



City of North Richland Hills
Consumer Health Division

**2022 NEW & REMODELED FOOD ESTABLISHMENT
HEALTH PERMIT REQUIREMENTS**

When a food service establishment is constructed, extensively remodeled, a change of ownership occurs, the nature of the operation changes, or an existing structure is converted to be used as a food service establishment, properly prepared plans and specifications of such construction, remodeling or conversion shall be submitted to Consumer Health for review and approval **before construction, remodeling or conversion is begun.**

A pre-operational inspection is required prior to the start of operations to determine compliance of the approved plans and specifications with the requirements of City Codes and Texas Food Establishment Rules (TFER).

All construction/installation shall be done in a craftsman like manner.

A food establishment is any place where food or drink (including ice) is manufactured, purchased, produced, processed, transported, stored, sold, commercially prepared, vended or otherwise handled, whether offered for sale, given in exchange, given away for use as food or furnished for human consumption.

CONSTRUCTION OF BUILDING

Note: The materials listed for floors/walls/and ceilings are not required materials but recommended materials. Any materials that do not meet the requirement of “smooth, non-absorbent, and easily cleaned” are not approved in any location that is exposed to moisture, splash, food or beverage preparation or service. All holes, cracks, crevices throughout the establishment must be sealed prior to final inspection.

Floors in all food preparations, food storage, utensil-washing areas, walk-in refrigeration units, dressing rooms, locker rooms, toilet rooms, laundry rooms and vestibules shall be constructed of smooth durable material such as sealed concrete, ceramic tile or other durable materials which have been properly installed. Hub and/or floor drains shall be adequate for proper cleaning of floors. The juncture where the wall and floor meet must be coved and sealed. All surfaces must be flush to floor, and water must not stand. Painted concrete floors are prohibited.

Walls in preparation, storage and utensil-washing areas must be covered with a smooth, easily cleanable, and non-absorbent material. No wooden walls or shelving are permitted. Materials such as stainless steel, fiberglass reinforced plastic (FRP) Marlite, ceramic tile, fiberglass or similar products are recommended. Paint is not recommended in food preparation or dishwashing areas. If paint is used, it must be washable and have a gloss finish.

Ceilings shall be smooth, easily cleanable and made of non-absorbent material. Ceiling tiles, if used in food preparation, food storage, or food service areas, must be vinyl coated, and all ceiling tiles must be flush with the ceiling grid.

Lighting must be adequate in all rooms. Light intensity requirements are outlined in the Texas Food Establishment Rules for walk in refrigerator/freezers, dry storage, buffets/salad bars, reach-in cooler/freezers, ware washing areas, storage areas, and restrooms. Shielded light fixtures are required in food storage, preparation, service and display facilities, and where utensils and equipment are cleaned and stored.

Vent-a-Hoods with removable filters are required over cooking equipment. Contact Building Inspections at 817-427-6300 for additional information.

Auxiliary Equipment such as water heaters, laundry machines, remote connected refrigerator compressors and air conditioners must be enclosed and located away from food preparation areas.

Grease Traps shall be located outside, away from food preparation or utensil-washing areas. Grease traps must be pumped at least quarterly and must be pumped by a waste hauler that is permitted in North Richland Hills. Trip tickets must be kept on site for review by Consumer Health staff. The size of the grease trap is determined by Building Inspections, which can be contacted at 817-427-6300.

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Ice Machines shall not be located near potential contaminants, such as toxic chemical storage, exposed sewer lines, open stairwells, etc., and shall have a lid and a one-inch (1") air gap between the drain pipe and the floor drain.

Sneeze Guards are required for open food service to customers, such as buffets, salad bars, condiment bars, etc.

Dry Storage equal to 25% of kitchen area is recommended. Food, food contact items, and paper goods shall be stored at least six inches (6") above floor level. Wooden shelving for dry storage will only be approved if sealed and painted with light colored high-gloss paint and all cracks/gaps/crevices are eliminated.

Toxic, Poisonous Substances such as cleaning agents, toxic chemicals, medications, etc., must be stored separate from or below food, food contact items, paper products, and clean linens. All chemicals must be properly labeled and properly stored at all times to protect food and food contact items. Residential pest control chemicals are prohibited, and only a Commercial Pest Control Applicator may treat the food facility with chemical pest control agents.

