



Plan Review

Health Compliance Standards for Food Service Establishments

This guidance document is intended to cover the general requirements of the City of McKinney Health Compliance. Prior to construction, remodel, or change of ownership of new/existing fixed food establishments, application must be submitted to the Building Inspections Department and application for a Health permit must be submitted through Citizen Self-Service (CSS) portal: <https://www.mckinneytexas.org/1849/Citizen-Self-Service-Portal> For additional tutorials/guidance in using CSS please visit <https://www.mckinneytexas.org/1864/Citizen-Self-Service-Tutorials>

The following items are required with the submittal of application for a Health permit: a proposed menu, proposed HACCP plan, and proposed layout of the facility. The proposed layout/plans of the facility must include details such as: equipment arrangement, the type and model of proposed fixed equipment, and floor plan details including the labeling of all plumbing fixtures and construction materials of all food preparation, food service, food storage, ware-washing, and restroom areas. For additional information regarding HACCP plans, visit: <https://www.fda.gov/food/guidance-regulation-food-and-dietary-supplements/hazard-analysis-critical-control-point-haccp>

The general requirements listed below are to be used in conjunction with the requirements of other City of McKinney departments, and are not to be interpreted as replacing requirements of other departments. It is the responsibility of the business owner or contractor to comply with and obtain inspections from the appropriate departments (i.e. Building Inspections, Fire, Engineering, Planning, etc.).

For additional detailed requirements for Health Compliance see the Texas Food Establishment Rules (TFER) October 2015 <https://www.dshs.texas.gov/foodestablishments/laws-rules.aspx> and the City of McKinney Subpart A Chapter 46-Food Service Regulations https://library.municode.com/tx/mckinney/codes/code_of_ordinances?nodeId=SPAGEOR_CH46FOESRE

Submission & Review of Plans: When a food establishment is constructed or remodeled (i.e. addition or alteration), whenever an existing structure is converted to use as a food establishment, or whenever a change of ownership occurs, plans and specifications must be submitted to the City of McKinney. Approval of these plans must be granted prior to the construction, remodeling, or conversion. Deviation from the approved plans and specification shall result in a food establishment permit denial, suspension, or revocation.

Newly Constructed Facility:

- Complete application for building permits and Certificate of Occupancy (C of O) through Citizen Self-Service (CSS) portal: <https://www.mckinneytexas.org/1849/Citizen-Self-Service-Portal>
Building inspections will collect Health plan review application and fee. *See fee schedule below.*
- Apply for a Food Service Permit through CSS portal. *See fee schedule below.*
- All equipment and facilities must meet the requirements of the Texas Food Establishment Rules (TFER) October 2015 developed by the Texas Department of State Health Services and the City of McKinney Subpart A Chapter 46-Food Service Regulations.
- Grease interceptor requirements must be met for food service establishments within the City of McKinney. Health Compliance requires grease interceptors to be located outside of the facility.
- You may not operate your facility without passing applicable permits and inspections.

Remodeled Facility:

- Complete application for any building permits through Citizen Self-Service (CSS) portal: <https://www.mckinneytexas.org/1849/Citizen-Self-Service-Portal>
- If no building permit applications are necessary, submit Health plan review application and fee through CSS.
- If necessary, apply for a Food Service Permit through CSS portal. Submit application and fee to Health Compliance. *See fee schedule below.*
- All equipment and facilities must meet the requirements of the Texas Food Establishment Rules (TFER) October 2015 developed by the Texas Department of State Health Services and the City of McKinney Subpart A Chapter 46-Food Service Regulations.
- Grease interceptor requirements must be met for food service establishments within the City of McKinney. Health Compliance requires grease interceptors to be located outside of the facility.
- You may not operate your facility without passing applicable permits and inspections.

Change of Ownership:

- If there are no alterations or additions, the new owner must apply for a Certificate of Occupancy (C of O) with the Building Inspections Department. If there are alterations or additions, follow Remodeled Facility guidelines.
- Apply for a Health Compliance Plan Review through CSS portal. See fee schedule below. Submitted plans must include a proposed menu and detailed floor plan layout with equipment arrangement, plumbing fixtures, and finish materials.
- Apply for a Food Service Permit through CSS portal. See fee schedule below.
- All equipment and facilities must meet the requirements of the Texas Food Establishment Rules (TFER), developed by the Texas Department of State Health Services and the City of McKinney Subpart A Chapter 46-Food Service Regulations. Domestic refrigerators, dishwashers, freezers or ranges are not approved for use in commercial food establishments.
- Grease interceptor requirements must be met for food service establishments within the City of McKinney. Health Compliance requires grease interceptors to be located outside of the facility.
- You may not operate your facility without passing applicable permits and inspections.

