



Opening a Food Service Establishment in Williamson County & the City of Pflugerville

If you are considering opening a food service establishment in Williamson County, the Williamson County and Cities Health District (WCCHD) requires the following procedures:

- **Facility Floor Plans**

Floor plans for any new construction or renovation of existing structures must be submitted to WCCHD, 211 Commerce Blvd., Ste. 111, prior to construction. The plans shall include the following: food preparation areas, food storage areas, all sinks, dish machine, food service equipment, and employee restrooms. **A plan review fee of \$200 shall be submitted along with the plans.** This fee covers the plan review and 2 inspections prior to opening. There will be additional fees for additional inspections. If changes or revisions are made to the initial floor plans, the changes must be submitted for approval. For issues concerning waste water, notify the entity supplying those services. If your establishment utilizes a septic system in Williamson County, you must contact our office at 303 Main, Georgetown, (512) 943-3620, for prior approval to assure the system is approved according to current regulations. Not all systems are grandfathered. **WCCHD will not permit a kitchen that is inside a private residence.**

- **Description of Operation / Letter of Intent**

A written summary shall accompany the submitted plans. The description of operation shall include the following information: days and hours of operation, number of employees, and type of service (dine in, take out only, catering only, prepackaged foods only, etc)

- **Food Purveyor Permit Application**

The owner of the establishment must apply for a food purveyor permit with the WCCHD.

- **Preliminary / Final Application**

A walk through inspection must be performed by an inspector from this office prior to opening. At this time all electrical and/or gas appliances must be in working order. Hot and cold water must be available at all sinks. If there are any deficiencies at this time, another inspection will be scheduled before opening. We will continue to inspect until all minimum requirements are met. If any foods or beverages are on site at the time of these inspections, they must be held at the appropriate temperature. We will require the destruction of all foods found to be out of the required temperature ranges at any time during the permitting process. When the establishment meets all requirements, a permit will be issued. **The establishment may not open until the permit has been granted by WCCHD and all other required permits have been obtained.**

- **Food Handler Cards**

All employees of food establishments in the cities in Williamson County (Cedar Park, Florence, Georgetown, Granger, Hutto, Jarrell, Leander, Liberty Hill, Pflugerville, Round Rock, Taylor, Thrall, and Weir) are required to attend a food handler's class and obtain a

card certifying that they have attended the class. This must be accomplished within 21 days of their hire date. Food establishments in Williamson County not in the cities listed above must have one employee who meets the requirements for the Food Protection Managers certification. For information on these classes, contact the WCCHD office at (512) 248-7617.

- **Change of Ownership, Location of Existing Food Establishment**

When ownership of an existing establishment changes, the new owners must submit a change of ownership application along with a fee of \$50.00 to this office.

If an establishment is moved to a new location, the process will be the same as opening a new establishment, with a full fee payment due.

NOTE: Existing establishments are not grandfathered. They must be brought up to current standards.