

**Application Guidelines & Specifications for Food
Establishments**



**Town of Little Elm
Development Services
100 W. Eldorado Parkway
Little Elm, TX 75068**

CHECKLIST FOR FOOD SERVICE ESTABLISHMENTS

Please include the following information for permitting a new food service establishment in the Town of Little Elm (ToLE). Incomplete applications will be returned. Please return checklist with requested information.

1. Cover Page

- ___ Name and address of food service establishment
- ___ Contact person and phone number with mailing address
- ___ Ownership information (if different from contact person)

2. Menu

- ___ List all food items to be served
- ___ Description of food preparation procedures
- ___ Estimated meal service (breakfast, lunch, etc.)

3. Equipment Floor Plan

- ___ Make and model of all refrigeration and freezer units
- ___ Make and model of cooking equipment (fryers, stove, ovens, and grills)
- ___ Hot holding equipment
- ___ Work station details (cutting blocks, tables, prep tables, etc.)
- ___ Shelving and storage for food items and equipment
- ___ Equipment certified by the National Sanitation Foundation (NSF). Equipment equivalent to the NSF standards may be allowed following approval of the Health Department

4. Seating

- ___ Total number of seats
- ___ Maximum occupancy of facility (as determined by Fire Marshal)

5. Finish Schedule

- ___ Floors, walls, ceiling details
- ___ All surfaces must be smooth, durable and easily cleanable

6. Sinks

- ___ Hand washing sinks
- ___ A food preparation sink (indirectly drained)
- ___ 3 compartment sink or mechanical dishwasher (indirectly drained)
- ___ Mop sink (plumbed to prevent backflow)
- ___ Ice cream dipper well (indirectly drained)

7. Restrooms

- ___ Distance to restrooms
- ___ Public
- ___ Employee Only

8. Inspections

- ___ A pre-opening inspection is required prior to opening.

“NO CHANGES WILL BE MADE WITHOUT HEALTH DEPARTMENT APPROVAL”

GENERAL INFORMATION

Prior to construction or extensive remodeling requiring a building permit, a food service establishment in the ToLE must complete and submit plans to the ToLE. The plan review process allows the ToLE and food service establishment owners a good review of plans to avoid future problems. By listing and locating equipment on floor plans and diagramming specifications for electrical, mechanical and plumbing systems, potential problems can be spotted while still on paper and modifications made BEFORE costly purchases, installation and construction.

SUBMITTAL

Please submit professional quality plans (drawn to scale) to the ToLE offices prior to construction or remodel of a food service establishment.

Refer to the attached "Checklist for Food Service Establishments" for expected content.

Additionally, the following information must be returned with the Health permit Application.

1. Facility Information
 - (a) Name and physical address of establishment.
 - (b) Name, address, and telephone number of person or persons to contact.
 - (c) Estimated seating capacity
2. Overall view of the interior design showing complete layout of the food establishment drawn to scale.
3. Equipment schedule layout: Provide an equipment schedule listing the manufacturer and model number of each piece of equipment and/or a statement that all equipment meets N.S.F. standards. Show the location where the equipment is to be situated.
4. Finished construction material list: Example—floors, walls, ceilings, counters, etc., throughout the building. Show areas where various types of materials are to be utilized.
5. Food menu Completed plan review checklist.

The final approval of plans for the construction or remodeling of a food service establishment is contingent upon compliance with local requirements and ToLE food service establishment regulations. Please consult with ToLE building officials for details regarding permits and construction matters pertaining to them. The issuance of building permits is contingent upon Health Department approval.

PRE-OPERATIONAL INSPECTION

Prior to arranging the pre-opening inspection, please ensure:

- A valid ToLE Health permit is issued
- Building and plumbing permits are signed off by appropriate agencies.

THIS IS A GENERAL GUIDELINE TO THE BASIC REQUIREMENTS OF A FOOD SERVICE ESTABLISHMENT OPENING IN the ToLE. REQUIREMENTS MAY VARY FOR DIFFERENT ESTABLISHMENTS. CONTACT THE PUBLIC HEALTH DEPARTMENT FOR SPECIFIC QUESTIONS OR REQUIREMENTS FOR YOUR ESTABLISHMENT.

EQUIPMENT SPECIFICATIONS

SINKS

A food service establishment must have at least:

1. A hand washing facility in the food preparation area.
2. A hand washing sink in each bathroom facility.
3. A utility sink, more commonly known as a mop sink.
4. A three-compartment dishwashing sink.
5. A food preparation sink.

Hand washing sinks are required in all food preparation and ware washing areas. Hand sinks must remain accessible and conveniently located to in all areas where food is handled and prepared. **This may require more than one hand washing sink in your food service establishment.** Hand washing sinks must be equipped with hand soap, paper towels, and hot water at all times. A utility sink or prep sink may not be designated for hand washing. It is required that all hand wash sinks be located as to be readily accessible. All restrooms (employees and customers) must be equipped with a hand wash sink.

If tableware is utilized in the facility, then an approved dishwasher or three-compartment sink with drain boards must be used. Where an acceptable dishwashing machine is provided (please provide the make and model of the dishwasher), the pot and pan sink may have a minimum of two compartments, and a drain board on each end. This sink is to be large enough to accommodate the largest piece of food preparation equipment normally cleaned by submersion. If a dishwashing machine is not provided, then a three-compartment sink can be utilized both for cleaning tableware and food preparation equipment.

