



FOOD SERVICE PACKET



A Guide for New Food Establishments

- Health Plan Review
- Health Permits
- Certificates of Occupancy
- Grease Interceptor Sizing Requirements
- Food Handlers Certification
- Certified Food Manager Info
- Health Inspections

Jason Hunt, R.S., CP-FS, Chief Sanitarian

Health Services Division

151 W. Church Street ▪ Lewisville, TX 75057

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Important Information

SANITARIANS

Jason Hunt, R.S., CP-FS	972-219-3776	jhunt@cityoflewisville.com
- For questions regarding <u>New Food Establishment Review</u> , please contact Mr. Hunt.		
Othel Ross, R.S.	972-219-3565	oross@cityoflewisville.com
- For questions regarding <u>Mobile Vendor Permitting</u> , please contact Mr. Ross.		
John Offenbaker, R.S.	972-219-3483	joffenbaker@cityoflewisville.com
- For questions regarding <u>Backflow Testing</u> , please contact Mr. Offenbaker.		
Pedro Martinez, R.S., CP-FS	972-219-3481	pmartinez@cityoflewisville.com
- For questions regarding <u>Liquid Waste Hauler Permitting</u> , please contact Mr. Martinez.		
Jae-Do Tae, Sanitarian-in-Training	469-635-5241	jtae@cityoflewisville.com

HEALTH SERVICES

Website: <https://www.cityoflewisville.com/about-us/city-services/health-services>

Email: health-inspections_col@cityoflewisville.com

Health Permit Application: <https://www.mygovernmentonline.org/>

LEWISVILLE CODE OF ORDINANCES

Access our complete Code of Ordinances at www.municode.com

- SELECT "Code Library"
- SELECT "Texas"
- SELECT "Lewisville"
- SELECT "Lewisville Code of Ordinances"

OTHER HELPFUL WEBSITES

Food Manager Certification Information	
	https://www.dshs.state.tx.us/food-managers/
Texas Food Establishment Rules (TFER)	
	https://www.dshs.state.tx.us/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=8590002102
Texas Administrative Code	
	https://statutes.capitol.texas.gov/Docs/HS/htm/HS.437.htm
FDA Food Code	
	https://www.fda.gov/media/110822/download

Procedures for Opening an EXISTING Food Service Establishment

1. An on-site inspection with the Health Division may be required to determine which requirements will need to be addressed before a new Health Permit is issued.
2. A Certificate of Occupancy is required if a building permit is needed for renovations OR prior to an owner change or business name change.

Certificate of Occupancy: <http://lfforms.cityoflewsville.com/Forms/CertificateOfOccupancy>
Annual Health Permit: <https://www.mygovernmentonline.org/>

Procedures for Opening a NEW Food Service Establishment

1. Architectural drawings (*building, electrical, plumbing, mechanical*) must be submitted to the Building Inspections Division via the online system.

<https://www.mygovernmentonline.org/>
2. The plans must include a material schedule describing the types of materials to be used for the floors, walls, ceilings, and any fixed equipment.
3. Include an equipment schedule on the plans. Placement of all equipment must be shown, including a 3-compartment sink, hand wash sink, and a mop sink.
4. Show a diagram of the sizing and location of the grease interceptor. Also show the flow of waste lines to the sanitary sewer.
5. Once architectural plans are approved and building permits are issued, construction may begin.
6. A Health Division Inspector will be available for questions, and/or on-site inspections during the building process.
7. Backflow devices must be tested and approved by a licensed backflow tester who is registered with City of Lewisville.
8. Engineering, Health, Planning, Fire Prevention, Public Services and Building Inspections Divisions all require approval of the Certificate of Occupancy application prior to issuance (see link above).

