



CITY OF SUGAR LAND

FOOD INSPECTION PROGRAM

Pre-opening: New Construction/Remodel & Change of Ownership Requirements

INTRODUCTION

A food establishment is any business that prepares, processes, stores, serves or sells food and/or drink directly to a customer. When a food establishment changes ownership, is constructed, remodeled or an existing structure is converted into a food establishment, the plans and specifications for construction, remodeling, or conversion shall be submitted to the City of Sugar Land (COSL) Permits Office via online Citizen Self-Service (CSS) portal for review and approval before work begins or within 30 days of a change of ownership. The review and approval of plans and specifications shall be made in coordination with the City of Sugar Land's Building, Fire, and Planning Departments.

The plan review and approval process is an important part of the COSL's Food Safety Program. This process allows our Division to evaluate the proposed food establishment's menu, equipment, and facilities to identify potential food safety hazards prior to construction and operation. Avoidance of these hazards helps ensure the food establishment's capability to prevent foodborne illness and provide safe food to the citizens of Sugar Land. If a food establishment changed ownership without prior notification, plan review, and permit approval, a citation and closure notice may be issued.

PLAN REVIEW PROCESS

Plan reviews are only accepted online through Citizen Self-Service (CSS) Portal. Submit your menu, floor plans, including equipment & finish schedules for your food establishment. Plans will be reviewed to determine compliance with the Texas Food Establishment Rules, FDA Food Code, and City Code of Ordinances. **Construction or remodeling may begin after plans are approved.**

CHANGE OF OWNERSHIP/NEW CONSTRUCTION/REMODEL

The first step to conducting a change of ownership, submit plans for new construction or a remodel will be to create a profile or login to existing account in the City's CSS portal:

https://energovweb.sugarlandtx.gov/EnerGov_prod/SelfService#/home

Once you have registered, click on apply, and type the name or keyword of the application, i.e., "Occupancy" for "Tenant Change of Occupancy Application" in the search box, and press apply again. This will initiate the application process, and notify all departments (Building, Fire, Planning, & Food) of application once completed.

For questions concerning permit applications, please contact the permits office at permits@sugarlandtx.gov or 281-275-2270.

After you have submitted permit application for a change of occupancy, new construction or a remodel, an automated email to complete a new food permit application will be sent to the email associated with your CSS account. Food permit application must be completed prior to requesting a final food inspection. If for some reason you do not receive an automated email, please see steps below to apply for a new food permit, and/or to be assessed preopening inspection fee.

FOOD PERMIT

Step 1: Login or register in at [CITIZEN SELF-SERVICE \(CSS\)](#) to apply for Food Establishment & Frozen Food Permit

Step 2: At menu bar, select **APPLY**

Step 3: In the search bar type "**FOOD**", click on **PERMANENT FOOD ESTABLISHMENT PERMIT**, and select **APPLY**.

Step 4: Begin your application process and upload all required supporting documents. **There are specific documents to be submitted with Food Permit Application.**

DOCUMENTS TO BE SUBMITTED MAY INCLUDE:

1. **Certified Food Protection Manager** – A minimum of one employee must have a valid Food Manager Certification during all hours of operation of the food establishment. This certification will be verified during the pre-opening inspection. The permit application and operation of the establishment will be delayed if this requirement is not met. Only establishments that handle prepackaged food and do not prepare or package food are exempt from the requirement. You may obtain certification at www.SLTXTraining.com, or any other State approved course.
2. **Waste Manifest or Grease Trap Service Receipt** – The grease trap must be cleaned and serviced regularly in accordance with City guidelines. The most current waste manifest shall be maintained on-site at Food Establishment, and

upon request, readily available for review. At the time of food permit application, waste manifest/grease trap service receipt are not required for new establishments, and/or establishments that have been closed for more than 90 days.

