

Environmental Health Department  
1314 Avenue K, 4th Floor  
P.O. Box 2000  
Lubbock, TX 79457  
806 775 2928 806 775 3281 FAX  
www.MyLubbock.us/EH  
EnvironmentalHealth@mylubbock.us

**PLAN REVIEW APPLICATION  
FOR INCUBATOR/COMMERCIAL  
KITCHEN RENTAL**

**MUST BE COMPLETED BY  
RENTER/OPERATOR**

**Name of Facility:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Office use only Building Inspections Department Plan Number: _____
Environmental Health Specialist assigned to review: _____

A plan review fee of \$100 is due when completed application is submitted to City of Lubbock Environmental Health Department. This application must be submitted before Environmental Health Department staff can proceed with your plan review. Failure to include all requested material will delay your review. Once application and plans are submitted and deemed complete, Environmental Health Department staff will respond within 10 working days. Applicant must complete each section of this document for approval. Please provide our department with phone number and email contact information of the person in charge of your project in order for your assigned inspector to address questions they may have in regards to your application.

<b>Office use only</b>

# 1. FACILITY INFORMATION

Facility Name:

Address:

Office use only

Planning Unit #

Facility Phone:

\*Emergency

Contact Phone:

Web Site:

\*\* Facility email:

Corp. email if applicable:

\* must be answered after hours, weekends, holidays 24/7 in case of emergency.

\*\* must be valid email address for facility.

## Facility Type

Incubator Kitchen

Commercial Kitchen Rental

**Type of Operation; Check all that apply**

- Food Service: Walk-in, walk-up, drive through, or delivery-only; no dining area.
- Food Manufacturing: Facility processes and packages food for retail sale. Will require State manufactured foods license.
- Food Warehousing: Facility warehouses food product.
- Commissary for Mobile Units: Commissary for mobile food unit(s)

**2. OWNER INFORMATION**

Name: Phone:  
Address: Alt Phone:  
Fax:  
Email:  
Web Site:

**3. APPLICANT INFORMATION**

Same as above

Name: Phone:  
Address: Alt Phone:  
Fax:  
Email:  
Web Site:

## **5. PLAN REVIEW REQUIREMENTS**

**The following information must be included in the plan review packet and submitted to Environmental Health Department for approval: Omission or incomplete information will delay approval process.**

1. Attach copy of menu or complete list of food items and beverages offered. Include seasonal, off-site and banquet menus and projected daily meal volume (morning, noon, evening, other) for the food establishment.  
**TFER §228.244 (b) (1)(2)**
2. Provide a HACCP plan for specialized processing methods of foods. Properly completed City of Lubbock Environmental Health Department variance request form required. **TFER §228.244 (c)(d). Facility and Operating Plans, HACCP plan, contents of HACCP plan**

## 6. FOOD SUPPLY

### **All food must be from an approved source**

TFER §228.62 (a)-(g)

Frozen foods source:

How often will frozen foods be delivered?

Refrigerated foods source:

How often will refrigerated foods be delivered?

Dry goods source:

How often will dry goods be delivered?

Provide information on the number of units and the amount of space in each unit (in cubic feet) allocated for the following:

Dry Storage:

Shelf area:

Total Dry Storage area in sq. Ft.:

Refrigerated Storage:

Shelf area:

Total Refrigerated Storage area in sq. Ft.:

Frozen Storage:

Shelf area:

Total Frozen Storage area in sq. Ft.:

Identify the location of containers that will be used to store bulk food products (rice, flour, sugar, spices, etc.) Containers must be food grade, properly labeled.

## **7. FOOD PREPARATION PROCEDURES**

Describe handling/preparation procedures for the following categories of food. Describe the processes from receiving to service including:

- How the food will arrive (frozen, fresh, packaged, etc.)
- Where the food will be stored.
- Where food will be washed, cut, marinated, breaded, cooked, etc. (prep table, sink, counter, etc.)
- When (time of day and frequency/day) food will be handled/prepared.
- Will food served cold be pre-chilled before preparation?
- How required cooking temperatures will be verified.

Attach additional sheets if necessary.

**READY-TO-EAT FOOD (e.g., salads, cold sandwiches, raw molluscan shellfish)**

**READY-TO-EAT FOOD (precooked meats, canned / bagged, tort product)**

**RAW POULTRY:**

**RAW BEEF:**

**RAW PORK:**

**SEAFOOD:**

**PRODUCE, FRUIT:**

List how produce, fruits and vegetables received whole (including lemons and limes used for drinks), will be washed before service. List procedures and locations where items will be washed. List procedures to prevent bare hand contact with RTE produce / lemons and limes.

List all foods that will be cooked and served, (no hot holding):

List all foods that will be hot-held prior to service:

List all foods that will be cooked and cooled for service:

List all foods that will be cooked, cooled and reheated for service:

Provide a HACCP plan for specialized processing methods of foods such as use of additives to render a food non TCS food (example; sushi rice), curing and smoking for preservation, freezing for parasite destruction, and molluscan shellfish tanks. All specialized processing methods will require a completed and approved variance request form from City of Lubbock Environmental Health Department.



## **8. THAWING FROZEN TCS FOOD'S**

**TFER §228.75 (c)**

Thawing Method(s) (check all that apply and indicate where thawing will take place).

Under Refrigeration:

Running water less than 70°F (21°C):

\*Microwave (as part of cooking process):

Cooked from frozen state:

Other, (describe):

*\*TFER §228.75 (c)(3)(B) thawed in a microwave oven and immediately transferred to conventional cooking equipment, with no interruption in the process*

## **9. HOT/COLD HOLDING**

**TFER §228.107 (a) Equipment, Numbers and Capacities.**

How will hot food be maintained at 135°F (57°C) or above during holding for service? Indicate type, number and location of hot holding units.

How will cold food be maintained at 41°F (5°C) or below during holding for service? Indicate type, number and location of cold holding units.

## 10. COOLING

### TFER §228.75 (d)

Indicate by checking the appropriate boxes how TCS food(s) will be cooled from 135°F to 70°F in two hours and from 70°F to 41°F within 4 hours. **TFER §228.75 (e)**

COOLING METHOD	*THICK MEATS	*THIN MEATS	HOT FOODS	COLD FOODS	OTHER	LOCATION
Shallow Pans in refrigerator						
Ice Baths						
Reduce Volume or Size and Place in Refrigerator						
Mechanical Rapid Chill Unit (Blast chiller)						
Stirring with Ice Paddle						
Other (describe) _____						
Other (describe) _____						

\* Thick Meats = more than one inch; Thin Meats = one inch or less.

## 11. REHEATING

### TFER §228.73. Reheating for Hot Holding

How and where will TCS foods that are cooked, cooled and reheated for hot holding be reheated so that all parts of the food reach their required temperature for 15 seconds within 2 hours? Indicate type and number of units used for reheating foods.

## **18. REFUSE, RECYCLABLES, AND RETURNABLES**

8. Will there be an area for recyclables?      Yes      No      If Yes, describe location.

9. Identify the area to store returnable damaged goods:

## **19. DRESSING ROOMS / PERSONAL STORAGE**

1. Will dressing rooms be provided?      Yes      No
  
2. Describe storage facilities for employees' personal belongings (i.e., purse, coats, boots, umbrellas, etc.):
  
  
  
  
  
  
  
  
  
  
3. Will employees be allowed to bring personal food to work?      Yes      No
  
4. If Yes, describe below how this food will be separated from food for service to prevent cross contamination.
  
  
  
  
  
  
  
  
  
  
5. Describe storage and prevention of cross contamination for employee personal medications.
  
  
  
  
  
  
  
  
  
  
6. Describe policy to prevent cross contamination by employee personal cell phone.

## **22. OPERATIONAL**

1. Identify the location for the storage of poisonous or toxic materials:
2. Where will cleaning and sanitizing solutions be stored at workstations? How will these items be separated from food and food contact surfaces?
3. What type of chemical sanitizer will be used?

## 23. PRE-INSPECTION REQUIREMENTS

The following items will be referenced during plan review of your facility and will be checked during the facility pre-inspection conducted by Environmental Health Department Sanitarians prior to opening. **All equipment shall be installed and operational for pre-inspection. All documentation, variances, HACCP plans, operational SOP's, employee health policy, shall be available on premises at time of pre-inspection.**

Use the following check list to ensure items listed below are in compliance with Texas Food Establishment Rules prior to calling for pre-inspection of your facility. Items below that are not compliant at time of pre-inspection will delay permitting of your facility. Permitting and facility inspections will be based on Current Texas Food Establishment Rules. Please familiarize yourself with these rules.

Texas Food Establishment Rules (TFER) may be downloaded free of charge at:

<https://www.dshs.texas.gov/foodestablishments/laws-rules.aspx>

Every facility shall have at least one Certified Food Manager (CFM).