Sufficient food preparation sinks may be required in those establishments which normally prepare/wash vegetables and fruit or if meats are thawed. The food preparation sink must have an indirect waste drain line with an air gap or floor drain. It is recommended that the produce/food preparation sink be equipped with drain boards at each ends. Produce and meat preparation shall be done in separate compartments.

All sinks must meet NSF (National Sanitation Foundation) specifications.

DISHWASHER

Above-counter dishwashers must have the capacity to adequately wash and sanitize tableware during peak periods of business. It must be equipped with adequately-sized drain boards to handle soiled and clean dishes and a pre-rinse unit with a hot water supply.

A full tray with a scrap trough located between pre-rinse and dishwasher is recommended. A hot water sanitizing dishwasher must have a booster heater, capable of producing and maintaining temperatures in accordance with NSF standards for that particular unit, typically 150-1650F wash cycle and 165-1950F for final sanitizing rinse cycle. Adequate counter space is needed for assembling soiled dishes and utensils in racks prior to washing, and for receiving clean dishes and utensils after washing. Dishwashers, dish tables, and canopy hoods must be of stainless steel construction and meet NSF standards. The approval of under counter dishwashers is based the type of establishment and proposed menu.

FUME HOODS

An adequately-sized fume hood must be provided for grills, fryers, ovens, broilers, steam kettles, stoves, roasters, etc., and must be constructed and installed according to the requirements of the local Fire Marshall. Additional requirements are as follows:

1. Construction material is to be stainless steel, copper, or other metal providing a smooth, corrosion-resistant, durable, nonabsorbent, and easily cleanable surface. Stainless steel is commonly utilized and recommended. Please note: Painted exterior surface will be considered ONLY when applied by the manufacturer as a "baked" enamel surface.
2. Wall-hung canopy hoods are to be sealed to the supporting wall in order to prevent grease and/or condensation build-up between the wall and hood. All suspended canopy hoods are to be installed in such a manner to provide adequate separation between the exterior hood surface, adjacent walls, and ceiling in order to facilitate easy cleaning.
3. All hood designs and materials must meet building, fire and health codes.

BUFFET SERVICE

All buffet lines must be equipped with sneeze guards so sized to provide protection of all displayed food items from customer contamination. Hot and/or cold holding equipment must be capable of maintaining food temperatures below 45°F or above 140°F. Recommend hot food items such as prime ribs, beef barons, etc., have heat sources above as well as below the cutting surface. Lamps utilized as the sole source of heating are not acceptable.

Identify other self service areas and equipment that are equipped with sneeze guards (buffet lines, salad bars, self-service condiments, self-service beverage, etc.).

FOOD HOLDING EQUIPMENT

Adequately sized hot and cold food holding equipment must be provided for both prepared and unprepared food products, such as steam tables and refrigeration units. Please submit make and model of food service equipment, including: walk-in coolers, reach-in refrigerators, sandwich prep refrigerators, refrigerated display cases, freezers, steamers, display cases, etc.).

EQUIPMENT SPACING

All food preparation equipment is to be spaced so as to facilitate cleaning. If it is necessary to abut equipment, the seams are to be capped to prevent entrance of food soil or vermin between equipment. A final set of plans detailing location of equipment in food service areas must be submitted.

COVERED LIGHT FIXTURES

All bare light fixtures installed in the area of food preparation and storage must be shatterproof to protect food from possible breakage. Generally, plastic slip tubes are acceptable for fluorescent fixtures; however, decorative or custom light fixtures may require protective covers or coated bulbs.

GARBAGE AREA

The garbage/dumpster area shall comply with ToLE ordinance, Article III, Section 106-86(5).

FOOD SERVICE – GENERAL ITEMS

All food service establishments must provide a separate storage area for cleaning compounds and toxic materials, away from food preparation and food storage areas. Additionally, an area for employees' personal articles is to be provided.

All permanently located counter tops abutting against a wall must be sealed to the wall.

Counters that are located close to a wall must be constructed with a splash-back of sufficient height to prevent materials from getting in-between.

Food storage areas and cabinetry must detail construction and identify storage at least six (6) inches off the floor.

FINISHES

A final set of plans detailing finishes of food preparation, service, and storage areas must be provided prior to approval. Please include the following descriptions;

- A. Identify the finish of the floors, walls and ceilings in all areas. Note: floors, walls and ceilings must be non-porous, smooth, and easily cleanable.
- B. Backsplashes must be identified on counter surfaces
- C. All wood surfaces (doors, trim, shelves, cabinets, etc.) must be sealed.
- D. All plumbing or wiring must be covered per building code requirements.
- E. All equipment and cabinetry must be flush mounted to counters, walls or floors, or be raised/located to allow access for cleaning.

RESTROOMS

Please include the following descriptions for restroom facilities;

- A. Location and construction of employee facilities. Restrooms are required.
- B. If consumption of food and/or beverages will occur in establishment, a public restroom will be required. These restrooms must be conveniently located while exclude customers from areas of food preparation, service, or storage.
- C. Please note: The local building department has regulatory authority over specific requirements for restrooms. Contact the building department for questions concerning your establishment.