3. **Copy of Sales Tax Document** – Provide a current copy of State of Texas Sales Tax Permit (Sales Tax), available at: <http://www.window.state.tx.us/taxpermit/> The name of the business on the Sales Tax must match the name of the Food Establishment.
4. **Pest Control Contract/Invoice** - Provide the most current invoice of pest service, and/or contract. A food establishment may provide their own pest services; however, pesticides must be approved to utilize in a kitchen environment, and establishment must maintain pest log documenting pest treatments. Note: If a pest infestation is observed during a routine inspection, a licensed pest service must be obtained and implemented to such a time violation is corrected.
5. **Menu** – Provide an official or unofficial list of all food items that will be offered for sale at food establishment. Menu will be reviewed for any potential specialized processes, variances, or HACCP requirements.

SCHEDULING INSPECTION

To request an inspection, follow step-by-step guide: [Requesting an Inspection](#).

Please note: Once you receive inspections from Fire, Building and are approved, the permits office will issue you a new Certificate of Occupancy via email. After you receive your new food permit and have obtained new Certificate of Occupancy, then your establishment is ready to open to the public.

For the on-site food inspection, please ensure the following:

Hot water at three-compartment sink – minimum of 110 °F
Hot water at all handsinks – minimum of 100°F; fully stocked with soap/paper towels, handwashing sign, and trash can.
Dishmachine (if applicable) working at proper sanitizer level
Test strips readily available; CL (50-100 PPM), Quat (150 – 400 PPM or 200-300 PPM)

All refrigeration units powered on at 41°F, or below (thermometer placed in the front of each unit, or exterior electronic thermometer working properly).
All hot holding devices powered on at 160°F, or above for TCS foods to be maintained at 135°F, or above (if applicable)
Flush all water lines and ensure all debris is clean and removed from all kitchen/restroom areas.
Covered trash can in Women's restroom for proper sanitary napkin disposal.
Establishment should be ready to open to the public; no construction or construction materials on-site.
"No Smoking" signs posted at front entrance in conspicuous view.

Questions?

If you have any questions, please contact the appropriate agency according to the subject matter previously discussed.

FOOD INSPECTION

E-mail: FoodInspection@SugarLandTX.gov or 281-275-2170

PERMITS/BUILDING

E-mail: Permits@SugarLandTX.gov or 281-275-2270

FIRE

E-mail: Fire@SugarLandTX.gov or 281-275-2873

PLANNING

E-mail: Planning@SugarLandTX.gov or 281-275-2218

REQUIREMENTS FOR FOOD ESTABLISHMENTS

FLOORS: Constructed of smooth, durable material; nonabsorbent; easily cleanable; floor drains; coved base. No pipes or conduits exposed on floor. Floor grout must be sealed to be smooth, non-absorbent, and easy cleanable.

WALLS AND CEILINGS IN FOOD PREPARATION AREAS, FOOD STORAGE AREAS, EQUIPMENT AND UTENSIL WASHING AREAS, BEVERAGE DRINK STATION, WALK-IN REFRIGERATING UNITS. TOILET ROOMS, AND VESTIBULES: Smooth, non-absorbent, durable, light in color and easily cleanable. Protected walls in equipment areas. No pipes, conduits, electrical panels, studs, joist, or rafters exposed. Areas not mentioned above shall have easily cleanable studs, joists and rafters. No insulation may be exposed in any food establishment. Wall grout must be sealed to be smooth, non-absorbent, and easy cleanable.

FINISH SCHEDULE: Acceptable wall and ceiling finishes include the following: • Gloss, semi-gloss enamel, or epoxy paint on an acceptable smooth surface (e.g., no plaster texture, or "orange peel" finish). • FRP paneling • Stainless steel • Smooth ceramic tile • For ceilings, smooth washable vinyl ceiling tiles are also acceptable.

TOILET ROOMS: Completely enclosed; well lighted; outside ventilation; self-closing, tight-fitting, solid doors; shall not open directly into to any room in which food, drinks, or utensils are handled or stored.

