



City of North Richland Hills
Consumer Health Division

New Food Service Establishment Owner / Facility
Certificate of Occupancy Inspection Checklist

\*\*NOTICE: NO FOOD MAY BE BROUGHT INTO THE FACILITY until a Green Tag has been issued by the Consumer Health Division. All items listed below must be completed prior to a Final Inspection. Contact Consumer Health at 817-427-6650 at least 1 - 2 weeks prior to the projected Opening date to schedule a Preliminary Walk-Through Inspection.

SCHEDULE OF REQUIRED INSPECTIONS

- A. Consumer Health Preliminary Inspection (scheduled 1 - 2 weeks+ prior to projected Opening date) - 817-427-6650
B. Consumer Health Final Inspection, Green Tag Issued by Consumer Health (approval to bring food into facility)
C. Public Works Inspection (backflow prevention, wastewater, grease trap inspections) - 817-427-6457
D. Fire Department Inspection - 817-427-6900
E. Building Inspections Certificate of Occupancy / Final, Opening Inspection - 817-427-6300

GENERAL CONSUMER HEALTH REQUIREMENTS

- 1. Application for health permit submitted.
2. Fees paid. Date paid.
3. Certificate of Occupancy application submitted to Building Inspections. Permit #.
4. Set of floor plans submitted (equipment schedule, wall/floor/ceiling materials) and approved by Consumer Health.
5. Food Menu submitted (menu determines equipment requirements and permit priority/fee)
6. Accredited Food Handler training and schedule provided/Food Manager training discussed.
7. New / Remodeled Food Service Guidelines provided by Consumer Health

FLOORS, WALLS, CEILING FINISHES \*RECOMMEND HAVING CAULK, ETC. AVAILABLE FOR SMALL REPAIRS\*

- 8. Floors - commercial grade vinyl tile (not sheet vinyl), quarry, ceramic or terrazzo, durable sealed concrete (no paint).
9. Walls - smooth, nonabsorbent, easily cleanable, durable, clean and in good repair. Fiberglass reinforced panels (FRP), ceramic tiles, or stainless steel. No wood or particle board in food preparation, ware-washing / restroom areas.
10. Ceiling - nonabsorbent or plastic coated lay-in ceiling tiles suspended in a T-type metal grid or gypsum board with epoxy or washable enamel paint.

PLUMBING \*100°F HOT WATER MUST BE READILY AVAILABLE AT ALL SINKS AT THE TIME OF FINAL INSPECTION.\*

- 11. Water supply -sufficient capacity / hot (100°F within 20 seconds) & cold under pressure /plumbing maintained
12. No exposed plumbing lines in food preparation area.
13. Grease trap installed: Gallons: Date / NRH Trip Ticket # / Public Works Clearance
14. Approved sewage wastewater disposal system/plumbing maintained in good repair, air gaps (1") on all food service equipment. Floor drains clean and covered.
15. Mop or curb sink installed and proper flow, out of high traffic area.

EQUIPMENT \*REFRIGERATORS, FREEZERS, & HOT HOLDING UNITS MUST BE ON AND HOLDING PROPER COLD/HOT HOLDING TEMPERATURES FOR FINAL INSPECTION.\*

- 16. Three compartment sink with drain board, dish machine / preparation sinks (separate prep sink required for washing and cutting vegetables; separate prep sink required for thawing and preparing meat, poultry, or seafood) installed & labeled.
17. Sanitizer concentration at three compartment /dishwasher (Cl2, QA, or heat-sanitizing final rinse of 170°F/180°F), and no visible leaks / chemical dispensing (pre-mix) units must be in place prior to final inspection
18. Hand sinks provided, conveniently located / supplied with soap, towels, approved hand sanitizer / 2nd barrier used. Bare Hand Contact documentation required if gloves are not used as a 2nd barrier.

North Richland Hills, Texas \* 76180
817-427-6650 \* FAX 817-427-6656
www.nrhtx.com



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- 19. Chemical or heat test papers to check sanitizer concentration
20. NSF (commercial grade) equipment installed. Residential refrigerators / freezers are prohibited.
21. Walk-in cooler / freezer / reach-in refrigeration seals in good repair. No residential equipment. Thermometers present.
22. Food service equipment is in good repair, smooth, and easy cleanable.
23. Lights shielded in preparation and ware washing areas, sufficient lighting and in good repair.
24. Unused equipment removed from facility.

TOILET FACILITIES

- 25. Separate facilities for men and women for on-site dining unless approved by Building Code and Consumer Health. Restrooms accessible to customers. No leaks.
26. Doors self-closing and tight-fitting stall doors. No gaps around plumbing fixtures.
27. Soap, towels and toilet paper available. Hand washing signs and covered trash cans available. No leaks.

RODENT AND INSECT CONTROL

- 28. Outer openings protected, screens in good repair, self-closing devices on doors, doors and windows tight-fitting, weather stripping in good repair (no daylight seen), and air curtains functioning properly.
29. Dumpster with plug provided and clean.
30. Commercial Pest Control extermination records available. Company: Date:

OTHER FACILITY ISSUES

- 31. Designated area established for personal effects, damaged items
32. Temperature Log & Cleaning Schedule developed for daily operations
33. All cracks, holes, crevices, gaps in floors, walls ceilings, and around all penetrations properly sealed
34. Final clean is required prior to opening (floors, walls, ceilings, all surfaces and all equipment).

\*\*HELPFUL INFORMATION FOR CERTIFICATE OF OCCUPANCY (C/O)\*\*

- Consumer Health - Payment for all health permits must be made prior to issuance of a C/O. For more information on the permitting process or the status of a permit please contact the Consumer Health Division at 817-427-6650.
Fire Department- info on fire suppression, fire extinguishers, vent-a-hood systems, sprinkler systems, and emergency lighting and exits at 817-427-6900.
Building Inspections - info on permits, plumbing, electrical, mechanical, and building issues, exterior and temporary signage at 817-427-6300.
Public Works / Wastewater Technician - info on backflow prevention devices, grease traps: 817-427-6457.
Alcohol permits - contact City Secretary's Office at 817-427-6077.
Grease Traps- Grease traps must be located outside the building envelope and must be pumped twice annually. For more information, contact Building Inspections 817-427-6300 or Public Works 817-427-6457.



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- **Finishes** – Only surface finishes approved by Consumer Health will be allowed in food service preparation, dishwashing and restroom areas. Surfaces must be durable, smooth, easily cleaned, and non-absorbent.
- **Utility Customer Service** – For information regarding Utility Billing, contact 817-427-6200.
- **Police Department** – For **non-emergency** Police issues, contact the Police at 817-427-7000.

**FOOD HANDLER AND FOOD MANAGER CERTIFICATION REQUIREMENTS**

**ALL food employees must obtain a North Richland Hills Food Handler Card within 30 days of employment.**

- Employees can obtain North Richland Hills Food Handler cards by attending a City of North Richland Hills Food Handler Class. Schedules are available at [www.nrhtx.com/health](http://www.nrhtx.com/health), and a schedule can be provided by the Consumer Health Inspector. On-site classes may be available. Not every business will qualify for an on-site class; contact Consumer Health to discuss options. A current list of employees and all Food Handler and Food Manager cards must be available during inspection. A copy of Texas DSHS or ANSI-approved food handler certification is required to be kept on site for all food establishment employees.
- At least (1) person per facility is required to be a North Richland Hills Certified Food Manager (CFM). A CFM must be approved by an accredited agency listed by Texas Department of State Health Services (DSHS). [www.dshs.state.tx.us/foodestablishments/CFM.shtm](http://www.dshs.state.tx.us/foodestablishments/CFM.shtm). The certification must be posted in a location visible to the public.

**ADDITIONAL INFORMATION REGARDING FOOD ESTABLISHMENTS IN NRH**

- Commercial Pest Control records and grease trap North Richland Hills Trip Ticket forms must be available for review during a health inspection. Grease traps must be pumped twice annually.
- Any changes in menu, facility layout, or equipment must be approved by Consumer Health.
- Lack of hot water (100°F) or lack of water availability, sewage backup, incident or condition that may compromise food or food preparation areas, and/or extremely unsanitary conditions are all grounds for immediate facility closure. Facilities are required by state law to close voluntarily if such conditions arise. Operators must contact NRH Police at 817-281-1000 immediately if this occurs.