



**FOOD ESTABLISHMENTS –
PERMIT APPLICATION PROCEDURE**

New or renovated facilities

- Construction of a new food establishment, interior finish-out of an existing location into a food establishment, or remodeling of a current food establishment may require that the owner/contractor apply for a Building Permit at the City of Arlington’s Community Development & Planning Department. One set of plans will be forwarded to the Environmental Health Division for review. For additional information, please contact our office at:

Community Development & Planning
Health Division
101 W. Abram Street
P.O. Box 90231, Mail Stop 01-0241
Arlington, Texas 76004-3231
Telephone number: 817-459-6502

- Minor renovations involving only changes in equipment and finishes that do not require a Building Permit will require submission of one set of plans or drawings to the Environmental Health Division for review.
- The Environmental Health Division will review the plans and provide written comments to the applicant. The applicant must reply to these comments in writing directly to the Environmental Health Division. Any necessary modifications requested by the Environmental Health Division must be agreed upon before beginning construction. If a Building Permit is required, the Environmental Health Division will notify the Community Development & Planning Department when all of the concerns listed have been adequately addressed.
- A Food Service Establishment Application will be sent to the owner of the new facility. The application must be completed and returned, along with the application fee plus the annual permit fee, prior to opening.

- In order to occupy a newly constructed commercial building, a Certificate of Occupancy (CO) must be obtained from the Community Development & Planning Department prior to the anticipated occupancy date. Contact the Environmental Health Division for a preliminary inspection upon completion of the walls, floors, and ceilings. The Environmental Health Division will authorize the release of their portion of the Certificate of Occupancy when these items are completed according to the requirements outlined in the plan review comments. The Certificate of Occupancy will be issued by the Community Development & Planning Department when the Building, Fire, and Health inspections have been conducted and all the deficiencies are corrected.
- A final inspection must be conducted by the Environmental Health Division to insure that all of the food safety and sanitation requirements are met before any food can be prepared, sold, or distributed. The Food Establishment Permit will be issued upon compliance with all of the Environmental Health Division requirements.

Change of ownership

- When an existing food establishment changes ownership, the new owner must obtain a Certificate of Occupancy (CO) and a Food Establishment Permit in the name of the new owner.
- Contact Community Development & Planning Department at 817-459-6502 in order to apply for a Certificate of Occupancy and payment of necessary fees.
- Contact the Community Development & Planning's Environmental Health Division, in order to obtain a Food Service Establishment Permit. The new owner must complete the application and pay the required change of ownership fee plus the annual permit fee. The Environmental Health Division will conduct an inspection of the facility and list the deficiencies that need correction. If no serious defects are noted at this time, the Food Establishment Permit will be issued. Permit fees are not refundable or transferable.