

Food Establishment Plan Review Application

Tarrant County Public Health - Environmental Health

Walk-in Address: 5001 N Riverside Dr Ste 105 Fort Worth TX 76137

Walk-in Address after Oct 1, 2025: 2500 Circle Dr. Fort Worth TX 76119

Mailing Address: TCPH Attn. Environmental Health 1101 S Main St Fort Worth TX 76104

Email: ph_information@tarrantcountytx.gov Phone: 817-248-6299



Application Date: __/__/__

Unincorporated Tarrant County ☐ Yes ☐ No

☐ NEW

☐ REMODEL

Establishment Information:

Category:

☐ Retail Food Service ☐ Retail Food Store ☐ ISD School ☐ Other Specify: _____

Establishment Name: _____ Phone: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Establishment Email: _____

Square Footage of Establishment (Food preparation, storage and service areas): _____

Owner Information

Legal Name of Business Ownership (Ex: Inc, LLC, Sole Proprietor): _____

Phone: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Owner Email: _____

Billing/Mailing Information:

Contact Name: _____ Phone: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Billing Contact Email: _____

Hours of Operation: _____ Days of Operation: _____

Number of Seats (including outdoor seating): _____ Number of Staff: _____

Check all that apply:

Meals to be served: ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Other

Type of Service : ☐ Sit Down Meals ☐ Caterer ☐ Take Out ☐ Other _____

Projected Construction Start Date __/__/____

Projected Completion Date __/__/____

Enclose the following documents:

1. Proposed Menu (including seasonal, off-site and banquet menus)
2. Manufacturer Specification sheets for each piece of equipment shown on the plan
3. Site plan showing location of business in the building; location of the building on site including alleys, streets; and location of any outside equipment (dumpsters, well, septic system – if applicable)
4. Plan drawn to scale of food establishment showing location of equipment, plumbing, electrical services and mechanical ventilation
5. Equipment schedule

CONTENTS AND FORMAT OF PLANS AND SPECIFICATIONS

1. Provide plans that are a minimum of 8 ½ X 11 inches in size including the layout of the floor plan accurately drawn to a minimum scale of ¼ inch = 1 foot. This is to allow for ease in reading plans.
2. Show the location and when requested, elevated drawings of all food equipment. Each piece of equipment must be clearly labeled on the plan with its common name. Submit drawings of self-service hot and cold holding units with sneeze guards.
3. Provide the room size, aisle space, space between and behind equipment and the placement of the equipment on the floor plan.
4. On the plan represent auxiliary areas such as storerooms, garbage rooms, toilets, basements and/ or cellars used for storage or food preparation. Show all features of these rooms as required by this guidance manual.
5. Include and provide specifications for:
 - a. Complete finish schedules for each room including floors, walls, ceilings and coved juncture base
 - b. Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead waste-water lines, hot water generating equipment with capacity and recovery rate, backflow prevention and wastewater line connections
 - c. Lighting schedule with protectors
 - d. Food equipment schedule to include make and model numbers and listing of equipment that is certified or classified for sanitation by an ANSI accredited certification program (when applicable)
 - e. Source of water supply and method of sewage disposal. Provide the location of these facilities and submit evidence of compliance with state and local regulations
 - f. Ventilation schedule for each room including restrooms
 - g. Mop sink or curbed cleaning facility with facilities for hanging wet mops and brooms
 - h. Garbage can washing area/facility
 - i. Cabinets for storing toxic chemicals
 - j. Dressing rooms, locker areas, employee rest areas and/ or coat rack

FOOD SUPPLIES:

1. What are the projected frequencies of deliveries for:
frozen foods _____, refrigerated goods _____, and dry goods _____
2. How will dry goods be stored off of the floor? _____
3. Provide information on the amount of space (in cubic feet) allocated for:
Dry storage _____ Refrigerator storage _____ Frozen storage _____
Utensil storage _____

