



### Pre-Permit Documentation Form For Retail Food Establishment

**Establishment Name:** \_\_\_\_\_

**Establishment Address:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Policy:** A retail food establishment permit will only be issued when the Environmental Health Office receives the applicable fee, completed application, and proof that all of the following divisions have been contacted to ensure all codes, ordinances or statutes are being adhered to.

**Planning and Zoning** – documented clearance that property is zoned for retail use (no residential zoning) – Contact 325-657-4210 – visit their office at 52 West College Ave.

*Applicable Planning and Zoning Requirements met (staff circle one):*                      Yes                      No

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Inspections and Permits** – documented clearance needed for all buildings, and tents 12' x 10' or larger, Contact 325-657-4210 – visit their office at 52 West College Ave.

*Applicable Inspections and Permits Requirements met (staff circle one):*                      Yes                      No

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fire Prevention** – documented clearance needed for all buildings, tents 12' x 10' or larger; any cooking setup, or use of multiple extension cords – contact 325-657-4358 – visit their office at 52 West College Ave.

*Applicable Fire Prevention Requirements met (staff circle one):*                      Yes                      No

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Environmental Health** – must obtain a retail establishment preopen-inspection from the Environmental Health Division; contact 325-657-4493 – visit their office at 72 West College Ave., 2<sup>nd</sup> floor, Suite 214

*Applicable pre-inspection obtained (staff circle one):*                      Yes                      No

**Health Inspector:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTES:**

**Environmental Health** – a copy of this form must be returned back to Environmental Health to obtain permit.

Check all that apply:

Application Completed (Retail Food Establishment, Mobile, Temporary, Seasonal) \_\_\_\_\_ Applicable Fee Paid \_\_\_\_\_

For Mobile Food Permit: Commissary Agreement \_\_\_\_\_ Restroom Agreement \_\_\_\_\_

**Approved for Permit (circle one) Retail Food Establishment / Mobile / Seasonal:**                      Yes                      No

**Environmental Health Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_