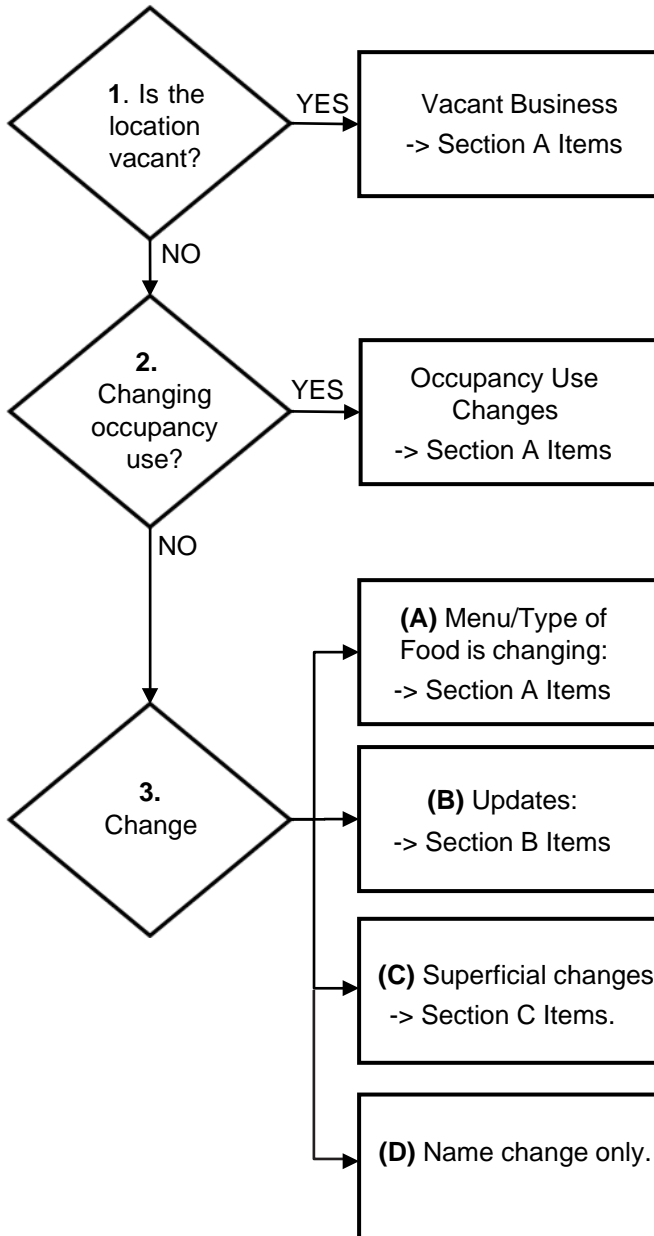




HEALTH & FOOD SAFETY

Commercial Food Establishment Plan Submittal Requirements

Food establishments come in many forms. We hope to assist you in understanding what is needed with the following chart. The chart will guide you through selecting the Section on page 2 to use for your submittal requirements.



1. Is the location currently vacant?
YES: If it is a currently vacant business location, submit all items in Section A.
NO: The location is currently occupied, continue to #2.
2. Is the location changing occupancy use? (e.g. shop/office to food establishment?)
YES: If the occupancy use is changing, submit all items in Section A.
NO: If the occupancy use is staying the same (i.e. staying a food establishment), continue to #3.
3. Determine the type of changes that will be made to the location (updates to food establishment location):
 - (A) If the menu/type of food is changing, submit all items in Section A.
 - (B) If building modifications are being made, submit all items in Section B.
 - (C) If only superficial changes (i.e. wallpaper, paint, etc.) are being made, submit all items in Section C.
 - (D) Name change only.

Still not sure which option is right for your project?
Contact Health & Food Safety at 972-292-5304 or health@friscotexas.gov.



HEALTH & FOOD SAFETY

Commercial Food Establishment Plan Submittal Requirements

A. New Construction / Extensive Remodel / Change of Food Type

Building Permit or Certificate of Occupancy

1. Food service details including dumpster enclosure and full floor plan with all equipment depicted. Food service includes outside caterers, places of worship and daycare centers – including those that serve only juice or water and/or dry snacks. Note: food service areas must be segregated.
2. Identify each room with function and purpose, including staff lounge and break rooms.
3. Equipment and fixture schedules. Include each piece of counter-top equipment used in food service. Except where only pre-packaged, individual portioned items are offered and approved, a three-compartment sink is required.
4. Satellite areas, outdoor areas, bar/equipment, and elevations must be depicted.
5. Manufacturer's specification sheets of all equipment. (Refrigeration for all children's meals in a Daycare setting must be commercial grade, i.e., NSF approved).
6. Finish schedules of all areas
7. Grease interceptor calculations and proposed location
8. Water heater calculations
9. Above ground grease waste storage container location, where applicable
10. Reflected ceiling plan
11. Bare Hand Contact policy (if used). Bare hand contact with ready to eat foods is prohibited if serving a highly susceptible population.
12. Full menu depicting Consumer Advisory-disclosure and reminder locations (not applicable for establishments serving a highly susceptible population).
13. Completed "[Food Establishment Permit Application](#)" submitted with correct fees and copy of Food Manager Certification.

B. Existing Food Establishment with Modifications / Purchase of Vacant Food Establishment

Building Permit or Certificate of Occupancy

All Equipment, Finishes, and Fixtures MUST be labeled as 'NEW' or 'EXISTING'.

1. Food service details including full floor plan with all equipment and fixtures depicted. Identify all food service areas, bars, outdoor areas, storage, and ware washing rooms.
2. Manufacturer's specification sheets of all proposed new equipment.
3. Finish schedules of all areas
4. Grease interceptor size and location identified
5. Water heater size if existing is to be used (Submit GPH and KW-BTU)
6. Where applicable, note above ground grease waste storage container location
7. Where applicable, submit Bare Hand Contact policy. Bare hand contact with ready to eat foods is prohibited if serving a highly susceptible population.
8. Full menu depicting Consumer Advisory-disclosure and reminder locations (not applicable for establishments serving a highly susceptible population).
9. Completed "[Food Establishment Permit Application](#)" submitted with correct fees and copy of Food Manager Certification.

C. Change of Owner ONLY (Occupied, No Modifications, No Change of Food Type)

Building Permit or Certificate of Occupancy

Submit B.1 (above), [Food Establishment Permit Application](#), pay fees, and a copy of a certified Food Manager Certification.

D. Name Change ONLY (No Owner Change)

Certificate of Occupancy

Submit a new [Food Establishment Permit Application](#). There is no fee assessed for the updated Health placard.

Note: This checklist is not all-inclusive of all City ordinances and standards. Please refer to [Commercial Building Permits](#) for additional information.