COOKING

List types of cooking equipment that will be used

FINISH SCHEDULE

Applicant must indicate which materials (quarry tile, stainless steel, 4" plastic coved molding, etc.) will be used in the following areas

	Floor	Coving	Walls	Ceiling
Kitchen				
Bar				
Food Storage				
Other Storage				
Toilet Rooms				
Dressing Rooms				
Garbage and Refuse Storage				
Mop Service Basin Area				
Warewashing Area				
Walk-in Refrigerator & Freezer				

INSECT AND RODENT CONTROL

1. Will outside doors be self-closing and rodent proof? ☐ Yes ☐ No
2. Will all pipes & electrical conduit chases be sealed; ventilation systems exhaust and intakes protected? ☐ Yes ☐ No
3. Will air curtains be used? ☐ Yes ☐ No If yes, where? _____

PLUMBING CONNECTIONS

	Air Gap	Vacuum Breaker
Ice Machine		
Ice Storage Bin		
Mop Sink		
Handwash Sinks		
3 Compartment Sink		
2 Compartment Sink		
1 Compartment / Prep Sink		
Steam Tables		
Dipper Wells		
Condensation/ Drain Lines		
Hose Connection		
Beverage Dispenser w/ Carbonator		
Other		

WATER SUPPLY

1. Is the water supply (indicate utility name) public _____ or private _____
 - a. If private, has source been approved? ☐ Yes* ☐ No ☐ Pending
* Attach written copy of approval or permit
2. What is the capacity of the hot water heater? _____
3. How are the backflow prevention devices inspected and serviced? _____

SEWAGE DISPOSAL

1. Is the building connected to municipal sewer? ☐ Yes ☐ No
 - a. If no, is the private disposal system approved? ☐ Yes* ☐ No ☐ Pending
* Attach a copy of written approval or permit
2. Will you have a grease trap? ☐ Yes ☐ No
 - a. Capacity _____

DRESSING ROOMS

1. Are dressing rooms provided? ☐ Yes ☐ No
2. Describe storage facilities for employee's personal belongings (i.e., purse, coats, umbrellas, shoes, etc):

GENERAL

1. Are insecticides/rodenticides stored separately from cleaning & sanitizing agents?
☐ Yes ☐ No Location: _____
2. Are all toxics for use on the premise or for retail sale (this includes personal medications), stored away from food preparation and storage areas? ☐ Yes ☐ No
3. Will linens be laundered on site ☐ Yes ☐ No
 - a. If yes, what will be laundered and where? _____
 - b. If no, how will linens be cleaned? _____
4. Is a laundry dryer available? ☐ Yes ☐ No (A dryer is required if a washer is used for linen cleaning)

DISHWASHING FACILITIES

1. What will be used for ware washing? ☐ Dishwasher ☐ 3-compartment sink
 - a. Dishwasher sanitization used:
☐ Hot water (temp. provided) _____ ☐ chemical (specify type): _____
 - b. 3-compartment sink sanitization used:
☐ chlorine ☐ iodine ☐ hot water ☐ quaternary ammonium
☐ other specify: _____
2. Do all the dish machines have temperature/pressure gauges as required that are accurately working? ☐ Yes ☐ No
3. Does the largest pot and pan fit into each compartment of the pot sink? ☐ Yes ☐ No
 - a. If no, what is the procedure for manual cleaning and sanitizing? _____

4. Are there drain boards on both ends of the pot sink? ☐ Yes ☐ No

HANDWASHING FACILITIES

1. Is there a hand washing sink in EACH food preparation and ware washing area? ☐ Yes ☐ No
2. Do self-closing metering faucets provide flow of water for at least 15 seconds without the need to reactivate the faucet? ☐ Yes ☐ No

****ALL SECTIONS MUST BE FULLY COMPLETED AND ALL DOCUMENTATION SUBMITTED BEFORE A PERMIT WILL BE ISSUED**