Adequate Toilet Facilities with a hand washing sink are required. Except in circumstances where Building Code does not require it and depending upon menu, where food is served on premises, toilet facilities for both sexes are required. Minimum Health Department standards required for restrooms are: self-closing doors, hot (100°F within 20 seconds) and cold water, smooth, easily cleanable walls and floors, soap, paper towels, toilet tissue, covered trash containers, and a window or exhaust fan. At least one toilet must be equipped to meet ADA standards. Building Codes construction requirements are obtained by calling Building Inspections at 817-427-6300.

Pest Control is required. All exterior doors must be tight fitting and self close completely by itself (excluding marked fire exit doors). Air curtains over doors and windows that open may also be installed and properly working to prevent pest entry. Pest control treatment is required before food preparation and service starts. Pest control must be applied by a Commercial Pest Control Applicator, and residential pest control products are prohibited.

Exposed Utility Pipes such as water, gas, sewer, electric, and drain lines should be stubbed at point of use. If ductwork is installed it must be kept at an absolute minimum and enclosed. All exposed utility pipes must be incased in all food preparation areas due to the requirement that all surfaces must be smooth and easy to clean.

Automatic Fire Extinguishers, if used must be installed according to N.F.P.A. in accordance with International Fire Code. Contact NRH Fire Administration at 817-427-6900 for more information.

SINKS, UTENSIL-WASHING EQUIPMENT

Three Compartment Sink with drain board is required for every food service establishment regardless of the presence of a mechanical dishwasher. Each compartment of the sink must be large enough to accommodate the largest piece of equipment used. Where indicated, additional utensil-washing facilities such as scrap sinks, pre-rinsing sinks or additional pot washing sinks may be required. Any operation serving alcoholic beverages and using glassware should have a four-compartment bar sink with drain boards. Test strips are required to check the sanitizer concentration.

Dishwashing Machines that properly wash, rinse, and sanitize utensils may be used. A three compartment sink is required regardless of the use of a mechanical dishwashing machine. 170°F final rinse is required for stationary-rack, single-temperature heat-sanitizing machines, and 180°F final rinse is required for all other heat-sanitizing machines. Thermometers and pressure measuring devices must be present as specified in the Texas Food Establishment Rules. Test strips or other measuring devices are required to check the sanitizer concentration or sanitizing rinse.

Vegetable Prep Sink, Meat Prep Sink: A vegetable prep sink must be installed in all establishments that will be washing, cutting and preparing vegetables on site. A separate meat prep sink must be installed in establishments that will be



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rapidly thawing raw meat under cool running water or have extensive preparation of raw animal products. Food preparation sinks must be indirectly plumbed; a one-inch (1") air gap is required over any floor drain or plumbing.

Utility Sink (Mop Sink) or curbed floor drain for cleaning mops, etc. is required for all food and beverage establishments. Mops must hang to dry over the utility sink when not in use.

Hand Washing Sinks supplied with hot and cold water, soap, and disposable towels or high velocity air-knife systems are required within 25 feet of food preparation, food service, utensil washing areas, mixed drink bar areas, and anywhere else deemed necessary by Consumer Health. All stations must have an approved second barrier (i.e. gloves, sanitizer) stored by the hand wash sink in order for staff to remember to properly wash hands before putting on gloves (Gloves do NOT replace hand washing). 100°F hot water is required at this sink within 20 seconds of operation. Automatic hand sinks must be installed according to manufacturer's instructions, and metering hand sinks must be self-closing, slow-closing, provide at least a 15-second constant flow of water. Hand washing signs are required at these sinks. Hand sinks and lavatories must be equipped with a "clean barrier" in order to turn off faucets or open restroom doors. Examples include a stocked paper towel dispenser, hands-free faucets (a foot-operated door opening device in restrooms

FOOD SERVICE EQUIPMENT

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

Food Contact Surfaces must be impervious to liquids, unpainted, and accessible for cleaning and inspection.

Non-Food Contact Surfaces which are exposed to splash, food debris, or require frequent cleaning must be smooth, washable, free of unnecessary ledges, projections or crevices, readily accessible for cleaning and must be constructed of easily cleanable materials.

Shelving must be at least six inches (6") off the ground to provide easy access for cleaning.

