

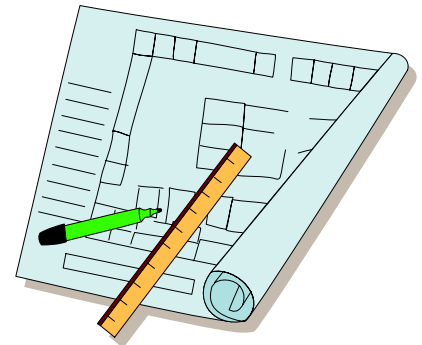


Guidelines for New or Remodeled Food and Drink Establishments

Section I. Plans and Permit Applications

New:

Before construction of a fixed food and drink establishment, you must apply for a Food Establishment Permit at the Oak Cliff Municipal Center (320 E. Jefferson). This application must be obtained in order to submit plans to the Building Inspection Division of the Public Works Department. Two identical sets of plans blue prints are required. Plans must show floor, fixture, equipment layout, room finish schedule, location of floor and hub drains, etc. New facility or a facility that are not in operation **must** obtain approval prior to operating.



Existing and Remodel:

A new application must be made with the Department of Environmental and Health Services for an existing permitted facility if there is a change of ownership or extensive remodeling and/or renovation. All equipment and facilities in an **existing** permitted food or beverage establishment must meet requirements of the City of Dallas Chapter 17, Food and Drug Code if there is change of ownership, the nature of the operation changes, or the establishment is extensively remodeled/renovated. Facilities that change ownership **must** be approved within 30 days of date of application.

Section II. Construction of Building

Buildings, doors, windows and utility inlets must be rodent and insect proof according to the Dallas City Code; Chapters 17 and 40.

Utility lines shall be in the floor, in the wall or in the ceiling and stubbed out at the equipment location. Utility lines are not allowed on the floor. Flooring must be graded to drain into a floor drain to prevent standing water.

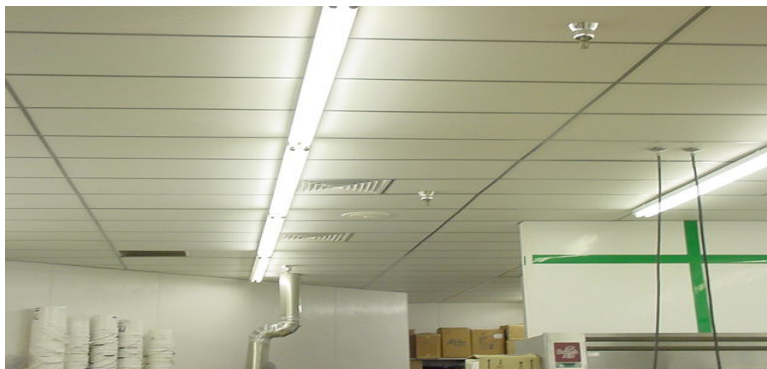
Exterior Doors – All doors leading to the outside must be self-closing and tight against the entrance of insects and rodents.





Floors - In food/beverage handling and preparation areas, utensil washing areas and restrooms, floors must be constructed of smooth, easily cleanable impervious materials, such as smooth sealed concrete, terrazzo, ceramic, or quarry tile, and graded to trapped floor drains. Wood or absorbent materials are not permitted. Carpet is not recommended in the immediate area adjacent to buffet units. Grouting shall be non-absorbent and impregnated with epoxy, silicone or polyurethane.

Walls - In food/beverage handling and preparation areas, utensil washing areas and restrooms, Sheetrock or similar type walls are to be covered with a rigid, high density, non-absorbent, smooth, light-in-color, easily cleanable material such as fiberglass-reinforced plastic panels, ceramic or quarry tiles, stainless steel, etc. Joint finishes shall be smooth and compatible with the wall finish. Walls in a dry storage area may be painted with a light color oil-based enamel or epoxy paint if no open food is present. Areas constructed of smooth brick, concrete block or similar masonry may be painted as stated above. Grouting must be non-absorbent and impregnated with epoxy, silicone, polyurethane or an equivalent compound. Joints between walls and floors shall be coved or radiused with appropriate materials. FRP and plastic laminated panel **is not** recommended behind heat radiating equipment such as fryers, griddles, ranges, etc.



