

## Need Additional Information?

### Contact us:

#### Preopening Phone Line

To leave a voicemail, please call:  
Tel. 713-439-6370

For questions regarding  
preopening requirements  
please call:

Tel. 713-439-6270  
Monday - Friday  
8:00 a.m. - 5:00 p.m.

Visit us online:

[www.hcphe.org/eph](http://www.hcphe.org/eph)

Download preopening  
information at:

[www.hcphe.org/eph/new\\_page\\_2.htm](http://www.hcphe.org/eph/new_page_2.htm)

Harris County Public Health & Environmental Services

Environmental Public Health

2223 West Loop South Ste. 529

Houston, Texas 77027

Office: 713-439-6270

Fax: 713-439-6316

## Important Phone Numbers

**HCPHES Pre-opening**  
**Voicemail: 713-439-6370**  
**Fax: 713-439-6316**

*For preopening items # 5 & 7 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 # 6:*

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

*For preopening item # 8:*

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



## Got food?

**When and How to  
Obtain a  
Harris County Food**



**A Guide for New and  
Remodeled Establishments**

Harris County  
**HCPHES**  
Public Health & Environmental Services

[www.hcphe.org](http://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 Administration Building**  
2223 West Loop South  
5th Floor, Room 529  
Houston, TX 77027

## 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. Fire Code 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.**