

Need Additional Information?

Contact us:

Preopening Phone Line

To leave a voicemail, please call: Tel. 713-274-6303

For questions regarding preopening requirements please call:

Tel. 713-274-6300

Monday—Friday
8:00 a.m.—5:00 p.m.

Visit us online:
www.hcphe.org/eph

Download preopening information at:
www.hcphe.org/eph/new_page_2.htm

Harris County Public Health & Environmental Services

Environmental Public Health

John Phelps Courthouse Annex 4

101 South Richey, Suite G

Pasadena, TX 77506

Office: 713-274-6300

Fax: 713-274-6475

Rev. Oct. 2010

Important Phone Numbers

HCPHES Pre-opening
Pre-opening line: 713-274-6303
Fax: 713-274-6375

For preopening items # 5 & 8 contact:

**Harris County Public Infrastructure
Department - Permits**
Tel. 713-956-3000

**Texas Commission on Environmental
Quality - TCEQ Region 12**
Tel. 713-767-3500

For preopening item # 7:

*If service is provided by a utility district,
provide a water utility agreement signed
by the district.*

For preopening item # 9:

Harris County Fire Marshal's Office
Tel. 281-436-8000



Got food?

When and How to Obtain a Harris County Food Establishment Permit



A Guide for New and Remodeled Establishments

Harris County

HCPHES

Public Health & Environmental Services

www.hcphe.org

Do you need a permit?

Who needs a Harris County Food Establishment Permit?

Anyone who will prepare, process, serve or sell food and/or drinks within Harris County.



What is required to obtain a Harris County Food Establishment Permit?

Floor plan review and approval **before** construction or remodeling begins.

When to submit plans?

Mondays or Wednesdays
8:00 am. - 11:30 am.

Where?

**HCPHES Environmental
Public Health Division**
John Phelps Courthouse Annex 4
101 South Richey, Suite G
Pasadena, TX 77506

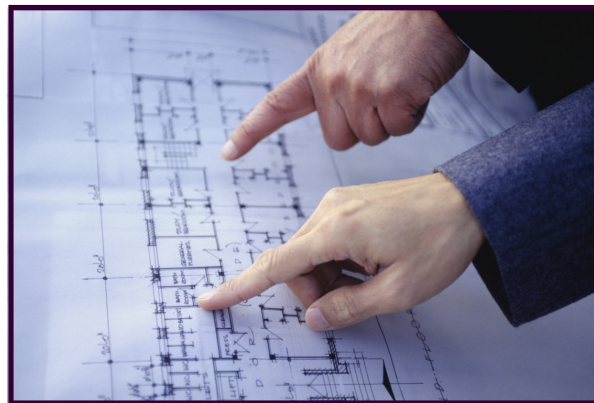
Preopening Required Documents

1. HCPHES Plan Review Information Report
2. Three (3) Sets of Floor Plans, including:
 - ◇ Minimum size 11X17 each
 - ◇ Equipment layout and finish of walls, ceilings and floors
3. Preopening Fee—\$30 before the plans will be reviewed. Payable in cash, credit card, or money order.

After plan approval,

4. Completed HCPHES Preopening Checklist
5. Individual Septic System Letter, if applicable
6. Water Utility Agreement
7. Building Permit
8. Certificate of Compliance

Please allow 3 - 5 business days for the preopening inspection after all required documents have been submitted.



General Permit Information

One or more certified food managers is required to be on duty during all operating hours of the food establishment. Only establishments handling prepackaged foods are exempt from this requirement.

Permits:

- A Harris County Food Establishment Permit application is issued only upon approval by an HCPHES investigator.
- A permit fee is charged according to the level of food processing involved.
- Permits must be posted in public view.
- Food establishments will be inspected periodically.
- Permits are renewed annually.
- Plans must be re-submitted and approved before remodeling.
- Permits are NOT transferable.
- Contact HCPHES if there is a change of ownership of a food establishment.

Permits can be denied, suspended or revoked if the establishment does not comply with state law and county regulations.