



**City of Dallas
Plans & Permitting Site Evaluation and Contact Form**

City of Dallas

1. Make planning approval or permit submission to:	
a. Name of Department:	<p>Plan Review and Consultation 320 E Jefferson Suite 105 Dallas, Texas 75203 214/948-4480</p> <p>Plan Submittal and Initial Permit Processing 320 E Jefferson Suite 118 Dallas, Texas 75203 214/948-4480</p> <p>Environmental & Health Services Food Protection and Education (additional permits and pre-inspection) 7901 Goforth Rd Dallas, Texas 75238 214/670-8083</p>
b. Name of Contact:	<p>Cynthia Hardage, Plans & Permitting 214/948-4255 Joe Del Ferro, Plans & Permitting 214/948-4114 Lashawn Garcia, Plans & Permitting 214/948-4131</p>
c. Phone number(s)	<p>Food & Protection and Education 214-670-8083 Building Inspection (RM 105) 214-948-4480 Fire Inspection 214-670-4319 Building Permit Center (RM 118)</p>
d. Cost of Health Permits & Plan Review	<p>Health Permit \$300.00 Plan Review <u>\$200.00</u> Total \$500.00</p>
2. Submission requirements:	
a. New or Remodeled existing food establishment. (Health application is required)	Must submit two copies of blueprints to the Building Permit Center. Plans will be reviewed, stamped and corrections will be noted. Additional corrections may be required following an onsite inspection.
b. Submit cut sheets for all equipment related to receiving, storing/holding, preparing and distributing all food. (Kitchen equipment plan and finish schedules required)	Must be submitted and processed with the above requirement
c. Submit a copy of the proposed menu, expected number meals served and expected operating hours.	Must be submitted and processed with the above requirement.
d. A Pre-inspection Site Evaluation is available for a fee of \$100.00. Payable at 7901 Goforth, Dallas, TX 75238	A plan's inspector will note all violations to bring facility into good standing with Dallas Health codes.

3. Code Requirements:	
a. Authority	Ord. 20026 Ch. 17 Retail Food, Ch. 19 Health and Sanitation, Ch. 30 Noise, Ch. 40 Rat Control, Ch.41 Smoking, Ch. 42A Special Events, Ch. 50 Street Vending, Ch. 51A-4.603 Use of a conveyance as a building.
b. Is a written copy of Ch. 17 (written guidelines) available?	Yes, call Food & Protection Education at 214-670-8083 or go to www.dallascityhall.org

4. Site evaluation & general guidelines.

a. Building and accessible openings insect & rodent proof.	All exterior doors, drive through windows and outer openings must be self-closing and tight fitting. No gaps or incomplete closings allowed.
b. Premises properly drained and free of litter.	No standing water in outside lots and a covered refuse container afforded.
c. Water supply must be from an approved source.	All plumbing must be from the city water system.
d. Floors of smooth, easily cleanable and non-absorbent material.	Sealed concrete, terrazzo tile, or ceramic tile.
e. Floors subject to grease splash, and/or flush cleaning constructed of smooth, easily cleanable and non-absorbent material sloped to a covered floor drain.	Sealed concrete, terrazzo tile, or ceramic tile.
f. Walls to be good repair and constructed of a smooth, easily cleanable and non-absorbent material in all work areas and restrooms. Walls to be light in color	Fiberglass reinforced polyester (FRP), Sealed concrete, or ceramic tile.
g. Ceilings to be good repair and constructed of a smooth, easily cleanable and non-absorbent material in all work areas and restrooms. No dark ceilings are allowed in the food prep area.	T-grid ceilings with acoustical tile are acceptable.
h. Equipment properly installed and drained.	All equipment must be drained to the sanitary sewer system via an approved grease trap/interceptor.
i. Ice machine located within the food service or preparation area with an approved ceiling and correctly plumbed to the floor drain.	Must provide a 1” air gap in the drain line to the floor drain to prevent backflow into ice bin.
j. Auxiliary equipment cannot be located in food preparation areas. Must be in a finished room with self-closing door.	Water heater (if in the food prep area, it requires a closet or enclosure), washing machine & dryer, etc. If only a washing machine will be used apply for dryer exemption from Health Department Manager at 214/670-8083.

k. Grease trap-if to be located outside of food preparation area, however, if located in food preparation area must be flush with floor.	Building inspection (PH: 214/948-4468) will determine correct size to install.
l. No unnecessary exposure of pipes and service lines.	No lines may be exposed in food service areas, all pipes will be enclosed and have accessibility for cleaning and maintenance.
m. Food service equipment and utensils meet design and construction standards.	Provide cut sheets- All equipment must be National Sanitation Foundation (NSF) approved. No home-style equipment allowed for commercial use.
n. Cooking equipment properly vented.	All equipment that emits grease, water vapor must be under an approved ventilation system. Determined by building inspection.
o. Lighting adequate	All lighting including recessed lights must be shielded in exposed food and utensil areas. Provide 50-foot candles in all other areas. .
p. Hot and/or Cold storage facilities adequate and properly functioning temperature devices furnished.	Thermometers must work and be placed in a conspicuous location acceptable to the inspector.
q. Water heater must be of adequate design to meet hot water requirements (120F or above) of food establishments.	To all dishwashing facilities and hand washing facilities. For sizing assistance, please call Building Inspection (214/948-4468)
5. Multiuse Utensil Washing and Sanitizing Facilities	
a. Approved 3-compartment sink with sloped drain board.	Must be stainless steel and large enough to submerge largest piece of equipment used in food preparation.
b. Provide a utility/mop sink.	Must be stainless steel or porcelain and be ∞16”L x 16”w x 14”d.
c. A curbed cleaning facility may substitute for a utility/mop sink.	Must be ∞ 16”width x 16” length x 6” depth and be made of concrete or fiberglass.
d. A 4-compartment sink may be used behind bars.	A 3-compartment sink in addition with a handsink will be acceptable.
e. Approved dishwashing machine with adequate scrapping, pre-rinse, and drain, plus utility sink.	Automatic dish machines may be hot water (water temp. 180°F, all utensils must reach 160°F) or chemical sanitization.
f. Additional pot or produce washing sinks may be required.	Subject to extent of food preparation.

6. Additional Items	
a. Adequate storage facilities for cleaned and sanitized utensils.	
b. Restrooms to have toilets properly constructed and vented. Restrooms must have mechanical ventilation provided. Doors to be self-closing.	There is to be no exposed wood surfaces, all surfaces in a restroom to be smooth & easily cleanable, impact resistant, non-absorbent and light in color, FRP or better from floor to 4' at a minimum.
c. Tempered water through a non metered valve	Hot and cold water must be provided to restrooms. Minimum water temperature 100°F.
d. Hand washing facilities convenient to food service areas and dishwashing areas.	Hand sink coverage to all food service areas. Hand sink coverage is 25' with no obstructions, i.e., doors, walls, etc. per area. Areas must have more than 50% common openings to be considered one area.
e. Dry storage adequate for type of operation.	Based on size of kitchen, good rule of thumb is dry storage should be 20% minimum of kitchen area.
g. Facilities for storing cleaning and maintenance gear are adequate.	
h. Provision for garbage disposal adequate.	Easily cleanable and non-absorbent material, covered and dumpsters must have drain plugs in place.
I. Living and sleeping quarters separate, no animals.	No mixed-use operations are allowed. The living area must be physically separated from the food area and approved by Building Inspection.

<http://www.dallascityhall.com/pdf/ehs/SiteEvaluationContacts.pdf>