



# BRAZOS COUNTY HEALTH DEPARTMENT

A City-County Public Health District  
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[www.brazoshealth.org](http://www.brazoshealth.org)

November 1, 2018

Dear Permit Holder:

It is time to renew your food service permit for the year 2019. Our hope is to make renewing your permit as easy as possible. We have outlined a few steps, which we believe will make the process easier. Please read these steps **carefully**. You will be held responsible for all information in this letter.

1. We have sent you a completed application(s). The application should have the basic information that we have on file for your establishment. If any of the information is incorrect, please write in the correct information and we will make the changes. We must have a good contact phone number and e-mail.

## **YOU MUST SEND AN APPLICATION WITH YOUR PAYMENT.**

\*Make sure the address on your application is where the permit and this letter should be sent.

\*You will not be allowed to renew your permit if you have outstanding unpaid re-inspection or other fees owed to the Brazos County Health Department.

\*PLEASE fill out the enclosed Survey and return it to BCHD. You can return the Survey by regular mail, e-mail, or fax (see above number and address).

2. There is a flat fee of **\$400.00** for retail food service establishments (**\$150.00** for Brazos County restaurants not in Bryan or College Station). For seasonal retail food service permit holders in Bryan and College Station, the fee is **\$135.00**. A seasonal establishment is defined as a business that is only in operation for 4 consecutive months of the calendar year. An example of a seasonal permit holder would be a snow cone stand or a little league concession stand. You will be required to have one certified food manager with a seasonal permit. A maximum of two seasonal permits are allowed per year.

We are now offering an Extended Temporary Permit. This permit would allow a temporary set up for an establishment doing light food prep at a single location multiple times per year. For example, sampling time/temperature control for safety food (formerly known as potentially hazardous foods) at a Farmer's Market every Saturday would qualify for this new permit. All temporary food permit rules apply, but all workers, under this permit, would be required to obtain a food handler card. Cost of the extended temporary permit is **\$150.00** in Bryan & College Station, and **\$75** in the remainder of Brazos County. Please call if you have any questions.

3. Please return your application and fee before **January 1, 2019**. Applications for permits **postmarked** or **received** after **January 8, 2019**, will have a 20% late charge added to the permit fee. **Remember:** If you have an inspection after January 1, 2018 and your new permit is not posted, you will lose 2 points (#30) for not having the current permit, regardless of payment status! If applications and fees are not received by 5:00 p.m. **January 15, 2019**, your retail food operation will be suspended. Suspension notification will begin on **January 16, 2019**.

4. The BCHD offers State – certified food handler classes (English and Spanish). The food handler card is good state wide for 2 years. Class schedules are available on–line or at the BCHD. This is one of the few classroom food handler classes offered in the Brazos Valley.

5. New TFER guidance documents (bodily fluid clean-up procedure, employee sickness reporting, etc.) are available on our website or at BCHD.

6. Mop sinks are required by TFER, and grandfathering is no longer allowed (as of 2015 TFER). All permittees are required to have a mop sink that complies with City code, as well as TFER. If you do not have a mop sink, we will deduct points on your inspection. Three mop sink deductions in a row will necessitate a \$500.00 re-inspection fee. PLEASE install your mop sink!

We hope that 2019 will bring you increased business, good luck, and high-score inspections! Should you have any questions, concerns or suggestions about your permit, please call me or any of the inspectors at (979) 361-4450. Also, thank you for completing our survey.

Sincerely,

Bob Lamkin  
Environmental Health Services Division Director