**TFER §228.33. Certified Food Protection Manager Requirements.**

*(a) At least one employee that has supervisory and management responsibility and the authority to direct and control food preparation and service shall be a certified food protection manager who has shown proficiency of required information through passing a test that is part of an accredited program.*

**Include copies of all CFM certificates in plan review packet.**

**TFER §228.33. Food Handler Requirements.**

*(d) Except in a temporary food establishment and the certified food manager, all food employees shall successfully complete an accredited food handler training course, within 60 days of employment.*

*(e) The food establishment shall maintain on premises a certificate of completion of the food handler training course for each food employee. The requirement to complete a food handler training course shall be effective September 1, 2016.*

**TFER §228.65 (C)-(G),** provide a copy of the facilities written health policy.

**Attach copy of employee health policy to plan review packet.**

**TFER §228.45. Contamination Events.**

*Clean-up of Vomit and Diarrheal Events. A food establishment shall have written procedures for employees to follow when responding to vomiting or diarrheal events that involve the discharge of vomitus or fecal matter onto surfaces in the food establishment the procedures shall address the specific actions employees must take to minimize the spread of contamination and the exposure of employees, consumers, food, and surfaces to vomitus or fecal matter*

**Attach copy of written procedures to plan review packet.**

Consumer Advisory for foods served raw or undercooked. **TFER §228.80**

Gloves use / prevention of bare hand: Approved food service gloves shall be supplied to prevent bare hand contact of Ready to Eat Foods (RTE).

**TFER §228.34 (12)**

Thermometers, cold hold units: ensure all cold hold units have correctly calibrated and functional thermometers installed. **TFER §228.112**

Tip sensitive thermometers: Facility shall have available for kitchen staff correctly calibrated functional tip sensitive thermometers for thin mass foods. Properly calibrated functional thermometers shall be available to kitchen staff during all hours of operation.

Data loggers for parasite destruction: If facility performs their own parasite destruction, electronic temperature data logging devices shall be present and used. Facility shall have an approved HACCP plan for this activity.

Sanitizer Test Kits: During all hours of operation facility shall have available to kitchen staff test strips/kits available for all chemical or thermal sanitizers used in facility.

**TFER §228.108 (e)**

Storage of Toxic Items: All toxic items shall be stored to prevent contamination with food and food contact surfaces.

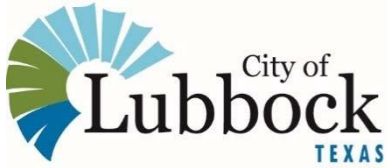
**TFER §228.203**

Spray bottles labeled: All spray bottles shall be clearly labeled with their contents.

**TFER §228.202**

Establishments operating under a variance for acidifying foods shall have a working properly calibrated pH meter. Logs shall be available at time of routine inspections. Person in charge shall demonstrate proficiency with pH meter during routine inspection.

Ensure copies of: CFM, Employee Health Policy, Contamination event cleanup procedures, any required variance and or operational SOP's / policies, are attached/included in packet and are available onsite during pre-inspection.



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**PERMIT INFORMATION**

DATE: \_\_\_\_\_ PROPOSED OPENING DATE: \_\_\_\_\_ CHANGE OF OWNERSHIP

**\*\*IN ORDER TO APPROVE YOUR PLAN REVIEW ALL INFORMATION MUST BE COMPLETED\*\***

**FACILITY INFORMATION**

Facility Name: Facility Phone:  
 Address: Facility email:  
 Website:

**Emergency Contact information; must be answered 24 / 7**

Name/Title: Phone:

**BILLING INFORMATION**

**\*\*This will be the address your invoice will be mailed to\*\***

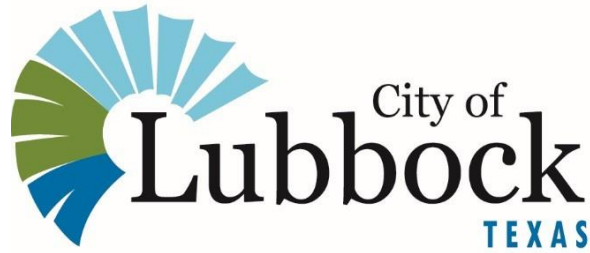
Billing Name: Billing Phone:  
 Address: Billing email:  
 Website:  
 Contact Name:

**OWNER INFORMATION**

Owner Name: Owner Phone:  
 Address: Owner email:  
 Website:  
 Owns/has owned additional COL permitted facilities

**ADDITIONAL INFORMATION**





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\*\*\*\*\*

**STATEMENT: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior approval from City of Lubbock Environmental Health Department may delay final approval.**

Owner or Responsible Representative

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**Approval of these plans and specifications by the City of Lubbock Environmental Health Department does not indicate compliance with any other code, law or regulation that may be required - federal, state, or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A preopening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with the local and state laws governing food service establishments.**