SERVICE SINKS: (Mop sinks, handsinks, prep sinks, ware washing sinks, dump sinks, etc.): Constructed of smooth, durable material; nonabsorbent; easily cleanable; floor drains; Walls to be of impervious material at a minimum of 6 feet or level of splash. Surfaces shall be caulked as necessary to ensure a smooth and easily-cleanable surface. Splash guards shall be provided as needed to ensure that splash from any sink cannot contaminate any food contact surface (food prep surface, clean wares, food storage, etc.) and so splash does not cause hardship in cleaning behind equipment or other surfaces. When splash guards are necessary, soap or paper towel dispensers will need to be within splash guards.

STRAINERS/DRAIN COVERS: Provide strainers that provide a close fit and adequate protection again debris entering drains at floor sinks and drains. Covers at floor sinks shall be cut to avoid excess splash from water exiting drain pipes.

LIGHTING: Provide at least 50 foot-candles of light to all working surfaces and at least 30 foot-candles of light to all other surfaces and equipment in food-preparation, utensil washing, and hand-washing areas; and in toilet rooms and 10 foot-candles at a distance of 30 inches above the floor, in walk-in refrigeration units and dry food storage areas. Light bulbs shall be shielded, coated, or otherwise shatter-resistant in

areas where there is exposed food, clean equipment, utensils, and linens; or unwrapped single-service and single-use articles.

FIXED EQUIPMENT: Fixed equipment shall either be spaced to provide access for easy cleaning along sides, behind and above equipment, or spaced to no more than 1 millimeter to adjoining surface, or sealed to adjoining surfaces if exposed to spillage or seepage.

MOVABLE EQUIPMENT: shall be easily cleanable by means of being portable; mounted on casters, gliders, or rollers; or provided with a mechanical means to safely tilt a unit of equipment for cleaning; and having no utility connection, a utility connection that disconnects quickly, or a flexible utility connection line of sufficient length to allow the equipment to be moved for cleaning of the equipment and adjacent area.

WATER AVAILABILITY: Provide hot water and cold water supplies at hand lavatories, or tempered water 100 degrees Fahrenheit or above. Three-compartment sink shall be at 110 degrees Fahrenheit or above.

EXTERIOR DOORS: Exterior doors used for any purpose other than emergency exit shall be fit with self-closing devices, air curtains or other effective means of excluding flying insects.

SEPARATION OF DRAIN LINES AND EXPOSURE OF PIPING: Liquid waste drain lines may not pass through an ice machine or ice storage bin. Utility service lines and pipes may not be unnecessarily exposed, and their installation must not obstruct cleaning of floors, walls, or ceilings.

GREASE TRAP: (A) If used, a grease trap shall be located outside of the food preparation area. Access to the grease trap shall also be located outside the food preparation area and must be easily accessible for cleaning, operation, and maintenance. (B) The grease trap must be cleaned and serviced regularly in accordance with City guidelines. The most current waste manifest shall be maintained on-site at Food Establishment, and upon request, readily available for review.

EQUIPMENT & UTENSILS: (A) EQUIPMENT and UTENSILS shall be designed and constructed to be durable and to retain their characteristic qualities under normal use conditions. Residential EQUIPMENT is prohibited in retail food establishments due to its inability to meet commercial sanitation and performance standards. All EQUIPMENT must be certified or classified for sanitation by NSF International or an equivalent ANSI-accredited testing and certification organization. EQUIPMENT shall meet applicable American National Standards for design, construction, and cleanability to ensure safe food handling and compliance with public health

regulations. (B) Food establishments in operation on or before December 31, 2025 are exempt from subsection (A), unless the facility is renovated, expanded, or changes occupancy classification requiring a new food establishment permit.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT THE COSL FOOD INSPECTION PROGRAM AT (281) 275 -2170 or FoodInspection@SugarLandTX.Gov