Ceilings - Construct the ceiling of a smooth, non-absorbent and easily cleanable material or T-type lay-in acoustical tiles. Ceilings must be light-in-color in the kitchen, dish wash area, over bar, wait stations and storage rooms.

Dressing Room - A dressing room or locker area outside the food and utensil wash area is required for storage of employees= clothing and personal articles.

Toilets - A conveniently located, properly constructed toilet facility with hand washing sink is required for employees. Provide hot and cold water through a mixing faucet to each sink. Building Inspection may require additional bathrooms. If alcoholic beverages are served, separate public restrooms are required for men and women. Provide adequate and effective mechanical ventilation in all restrooms.

Storage Room - A separate storage room equal to approximately 25 percent of the kitchen area is recommended. Food stock and paper goods must be stored at least six inches above the floor. Wood shelving coated with light-colored, oil-based enamel paint is permitted only in dry storage rooms.

Section III. Minimum Sink Requirements

Handwash Sinks - must be located within 25 unobstructed linear feet to handling and utensil washing areas and must be located within these work areas. A door is considered an obstruction in regards to accessibility to handwash sinks. [\(See attachment A to see the number of handsinks may required in your establishment\)](#)



Utility Sink - A stainless steel, free standing utility sink at least 14" deep on bullet legs or a curbed (34" curb height), built-in cleaning facility with a trapped drain is required in all food service establishments. A utility sink **may not** be used as a handwash sink.

Utensil and Equipment Washing Sinks - or utensils the customer comes into contact with are required to be **either** a three-compartment sink on bullet legs with a drain board **or** a commercial dishwasher meeting National Sanitation Foundation Standards.



Bar Sinks - are required to be a four compartment stainless steel sinks on bullet legs with attached drain boards.

Additional Utensil Washing Facilities - such as scrap sinks, pre-rinse, or additional pot washing sinks may be required. All spray hoses shall be properly installed with approved back siphonage devices.

All sinks must be provided with hot and cold running water tempered by means of a mixing valve. Metered faucets are not allowed for hand washing in food handling or dish wash areas.

Section IV Plumbing

Backflow devices - All plumbing fixtures and equipment shall be installed to protect against backflow and back siphonage with an air gap at least twice the diameter of the water supply inlet if not provided between the water supply inlet and the fixtures flood level or other approved devices. A hose shall not be attached to a faucet unless a backflow prevention device is installed.



Air Gap - All food contact equipment including food preparation sinks, three compartment sink (if used as food preparation sink), ice bins, and ice machines shall be drained indirectly through an air gap to prevent back siphonage.

Drains - shall be located adjacent to equipment, which discharge waste.

Section V Equipment and Installation

Equipment - should meet or exceed National Sanitation Foundation design standards and must be mounted on six inch bullet legs, casters, completely sealed to the floor, or on a smooth concrete or

masonry platform (minimum height - 2"). Adequate space should be provided between the walls and fixtures or equipment to permit free access for cleaning. Food preparation equipment and food storage equipment is not allowed to be installed under open stairwells or exposed sewer lines.



or



Equipment and Utensils - must be designed and fabricated for durability under conditions of normal use and must be resistant to denting, buckling, pitting, chipping and crazing.



Facilities To Maintain Product Temperature - (refrigeration and hot holding units) must be provided to maintain the required temperature of potentially hazardous foods. Units should meet standards for commercial use, such as NSF or equivalent. Numerically scaled thermometers must be provided for each unit.

Auxiliary Equipment - such as a water heater, remote refrigerator compressor, or air conditioner may not be located in food preparation or utensil washing areas. Automatic fire extinguisher tanks must be located outside food preparation and utensil washing areas or installed in a smooth, easily cleanable metal case.

Laundry Equipment - (washer and dryer) shall be located in a separate room with tight-fitting, self-closing doors. If a washer is installed, a dryer is required.

Grease Traps - It is recommended that grease traps be located outside the building, if possible, and serving all sinks, dishwashers and floor drains in the food preparation areas; otherwise, the grease trap must be flush-floor mounted with a sealed lid, preferably outside the food preparation area and must comply with the plumbing/mechanical code. Grease traps and vent hoods cannot be sized without a proper blueprint submission to Building Department Technical Services (214) 948-4480.

All Lighting – Permanently fixed artificial light sources shall be installed to provided all areas in which food is prepared, or in which utensils are washed, shall be provided with at least 50 foot-candles of light on food preparation work levels and at utensil washing work levels.