BUILDING INSPECTIONS DIVISION - HEALTH PLAN REVIEW:SAMPLE
FORM

Project Name: _____

Project Address: _____

Date: _____

Reviewed By: _____

1.	Submit the make and model of the backflow devices. (<i>Foundation for Cross Connection Control and Hydraulic</i>) Filtered ice machines and carbonated beverage machines require RPZ backflow assembly
2.	Grease interceptor must be designed by an Engineer as required in the 1994 Uniform Plumbing Code: show outlet, inlet line, combined inspection port and location (<i>outside below grade only</i>). No cut sheets. SIZE CALCULATIONS MUST BE ON PLANS (5000-gallon max).
3.	Show all potential grease bearing lines or drains routed to grease interceptor. No cut sheets. These must include all kitchen floor drains and sinks including any bar areas.
4.	Sample well/inspection port to be located at or after domestic/restroom line ties back into grease line (combined water sample of entire discharge to City sewer system)
5.	A commercial dishwasher is required if reusable tableware/flatware are being used. A separate hand sink is required.
6.	A 3-compartment sink, hand sink and mop sink are required. Indirectly plumb all 3-compartment / prep sinks.
7.	The 3-compartment sink must have drain boards on each side and an overhead open shelf above the sink for utensil drying.
8.	A plumbed dump sink is required for smoothie bars and coffee shops. (<i>separate from the 3-compartment sink, dishwasher, or hand sink</i>)
9.	Show employee break area and storage for personal belongings. (<i>separate from the food prep area</i>)
10.	Submit a smooth durable room finish schedule for all areas. Include colors of floors, walls and ceiling. Light color is required.
11.	Lighting in the food prep, storage, and walk-ins (<i>refrigerator / freezer</i>) must be 50 candles, 30 candles in all others.
12.	All equipment and utensils shall be commercial graded and in good repair for durability under condition of normal use.
13.	All ice bins and machines must have a visible air gap of one inch (1") from drain to the floor drain. Ice machines with filters require an RPZ backflow assembly.
14.	All exposed wood must be sealed so that it is light in color and non-absorbent. Examples include enamel paint, epoxy and polyurethane.
15.	Dumpster drains must be routed through the grease interceptor with grease barrel storage.
16.	Hand sinks required within 25 feet (<i>un-obstructed</i>) of all food / drink prep and ware wash areas. Hand sinks must be conveniently located; metered faucets are not allowed in food prep areas.
17.	A mop sink is required. Shut off valve not allowed downstream from faucet.
18.	Laundry facilities must be separate from food prep.
19.	Sneeze guards required on salad bar / open displays (4'6" – 5').
20.	Exposed utility lines are prohibited in food preparation and food service areas (<i>i.e. gas, electrical conduit lines</i>).

Comments: _____

NOTE: Equipment, fixtures, plumbing and building material schedules must be addressed on your architectural submittal.

APPENDIX H

RECOMMENDED PROCEDURES FOR SIZING COMMERCIAL KITCHEN GREASE INTERCEPTORS

H 1 Waste Discharge Requirements

- (a) Waste discharge from fixtures and equipment in establishments which may contain grease, including but not limited to, scullery sinks, pot and pan sinks, dishwashing machines, soup kettles and floor drains located in areas where grease-containing materials may exist, may be drained into the sanitary waste through the interceptor when approved by the Administrative Authority.
- (b) Toilets, urinals, and other similar fixtures shall not waste through the interceptor.
- (c) All waste shall enter the interceptor through the inlet pipe only.

H 2 Design

- (a) Interceptors shall be constructed in accordance with the design approved by the Administrative Authority and shall have a minimum of two compartments with fittings designed for grease retention.
- (b) There shall be an adequate number of manholes to provide access for cleaning all areas of an interceptor; a minimum of one (1) per ten (10) feet (3.0 m) of interceptor length. Manhole covers shall be gastight in construction having a minimum opening dimension of twenty (20) inches (0.5 m).
- (c) In areas where traffic may exist the interceptor shall be designed to have adequate reinforcement and cover.

H 3 Location

- (a) Each grease interceptor shall be so installed and connected that it shall be at all times easily accessible for inspection, cleaning, and removal of the intercepted grease. A grease interceptor may not be installed in any part of a building where food is handled. Location of the grease interceptor shall meet the approval of the Administrative Authority.
- (b) Interceptors shall be placed as close as practical to the fixtures it serves.
- (c) Each business establishment for which a grease interceptor is required shall have an interceptor which shall serve only that establishment.

H 4 Sizing Criteria

(a) **Parameters.** The parameters for sizing a grease interceptor are hydraulic loading and grease storage capacity, for one or more fixtures.

(b) **Sizing Formula.** The size of the interceptor shall be determined by the following formula:

Number of meals per peak hour ¹	x	Waste flow rate ²	x	retention time ³	x	storage factor ⁴	=	Interceptor size (liquid capacity)
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1. Meals Served at Peak Hour
2. Waste Flow Rate
 - a. With dishwashing machine6 gallon (22.7 L) flow
 - b. Without dishwashing machine5 gallon (18.9 L) flow
 - c. Single service kitchen.....2 gallon (7.6 L) flow
 - d. Food waste disposer1 gallon (3.8 L) flow
3. Retention Times
 - Commercial kitchen waste
 - Dishwasher.....2.5 hours
 - Single service kitchen
 - Single serving1.5 hours
4. Storage Factors
 - Fully equipped commercial kitchen8 hour operation: 1
 -16 hour operation: 2
 -24 hour operation: 3
 - Single Service Kitchen.....1.5

H 5 Effluent Sampling

An effluent sampling box on grease interceptors may be required by the Administrative Authority.