Residential Refrigerators, Freezers, Dishwashing Machines and Ranges are not approved for use in commercial food establishments. All equipment must be commercial grade.

Floor Mounted Equipment must be at least six inches (6") off the ground to provide easy access for cleaning.

Exposed Wood/Particle Board in food preparation or utensil washing areas or walk-in refrigerators is not permitted. All bare wood must be properly sealed or painted with high gloss paint.

Formica/Plastic Laminates may be used to cover shelving, serving counters and other fixtures not subject to heavy soiling or splashing, provided laminates are applied in such a way as to meet all other required standards. The use of plastic-laminate covered wood fixtures in areas subject to high moisture, splash, grease or frequent soiling is not allowed. Properly constructed, easily cleanable equipment with stainless steel work surfaces is indicated in such areas.

Refrigeration/Freezers: walls, ceiling and bottom/floors must be of a non-absorbent material. Coolers/freezers must have intact gaskets and must be able to hold food products at 41°F or less if refrigerated or hold food frozen. Exposed wooden surfaces are not permitted. Gaskets must be kept clean and in good repair. Temperatures of all cold holding units must be monitored daily to ensure proper cold holding. Temperature logs must be kept to document cold holding.

Calibrated Thermometers are required to be in all refrigerators and hot holding units that hold potentially hazardous foods (i.e. freezers, refrigerators, etc.) In addition, staff must have a calibrated stem thermometer that is accessible at all times to check internal product temperature of both hot and cold food products. Thermometers must have a range that



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goes below 41°F and above 165°F. Digital thermometers are recommended. Always sanitize thermometers prior to taking food temps. Temperature logs must be kept to document cooking and hot holding temperatures.

Only equipment and utensils that meet or exceed standards of the National Sanitation Foundation (NSF) are approved for use. All equipment and utensils must only be used as designed.

TRAINING AND OTHER REQUIREMENTS

Food Handler or Food Manager Training required for all staff. All staff must either have an accredited Food Handler card or Certified Food Manager certification. Food Managers must attend training within 30 days of hire by taking a State-Approved Certified Food Manager. Approved classes can be found the following link: <http://www.dshs.state.tx.us/food-managers/default.aspx>

Food establishments with multiple permits must have a Certified Food Manager at each permitted department.

Food service employees (other than Certified Food Managers) must take a TDSHS or ANSI-accredited Food Handler class within 30 days of hire. The North Richland Hills Food Handler card is valid for 3 years, TDSHS-accredited so it is valid throughout the State of Texas, and costs \$21. NRH Food Handler class schedule: www.nrhtx.com/health.

The original Certified Food Manager certificate must be displayed within public view along with the facility's health permit.

Temperature Log and Cleaning Schedule required. All food establishments must have a temperature log that includes refrigerator temperatures, cooking, hot and cold holding temperatures, cooling times/temperatures, daily dish area sanitizer concentrations, and any other items that should assist the operation in proper food handling and safety. A cleaning schedule is required for all facilities so that all areas are kept clean and sanitary at all times.

Personal items must be stored properly. Storage of staff personal items such as clothing (i.e. aprons, jackets) and personal effects (purses, phones, etc.). Owners/operators must designate an approved location for these items and employees must know the location of personal item storage.

Damaged Goods must be stored properly. Dented cans, damaged products, and returns must have a designated location for storage. Owners/operators must designate an approved location for these items and employees must know where to place these damages so they are not used in the food service operation.

OTHER REQUIREMENTS – TEXAS FOOD ESTABLISHMENT RULES

First Aid Kit. All food establishments must have an accessible first aid kit.

“Contaminations Events” policy. Required for all facilities that details the clean-up of vomit and diarrheal events.

No bare hand contact allowed. Unless specifically approved by NRH Consumer Health, bare hand contact with ready-to-eat foods is specifically prohibited.

Specialized Processes and Foods. If the facility is serving raw, ready to eat fish or shellfish, specific requirements must be met regarding records retention and parasite destruction. If Reduced Oxygen Packaging or Sous Vide items are prepared, all requirements specified in the Texas Food Establishment Rules must be met.

Contact Consumer Health at 817-427-6650 or email ConsumerHealth@nrhtx.com with questions.

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