At least 10 foot-candles of light at 30 inches above the floor shall be provided in all other areas, including storage rooms and walk in units. This shall not include dining and lounge areas except during cleaning operations. Fixtures shall be kept clean and in good repair.

Light bulbs in food preparation, storage and display areas shall be shatterproof, tuff-coated or shielded so as to preclude the possibility of broken bulbs or lamps falling into food.

Heat lamps shall be protected against breakage by a shield surrounding and extending beyond the bulb, leaving only the face of the bulb exposed.

As aforementioned, decorative lighting (i.e. neon bulbs) is required to conform to all applicable lighting requirements.

Vented Hoods - with removable filters are required over all cooking surfaces and must comply with plumbing and mechanical codes.

Ice Machines - or other food preparation equipment (i.e. BBQ pits, etc.) must be installed in an area approved for food preparation and must provide adequate ventilation that complies with all. Plumbing/mechanical codes. Ice machines and ice storage bins must be supplied with a 1" minimum air gap between the drain lines and the sewer system.



Domestic refrigerators, dishwashers or ranges are not approved for use in commercial food establishments.

Food Contact Surfaces - shall be constructed of non-corrosive materials such as stainless steel, anodized aluminum, etc. Painted surfaces, laminated wood or galvanized materials are not allowed.

Non-Food Contact Surfaces - which are exposed to splash, food debris, or which require frequent cleaning, must be smooth, washable, free of unnecessary ledges, projections, or crevices, and must be constructed of such material and in good repair to be easily cleaned.

Exposed Wood or ParticleBoard in food preparation, utensil-washing areas or in walk-in refrigerators is not permitted. (Exception: hard rock maple or equivalent non-absorbent material may be used for cutting blocks, boards, salad bowls or baker=s tables). Formica and similar plastic laminents may be used to cover shelving, serving counters and other fixtures **not** subject to heavy soiling or splash.

Poisonous Substances - Provisions must be made for storing pesticides, cleaning agents, caustics, acids, or other poisonous substances in separate cabinets identified for such storage.



Bars, Wait Stations, Buffet Lines, Customer Self-serve areas, and Exhibition/Demonstration displays - are considered food preparation and food handling areas and must meet all City of Dallas Chapter 17, Food and Drug Code guidelines.

Dallas City Code Chapter 17 requires that a valid food service manager is required at time of permit approval.

Dallas City Code Chapter 17 requires that all defects be corrected prior to approval of health permit.

Application and Permit Fees:

Pre inspection	\$100.00
Plan Review	\$200.00
Application fee	\$300.00
Annual Permit fee	Greater than 2,000 sq. ft. \$425.00
	Second facility (in the same building) \$400.00
	Less than 2,000 sq. ft. \$350.00
	Second facility (in the same building) \$300.00

These guidelines are provided to answer some of the most frequently asked questions regarding permitting requirements for new or remodeled food and drink establishments. Additional detailed requirements are covered in City of Dallas Chapter 17, Food and Drug Code. This information is available from:

Main office:
Food Protection and Education Division
Department of Environmental and Health Services
7901 Goforth Rd
Dallas, TX 75238
(214) 670-8083

Plans & Permitting office:
320 E. Jefferson Blvd., Room LL16
Dallas, TX 75203
(214) 948-4429

Office Hours: 8:00 a.m. to 4:30 p.m. Monday through Friday
Permit Hours: 8:30 a.m. to 4:00 p.m. Monday through Friday

Questions to Consider:

1. Will the menu offer food that requires extensive preparation (washing, cutting, mixing, etc.)?
 - The number of hand sinks becomes more important with more complex food preparation. A culinary sink is needed for washing fruits and vegetables and for other preparation.
2. What hours will the food service be open?
 - Increased equipment capacity and storage space should be considered for establishments with extended hours of operation.
3. How much food will be cooked and immediately served, or prepared in advance for later service?
 - Preparing food in advance requires more refrigeration space for thawing foods, cooling hot foods, and storing of cold foods.

4. How often will supplies be delivered?
 - The delivery frequency is important in determining the amount of refrigerated, frozen and dry food storage space.

5. Have you or any of your employees been trained in food safety or Hazard Analysis Critical Control Point (HAACP) concepts?
 - Training in both food safety principles and HAACP principles provides you and your employees with insight into the numerous hazards encountered in a food establishment.