		<u>Travis County and other municipalities</u>	
1 to 9 employees	\$310	1 to 15 employees	\$150
10 to 25 employees	\$435	16 to 30 employees	\$250
26 to 50 employees	\$620	Over 30 employees	\$300
51 to 100 employees	\$805		
Over 100 employees	\$990		
Expired Permit Late Fee	\$100		

Make fees payable to: Austin-Travis County Health and Human Services (ATCHHSD). Attach fee to application.
Mail to: **Environmental and Consumer Health Unit • RBJ Health Center, 4th floor • 15 Waller Street • Austin, Texas 78702**

All information in this application is true and correct to the best of the applicant's knowledge and belief. Applicant acknowledges the permit applied for shall be subject to all provisions of the orders and ordinances of Austin and Travis County, and shall be subject to all provisions of the codes, statutes and all rules adopted under the codes and statutes of the State of Texas governing food establishments, mobile food units and roadside food vendors.

Signature of Applicant

Date

Food Enterprise Application Notes

1. Definitions.

a) **FOOD ESTABLISHMENT** means an operation that stores, prepares, packages, serves, or otherwise provides food for human consumption such as: a food service establishment; retail food store; satellite or catered feeding location; catering operation; if the operation provides food directly to a consumer or to a conveyance used to transport people; market; vending location; conveyance used to transport people; institution; or food bank; and that relinquishes possession of food to a consumer directly, or indirectly through a delivery service such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers.

The term includes an element of the operation such as a transportation vehicle or a central preparation facility that supplies a vending location or satellite feeding location unless the vending or feeding location is permitted by the regulatory authority; and an operation that is conducted in a mobile, stationary, temporary, or permanent facility or location; where consumption is on or off the premises; and regardless of whether there is a charge for the food.

b) **FOOD SERVICE ESTABLISHMENT** means a food establishment where food is prepared and intended for individual portion service, and includes the site at which individual portions are provided.

c) **RETAIL FOOD STORE** means any food establishment or section of an establishment where food and food products are offered to the consumer and intended for off-premises consumption. The term includes delicatessens that offer prepared food in bulk quantities only.

d) **FOOD PRODUCTS ESTABLISHMENT** means a food operation in which food is processed, packaged, stored prior to distribution to other food establishments, or otherwise held for human consumption.

2. **Proprietorship.** Please provide a date-stamped copy of the Certificate of Assumed Name.

3. **General Partnership.** On a separate page please provide the name, mailing address, residential street address, and business street address for each member of the partnership. Also provide a copy of the fully executed Partnership Agreement.

4. **Limited Partnership.** On a separate page please provide the name, mailing address, residential street address, and business address for each member of the partnership. Also provide a date-stamped copy of the Certificate of Limited Partnership.

5. **Corporation.** On a separate page please provide: 1) the name, mailing address, residential street address, and business street address of each officer and 2) the name, mailing address, residential street address, business street address, service of process address, date of birth, and government ID (drivers license) for the director and the registered agent of the corporation or named person of responsibility. Also provide a date-stamped copy of the Articles of incorporation filed with the Secretary of State and a certified copy of the corporate resolution authorizing the corporation to file an application pursuant to these rules and designating the officer authorized to execute the application.

6. **Plan Approval.** Prior to the issuance of a permit for new construction or extensively remodeled facility, a plan review must be conducted to assure the specifications of the food preparation, storage, and sales areas, of the proposed or existing food outlet, meet applicable regulations. Plans must indicate the layout, equipment arrangement, mechanical plans, and construction materials, of work areas, and the type and model of proposed fixed equipment.