



BRAZOS COUNTY HEALTH DISTRICT

A City-County Public Health District

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www.brazoshealth.org

November 1, 2023

Dear Permit Holder:

It is time to renew your food service permit for 2024. 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. Enclosed with this letter is 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 return so we can make the changes. We must have a good contact phone number and e-mail.
 - **YOU MUST SEND THE APPLICATION BACK IN WITH YOUR PAYMENT.**
 - Make sure the address on your application is where the permit and all future correspondence 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 District.
2. In 2024, we will continue a tiered fee schedule for the retail food establishments located in Bryan and College Station (the fee schedule can be found on our website). The tiers are based on the risk assessment of your establishment and the number of food-handler employees working at the establishment.
 - A Low-Risk establishment (Risk 1) includes establishments that receive, store, have limited preparation, cold hold, and serve only pre-packaged or non-*TCS foods. These establishments require a minimum of one inspection per year.
 - A Medium-Risk establishment (Risk 2) includes establishments that receive, store, prepare, cook, cool, reheat, cold/hot hold, and serve TCS foods. These establishments must also have a good compliance history (average of last 3 inspections = 90 or above with no closures) and require a minimum of two inspections per year.
 - A High-Risk establishment (Risk 3) includes establishments that receive, store, prepare, cook, cool, reheat, cold/hot hold, and serve TCS foods. These establishments either have a limited compliance history or do not have a good compliance history (average of last 3 inspections = 90 or above with no closures) and require a minimum of three inspections per year.

3. Please return your application and fee before **January 1, 2024**. Applications for permits **postmarked** or **received** after **January 7, 2024**, will have a 20% late charge added to the permit fee. **Remember:** If you have an inspection after January 1, 2024 and your new permit is not posted, you will lose 1 point (#47) for not having the current permit, regardless of payment status! If applications and fees are not received by 5:00 p.m. **January 15, 2024**, your retail food operation will be suspended. In-person suspension notifications will begin on **January 16, 2024**.
4. **PLEASE NOTE:** The hours for purchasing permits at the Brazos County Health District are:
 - Monday through Friday – 8:00am to 5:00pm
5. All guidance documents (bodily fluid clean-up procedure, employee sickness reporting, etc.) are available on our website or in person at the Health District.

Should you have any questions, concerns, or suggestions about your permit, please call me or any of the inspectors at (979) 361-4450.

Sincerely,

Bob Lamkin
Environmental Health Manager

*TCS - Time/temperature Control for Safety (TCS) food - (formerly Potentially Hazardous Food (PHF)) is defined as a food that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formation. Examples include: an animal food that is raw or heat-treated; a plant food that is heat-treated or consists of raw seed sprouts, cut melons, cut leafy greens, cut tomatoes or mixture of cut tomatoes that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation, or garlic-in-oil mixtures that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation.