

New Food Establishment Checklist



TARRANT COUNTY PUBLIC HEALTH ENVIRONMENTAL HEALTH

5001 N. RIVERSIDE DR., STE. 105 • FORT WORTH, TX • 76137
817-248-6299

NAME OF ESTABLISHMENT: _____

- Permits issued by Tarrant County Public Health are for the purposes of providing approval of meeting health food code requirements allowing your business to offer food for public consumption. This approval is not to be mistaken for authorization to operate in any one city jurisdiction within Tarrant County. Contact the specific city your business is operating within for any additional requirements prior to operation.
- Review of application(s) documents may take up to 10 business days
- Incomplete applications will not be accepted
- Tarrant County Public Health Environmental Health Fee schedule can be found online at Environmental Health Fee Schedule (tarrantcountytexas.gov)

Food Permits: New Establishments & Change of Ownerships

- Menu
- Food Establishment Permit Application
- Texas Sales Tax Permit for the business/location
- Proof of Ownership (if establishment holds no Texas Sales Tax Permit):
 - Articles of Incorporation
 - Warranty Deed
 - LLC paperwork
 - 501C paperwork

Additional Requirements for New Build or Remodel

- Food Plan review application
- 1 full size set of paper and electronic plans
- Equipment specifications

Food Establishment Permit Application



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- New Facility
- Change of Ownership
- Change of Address

Site Information <input type="checkbox"/> <i>unincorporated Tarrant County</i>			
Establishment Name			Phone (with area code)
Address			
City			State ZIP Code
Email (to be utilized for receipt of official inspection reports and notices)			
Owner Information			
Legal Name of Business Ownership			Phone (with area code)
Address			
City			State ZIP Code
Email (to be utilized for receipt of official inspection reports and notices)			
Billing Information Same as: <input type="checkbox"/> Site Address <input type="checkbox"/> Owner Address <i>If not, provide information below:</i>			
Name			Phone (with area code)
Address			
City			State ZIP Code
Base Operation Type <i>Choose one that best describes your base operation</i>			
<input type="checkbox"/> Food Store (ex. grocery, self service market) <input type="checkbox"/> Food Service (ex. restaurant, school cafeteria) <input type="checkbox"/> Food Court (ex. inside mall)			
Description:		Square Footage of entire establishment:	
Adjunct Operation Is this application for Adjunct Operation: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide information below:</i>			
<i>Describe other operation conducted in addition to base operation, such as convenience store snack bar, restaurant lounge/bar, grocery store department (deli, bakery, meat/seafood market), off-site catering, commissary or other business division.</i>			
Description:			
A separate application is required for EACH base and adjunct operation.			
Applicant's Name <i>printed</i>		Signature	Title
x		x	<input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent
FOR OFFICE USE ONLY			
Site #:	Fee:	Fee Exempt []	Effective Date:
Sanitarian:			

Mail completed form to address listed at top or to ph_information@tarrantcountytx.gov.