FEES

Health Plan Review
\$200

Grocery Store
\$400

Restaurant
\$300

Convenience Store
\$250

To/Go
\$250

Concession
\$100

Non-Potentially Hazardous Snack
\$50

Snow Cone Stand
\$100

Certified Food Protection Manager/ Food Service Worker Certification:

There shall be a certified food manager on each shift and available for food service workers that may have questions about food service operations at each permitted Food Establishment. Certification must be obtained by passing an examination approved by the Texas Department of State Health Services (DSHS). A Certified Food Manager (CFM) is required for each section of each food establishment. The City of McKinney may require Certified Food Managers in sufficient number to ensure that all areas of food preparation and food service during times of operation are under the direction of such certified supervisory personnel. CFM course certification programs must be approved by the Texas Department of State Health Services and found at <https://www.dshs.texas.gov/food-managers/default.aspx>

All other food service workers must complete a food handler class that is approved by the Texas Department of State Health Services within 15 days of employment and be issued a card reflecting satisfactory completion. Food handler cards are valid for 2-3 years depending on the agency of certification. Food handler course certification programs may be found at <https://www.dshs.texas.gov/food-handlers/default.aspx>

BUILDING CONSTRUCTION REQUIREMENTS

The Texas Food Establishment Rules provided by the Texas Department of State Health Services requirements must be met in addition to the following Health specifications regarding floors, walls, ceilings, insect control, plumbing, grease traps, and equipment, and must be met with all newly constructed, extensively remodeled, and change of ownership food establishments within the City of McKinney.

GENERAL CONSTRUCTION

FLOORS: Flooring in the food preparation, food service, food storage, utensil-washing areas, restrooms, and the floors of all walk-in refrigerating units shall be constructed of smooth durable material such as terrazzo, ceramic or quarry tile, or the equivalent as approved by The City of McKinney Health Compliance and shall be maintained in good repair. Polished/sealed concrete used as flooring shall have a finished product thickness sufficient for the flooring to be smooth and easily cleanable. Floors shall be smooth, durable, and nonabsorbent, and shall be maintained in a condition that facilitates thorough and rapid cleaning. When floor grout is used, the grout must be resistant to grease, oil, acid, and water. Floors shall be free of cracks, chips, holes, and deterioration. The City of McKinney Health Compliance shall require repair or replacement of any floor that has shown deterioration. All food establishments including food warehouses, with dry storage areas not exposed to excessive moisture may install sealed concrete, vinyl composition tile or an equivalent material as approved by the regulatory authority. Coving is the floor material found at the base of wall/floor junctures. Coving shall be the same material as found on the flooring in that area of the food establishment. In a food establishment it is required that the floor material extend up the walls at least 4-inches with a minimum 3/8-inch radius at the wall-floor junctures. Carpeting is not allowed within three feet of permanently installed bars and salad bars and other food service equipment. Mats and duckboards must be constructed of nonabsorbent, non-wood, grease-resistant material.

WALLS AND CEILINGS: Walls and ceilings of all walk-in refrigerating units, food preparation areas, dry storage areas, food storage areas, equipment and utensil washing areas, toilet rooms, and vestibules shall be light colored, smooth, nonabsorbent, and easily cleanable material such as fiberglass-reinforced plastic (FRP), stainless steel, ceramic or quarry or terrazzo tile, or equivalent as approved by the regulatory authority. Ceiling materials in the aforementioned areas are to be vinyl covered ceiling tiles or equivalent as approved by the regulatory authority. Walls adjacent to cooking equipment that utilizes high heat requires stainless steel sheeting. Exposed wood in food preparation, utensil-washing areas, or as food contact surfaces such as cutting boards and baker's tables must be hard maple or equivalently nonabsorbent materials that must be approved by the regulatory authority.

LIGHT SHIELDING: Shielding to protect against broken glass falling onto food shall be provided and maintained in good repair for all artificial lighting fixtures located over,

by, or within food storage, food preparation, food service, utensil and equipment cleaning and storage areas, and food display facilities/fixtures. Teflon coated safety bulbs are permitted.

EXTERIOR DOORS: All doors leading to the outside must be tight fitting and self-closing. If kept open for ventilation purposes, doors leading to the outside near the trash receptacle or grease trap and/or to the receiving area must have a screen (16 mesh to 1 inch), automatic air curtain, or other effective means subject to Health compliance approval.

INSECT CONTROL: Outer openings of a food establishment shall be protected against the entry of insects and rodents by filling or closing holes and other gaps along floors, walls and ceilings. Insect control devices that are used to electrocute or stun flying insects must be designed to retain the insect within the device. The insect control devices must be installed so that the devices are not located over a food prep area and dead insects and insect fragments are prevented from being impelled onto or falling on exposed food, clean equipment, utensils, and lines, and unwrapped, single service and single use articles. The premises shall be kept in such condition as to prevent the harborage or feeding of insects or rodents. Preventive application for insect and rodent control shall be performed by a certified pest control operator, and food establishments shall enter into a contract with a certified pest control operator to provide for regularly scheduled servicing. Paperwork documenting complete service must be provided to Health compliance upon request.

PLUMBING

HANDWASH SINKS: Handwash sinks must be located within 25 unobstructed linear feet to all food preparation and utensil washing areas. Any fixed or moveable door, wall, stairway, or other barrier shall be considered an obstruction. Sinks used for food preparation or utensil-washing shall not be used to wash hands. Handwash sinks must be labeled "Handwash only." A liquid soap dispenser and individual sanitary hand towel dispenser is required for each handwash sink. Blow dryers are prohibited in food preparation areas. Easily cleanable waste receptacles shall be conveniently located near the handwashing facilities.

FIXTURE REQUIREMENTS: All food service plumbing fixtures and restroom sinks must be capable of supplying hot and cold running water, with hot water temperatures reaching a minimum of 100 degrees Fahrenheit. All food service plumbing fixtures must meet National Sanitation Foundation (NSF) design standards. A backflow or back-siphon prevention device installed on a water supply system shall meet American Society of Sanitary Engineering(ASSE) standards for construction, installation, maintenance, inspection and testing for that specific application and type of device. A backflow prevention device shall be located so that it may be serviced and maintained. A hose shall not be attached to a faucet unless a backflow prevention device is installed.

AIR GAP REQUIREMENTS: An air gap between the water supply inlet and the flood level rim of the plumbing fixture, equipment, or nonfood equipment shall be at least twice the diameter of the water supply inlet and may not be less than one (1) inch (twenty-five (25) millimeters). Air gaps shall comply with American Society of Mechanical Engineer standards.

TOILETS: Toilet facilities shall be installed, shall be the number required in accordance with the International Plumbing Code, shall be conveniently located, and shall be accessible to employees at all times. Toilet rooms shall be completely enclosed and shall have tight-fitting, self-closing, solid doors, which shall be closed except during cleaning or maintenance. Toilet rooms shall have at least one (1) covered waste receptacle. A sign must be posted in the toilet room(s), including the employee facilities, stating "Employees must wash hands before returning to work."

FLOOR DRAINS: Proper installed, trapped floor drains shall be provided in floors that are water flushed for cleaning or that receive discharges of water or other fluid waste from equipment, or in areas where pressure spray methods for cleaning equipment are used. Such floor drains shall be constructed of stainless steel, terrazzo, ceramic or quarry tile or similar material and shall be graded to drain.

UTILITY/MOP SINK: A least one (1) utility sink or curbed cleaning facility with a trapped floor drain shall be installed and used for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water or similar liquid wastes. The use of lavatories, utensil-washing or equipment-washing or food preparation sinks for this purpose is prohibited. A utility sink may not be used as a handwash sink.

LAUNDRY FACILITIES: Laundry facilities in a food establishment shall be restricted to the washing and drying of linens, cloths, uniforms, and aprons necessary to the operation. If such items are laundered on the premises, an electric, gas, or steam dryer shall be provided and used. Separate rooms shall be provided for laundry facilities except that such operations may be conducted in storage rooms containing only packaged foods or packaged single-service articles.

MANUAL WAREWASHING AND SANITIZING: One three-compartment sink minimum with dual drain boards is required. Sinks shall be large enough to permit the complete immersion of the utensils and equipment and each compartment sink shall be supplied with hot and cold potable running water. Suitable equipment shall be made available if washing, rinsing and sanitizing cannot be accomplished by immersion. Two-compartment sinks are not approved. Utensil racks or tables large enough to accommodate all soiled and cleaned items that may accumulate during hours of operation must be provided for necessary utensil holding before cleaning and after sanitizing.

MECHANICAL WAREWASHING AND SANITIZING: If a mechanical warewashing machine is provided, this does not allow for the exemption from the requirement of a three-compartment sink. Cleaning and sanitizing may be done by spray-type or immersion dishwashing machines or by any other type of machines or device if it

is demonstrated that it thoroughly cleans and sanitizes equipment and utensils. These machines and devices shall be properly installed, meet National Sanitation Foundation (NSF) standards, and maintained in good repair. Machines and devices shall be operated in accordance with manufacturers' instructions, and utensils and equipment placed in the machine shall be exposed to all dishwashing cycles. Automatic detergent dispensers, wetting agents, dispensers, and liquid sanitizer injectors, if any, shall be properly installed and maintained.

EQUIPMENT DESIGN AND FABRICATION: Equipment should meet or exceed the National Sanitation Foundation (NSF) design standards and must be mounted on six inch bullet legs, on casters, or completely sealed to the floor. Fixed equipment must be installed so that it is spaced to allow access for cleaning along the sides, behind, and above equipment. **Domestic refrigerators, dishwashers, and additional food service equipment are not approved for use in commercial food establishments.** Any other equipment is subject to approval by the regulatory authority. The regulatory authority may direct the replacement of equipment and utensils if they constitute a public health hazard or nuisance or no longer comply with the following criteria upon which the facilities and equipment are acceptable. All equipment and utensils, including plasticware, shall be designed and fabricated for durability under conditions of normal use and shall be resistant to denting, buckling, peeling, pitting, chipping and crazing. Auxiliary equipment such as a remote refrigerator compressor or air-conditioner may not be located in food prep or utensil washing areas.

GREASE TRAPS: Grease traps or grease interceptors shall be located to be easily accessible for cleaning and outside of food preparation areas unless otherwise written approval from the Environmental Health is given. An approved hauler must clean out the grease trap as necessary to prevent foul offensive odors, and to prevent to additional complications from lack of maintenance of grease trap. Grease trap trip tickets must be kept on-site for at least three (3) years. Grease traps must be sized and installed per the City of McKinney Building Inspections Department and International Plumbing Code.

VENTILATION HOODS/FIRE SUPPRESSION EQUIPMENT: Ventilation hood systems and devices must be sufficient in number and capacity to prevent grease or condensation from collection on walls and ceilings. Ventilation hoods are required for any cooking, grilling, baking, and frying. Ventilation systems shall be installed and operated according to law, kept clean, maintained in good repair, vented to the outside and shall not create an unsightly, harmful, or unlawful discharge. Contact the City of McKinney Fire Marshal's office for submittals and requirements of ventilation hoods/fire suppression equipment.

DRY STORAGE: Food items, paper goods, and single service items must be stored at least six (6) inches above the floor in the manner that protects the food from splash and other contamination, and that permits the easy cleaning of the storage area. Food and containers of food shall not be stored under exposed or unprotected sewer lines or water lines, except for automatic fire protection sprinkler heads that may be required by law. Shelving in dry storage must be maintained in good repair and easily cleanable. The

storage of food, equipment, utensils, or single-service articles in toilet rooms or vestibules is prohibited.

CHEMICAL STORAGE: Poisonous or toxic materials (pesticides, cleaning agents, caustics, and other chemicals) shall be stored in cabinets or in similar physically separated compartments or facilities used for no other purpose. This requirement does not prohibit the convenient availability of detergents or sanitizers at utensil or dishwashing stations.

GARBAGE AND REFUSE: Garbage and refuse containers, dumpsters, compactors, and compactor systems shall be easily cleanable, shall be provided with tight-fitting lids, doors or covers, and shall be covered when not in actual use. In containers designed with drain plugs, drain plugs shall be in place at all times, except during cleaning. Liquid waste from compacting or cleaning operations shall be disposed of as sewage. There shall be a sufficient number of containers to hold all the garbage and refuse that accumulate. The regulatory authority may require additional service, dumpsters, or larger dumpsters to accommodate the garbage and refuse that accumulates at the food establishment.

TEXAS FOOD ESTABLISHMENT RULES (TFER)

EFFECTIVE OCTOBER 2015

AND

**CITY OF MCKINNEY CODE OF ORDINANCES PART II Subpart A, Chapter 46
FOOD SERVICE REGULATIONS***

EFFECTIVE FEBRUARY 2000

*Provides the rules and regulations enforced in all City of McKinney food establishments

<https://www.dshs.texas.gov/foodestablishments/laws-rules.aspx?terms=2015%20tfer>

[https://library.municode.com/tx/mckinney/codes/code_of_ordinances?nodeId=SPAGEOR_CH46F
OESRE](https://library.municode.com/tx/mckinney/codes/code_of_ordinances?nodeId=SPAGEOR_CH46F_OESRE)

Other municipal requirements may be mandated. Contact the appropriate regulatory authorities for additional details:

City of McKinney Building Inspections Department	(972) 547-7400
City of McKinney Fire Marshall's Office	(972) 547-2850
City of McKinney Planning Department (zoning, land use, site plan submission, etc.)	(972) 547-2000
City of McKinney Environmental Services (solid waste/recycling)	(972) 547-7385
City of McKinney Health Compliance	(972) 547-7440

FOOD ESTABLISHMENT PLAN REVIEW CHECKLIST

If you are planning on buying a pre-existing food establishment it is best to contact City of McKinney Health Compliance before the purchase. There may be wall and floor finishes and equipment that do not meet the current health codes and will have to be changed in order to comply. Plan reviews submitted to City of McKinney Health Compliance should include, but are not limited to the following:

CONSTRUCTION OF BUILDING

<p>¢ FLOORS: In food/beverage preparation areas (including bar and wait station), storage areas, utensil- washing areas, all walk-in refrigeration units, and restrooms, floors must be constructed of smooth, durable material such as quarry tile, ceramic tile, terrazzo tile, or equivalents as approved by Health Compliance that is cleanable and impervious to liquids.</p>
<p>¢ WALLS: In food/beverage handling and preparation areas (including bar and wait station, utensil washing areas and restrooms, sheetrock or similar type walls are to be covered with non-absorbent, smooth, light in color, easily cleanable material such as Fiberglass Reinforced Plastic (FRP) or stainless steel sheeting.</p>
<p>¢ CEILINGS: Constructed of a smooth, non-absorbent and easily cleanable material, such as washable vinyl-covered ceiling tiles, and light in color in food/beverage handling and preparation areas (including bar -and wait station), utensil washing areas and restrooms.</p>

MINIMUM SINK REQUIREMENTS

<p>¢ HAND WASH SINK: Located to be easily accessible in food preparation and utensil washing areas (including bar and wait station). Required every 25 linear feet in the kitchen, ware wash, and restrooms with hot and cold running water.</p>
<p>¢ UTILITY/MOP SINK: A curbed, built in place, cleaning facility with trapped floor drain or utility sink on bullet legs is required in all food establishments.</p>
<p>¢ SINKS FOR SANITIZING FOOD EQUIPMENT: An NSF approved three (3) compartment sink on bullet legs with dual drain boards.</p>

EQUIPMENT AND INSTALLATION

<p>¢ EQUIPMENT: Must be commercial grade and meet or exceed National Sanitation Foundation (NSF) design standards. Adequate space should be provided between walls and fixtures or equipment to permit access for cleaning. No food preparation or storage equipment is allowed to be installed under open stairwells or exposed sewer lines.</p>
<p>¢ EQUIPMENT AND UTENSILS: Equipment and utensils must be designed and fabricated for durability under conditions of normal use and must be resistant to denting, buckling, pitting and chipping. Used equipment is subject to approval.</p>
<p>¢ GREASE TRAPS: Grease traps shall be located outside the facility.</p>
<p>¢ FOOD CONTACT SURFACES: Must be impervious to liquids, must not be painted, must be of non-corrosive materials and be accessible for cleaning and inspection.</p>

Domestic refrigerators, dishwashers, freezers or ranges are not approved for use in commercial food establishments.