H 6 Abandoned Grease Interceptors

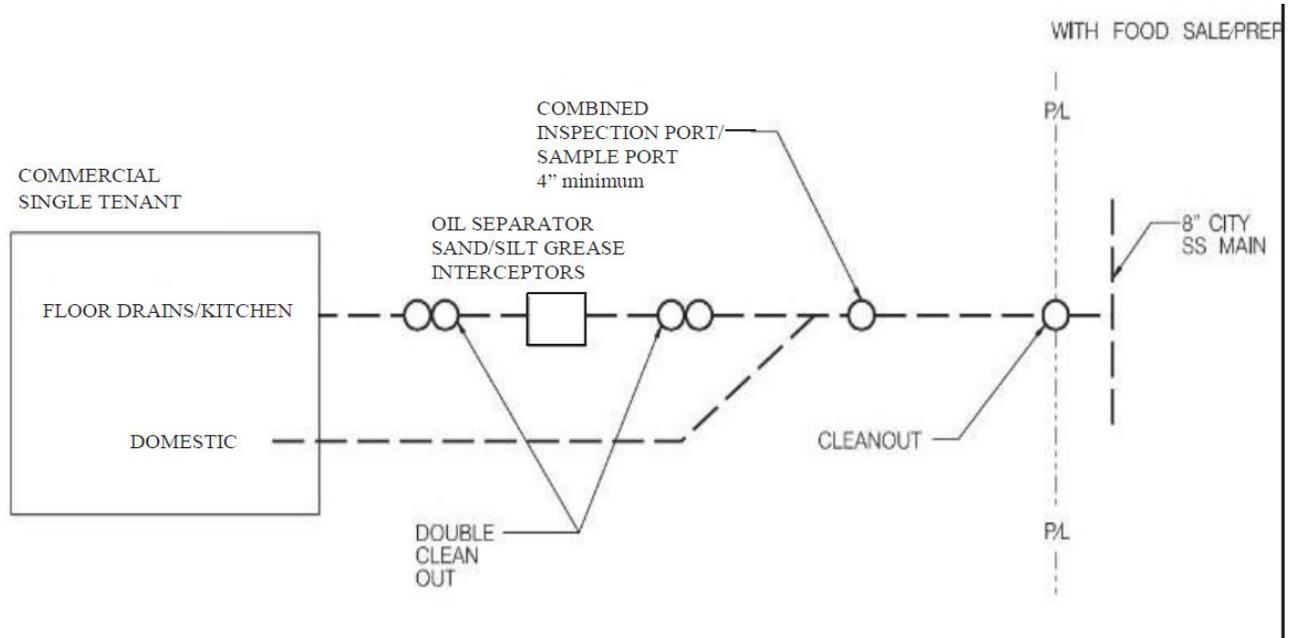
Abandoned grease interceptors shall be pumped and filled as required for abandoned sewers and sewage disposal facilities in Section 722.0.



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COMBINED INSPECTION PORT REQUIREMENTS



NOTE: All cleanouts and inspections ports must be behind the property line. The combined inspection port must be a "T" connection and a minimum 4-inch opening.



State / American National Standards Institute (ANSI) Approved Food Safety Courses for Food Handlers

Visit the following link for more information on obtaining a food handler certification:

<http://www.dshs.texas.gov/food-handlers/default.aspx>

-Click on “Training Programs” in the left column

Sec. 7-247 of the Lewisville Code states in part:

(a) Every person whose work brings him into contact with the handling of food, utensils, or food service equipment must possess a food handler's permit.

(b) Every person who owns, manages, or otherwise controls any food establishment shall not permit any person to be employed therein whose work brings him into contact with the handling of food, utensils or food service equipment who does not possess a valid food handler's permit within 45 days from the date of his initial employment.

(1) Application for a permit shall be made to the regulatory authority.

(2) The owner/manager shall be responsible for the payment of the food handler's permits on a yearly basis.

(Ord. No. 3862-05-2011, § 1, 4-18-11)



State-Approved Food Safety Courses for Food Managers

Visit the following link for more information on obtaining a food manager certification:

☞ <https://www.dshs.texas.gov/food-managers/default.aspx>

§228.33. Certified Food Protection Manager and Food Handler Requirements.

- (a) At least one employee that has supervisory and management responsibility and the authority to direct and control food preparation and service shall be a certified food protection manager who has shown proficiency of required information through passing a test that is part of an accredited program. Pf
- (b) The original food manager certificate shall be posted in a location in the food establishment that is conspicuous to consumers.
- (c) Except in a temporary food establishment, at least one certified food protection manager must be employed by each food establishment. Pf
- (d) Except in a temporary food establishment and the certified food manager, all food employees shall successfully complete an accredited food handler training course, within 60 days of employment. Pf
- (e) The food establishment shall maintain on premises a certificate of completion of the food handler training course for each food employee. The requirement to complete a food handler training course shall be effective September 1, 2016.

For information regarding Food Establishment Rules please follow the link below:

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



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DIRECTIONS TO LEWISVILLE CITY HALL

151 West Church Street, 2nd Floor, West Wing

☞ Directions Coming from the SOUTH (Dallas):

1. From I-35 North, take the **Main St. / FM 1171 Exit (#452)**
2. Turn **right** onto **Main St.**
3. Turn **left** onto **Mill St.**
4. Turn **left** onto **Church St.**
5. Enter the building at the front entrance (second floor west side)

☞ Directions Coming from the NORTH (Denton):

1. From I-35 South, take the **Main St. / FM 1171 Exit (#452)**
2. Turn **left** onto **Main St.**
3. Turn **left** onto **Mill St.**
4. Turn **left** onto **Church St.**
5. Enter the building at the front entrance (second floor west side)

