



PERMIT NUMBER

APPLICATION FOR RETAIL FOOD VENDOR PERMIT

Retail Food Vendor Permit Fee \$

The undersigned hereby makes application for:

<input type="checkbox"/> Annual \$200 for facility 0 – 1000 sq ft	
<input type="checkbox"/> Annual \$300 for facility over 1000 sq ft	
<input type="checkbox"/> Food Service Establishment	<input type="checkbox"/> Retail Food Store
<input type="checkbox"/> Non-Profit Organization (fees waived)	<input type="checkbox"/> Tavern/Bar

Number of Square Feet of Kitchen / Food Service Operations: _____

Establishment Name: _____ Phone No: _____

Responsible Party Name: _____ Phone No: _____

Building Owner(s) Name: _____ Phone No: _____

Establishment Address: _____

Normal Business Hours: _____

Type of Food Sold _____

Mailing Address: _____

Texas Driver's License: _____ Date of Birth: _____

Insurance _____ Policy Number _____ Expiration Date _____

***This form must be completely filled out to be accepted. Please type or print all information. Payment must accompany this application. **THERE WILL BE NO REFUNDS ONCE THIS APPLICATION IS SUBMITTED.**

Name & Address of Responsible Parties or Managers:

1. _____
Name Phone Number

Home Address City State Zip

2. _____
Name Phone Number

Home Address City State Zip

Name & Phone Numbers of Alternate or Emergency Contacts:

1. _____
Name Phone Number

2. _____
Name Phone Number

Water Supply Information: Village of Surfside Beach PWS #0200037 – Acct # _____

Sewage Disposal Information: Public (City) Private (Individual OSSF)

If a Private (individual on-site disposal system) is used, the following information must be provided:

- 1) Village of Surfside Septic Permit No: _____
- 2) Tank Capacity: _____gal.
- 3) Grease Trap Capacity: _____gal.
- 4) A drawing prepared to scale showing the location of the septic tanks, field lines, beds, sprinklers, etc. and the distance from adjacent waste disposal systems and drinking water must be included in order for this application to be considered.

Garbage Disposal Information: Public (Waste Connections) *Proof of pre-arranged garbage service is required.*

RETAIL FOOD VENDOR PERMIT COMPLIANCE REQUIREMENTS

PERMIT REQUIRED: Each retail food establishment shall have a valid permit issued by the Village of Surfside Beach. The retail food vendor permit is valid for one individual establishment and is valid for 12 months from the initial effective date. Permit should be renewed annually. A penalty of \$50 applies for late renewal. Permit expires immediately upon change of ownership and is non-transferable.

REQUIREMENTS: Establishment must comply with existing Surfside ordinances and codes. Establishment shall be inspected prior to issuance of a permit. Permit shall be displayed at all times. Any signs used for advertisement must be attached to the establishment. The property must be kept free of trash and garbage at all times. The Surfside Police Department and Building Official are authorized to enter upon such structure at any time to inspect for compliance with permit requirements. Permittee shall not allow a person to live, reside, or stay overnight inside of the establishment. All employees of the establishment must have an accredited food handler certification.

FOOD PREPARATION: Food shall be obtained from approved sources and be in sound condition. Food shall be prepared in permitted or licensed establishments. The Texas Food Establishment Rules (TFER) requires that meat and poultry products be cooked to the following minimum internal temperatures: **Poultry - 165°F, Ground Meats - 155°F, Pork - 145°F, and other Meats - 145°F.** Potentially hazardous foods (i.e., foods which consist in whole or in part of milk or milk products, eggs, cut, tomatoes, meat, and seafood) shall be held at 41°F or lower, or at 135°F or above. Equipment adequate to cook and maintain foods at the required temperatures shall be provided. An accurate food temperature thermometer (metal stem) shall be used to monitor the proper internal cooking and holding temperatures of potentially hazardous foods.

EQUIPMENT: Food, utensils and articles shall be protected from contamination during storage, preparation, display and service. Utensils, including ice scoops, shall be provided to minimize handling of foods. Food contact surfaces shall be easily cleanable and washed, rinsed, and sanitized as necessary using three suitably sized basins as follows: wash with warm soapy water, rinse in clean water and sanitize with 50 ppm chlorine or 200 ppm quaternary ammonia. Sufficient supply of flowing water from an approved source shall be provided to prepare food and to clean hands, equipment, and utensils.

PERSONAL HYGIENE: Personnel shall maintain a high degree of personal cleanliness and conform to good hygienic practices. They shall be free of infections which may transmit foodborne illness. Hands shall be washed as often as needed during food preparation. Single-use gloves may be used in addition to handwashing. The use of tobacco or eating food in preparation and serving areas is prohibited.

ADVISORY: Section 228.222 of the Texas Food Establishment Rules provides that "The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the establishment, may prohibit the sale of some or all potentially hazardous foods, and when no health hazard will result, may waive or modify requirements of these rules." Failure to comply with these requirements may result in the immediate suspension of the permit and assessment of penalties as provided by the Texas Health and Safety Code, Chapter 437. A \$75 fee applies to reinstate a suspended permit and a \$150 fee applies for re-inspection.

FOODBORNE ILLNESS PREVENTION IS A RESPONSIBILITY SHARED BY ALL INDIVIDUALS INVOLVED IN FOOD PRODUCTION, DISTRIBUTION, AND PREPARATION. IF YOU HAVE QUESTIONS OR NEED FURTHER ASSISTANCE, CONTACT THE VILLAGE OF SURFSIDE AT (979) 233-1531 OR VISIT OUR WEBSITE: www.surfsidetx.org

NO APPLICATION WILL BE APPROVED WITHOUT THE FOLLOWING:

- Copy of Food Handler Certification (ALL employees)
- Copy of Food Manager License
- Copy of Insurance
- Copy of the Menu
- Copy of Texas Driver's License
- Copy of Texas Sales Tax Permit Taxpayer ID
- Copy of Water Utility Agreement
- Copy of Floor Plan with Rendering of Food Preparation, Storage and Sales Area
- Fire Marshal Inspection
- Health Inspection
- Payment

ACKNOWLEDGEMENT

NOTARY MUST BE PRESENT WHEN SIGNING THIS DOCUMENT

I HAVE READ AND FULLY UNDERSTAND THE ATTACHED INFORMATION SHEET ON RETAIL FOOD VENDOR PERMITTING.

SIGNATURE

DATE

Before me, the undersigned authority, on this day personally appeared _____,
known to me to be the person(s) whose name(s) is/are signed to the foregoing application and duly sworn by me, each
states under oath that he/she has read the said application and that all facts therein set forth are true and correct.

Sworn to before me, the _____ day of _____ 20_____

NOTARY

A copy of this completed Application must be retained by the Establishment and readily available for review by Health Inspectors

OFFICE USE ONLY

Approved Disapproved

Inspector _____

Date _____

Permit Fee _____