

**CITY OF IRVING - INSPECTIONS DEPARTMENT**  
**GUIDELINES FOR NEW OR REMODELED FOOD ESTABLISHMENTS**

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These guidelines will address the requirements for new and remodeled food establishments. If you are planning on buying a pre-existing food establishment it is best to contact the City of Irving before purchase. Building structures and equipment may not meet current codes and must be updated before the certificate of occupancy will be approved

- View the food establishment code for the City of Irving - Chapter 18 at [municode.com](http://municode.com)
- Smoking is prohibited. View the smoking code for the City of Irving - Chapter 48 at [municode.com](http://municode.com)
- For assistance or questions call the Inspections Department at (972) 721-2371

**SECTION I - PREREQUISITES**

**CERTIFICATE OF OCCUPANCY**

- An application for a certificate of occupancy must be submitted to the department if a change of ownership or name change occurs, a new food establishment is being constructed, or if adding on to or remodeling an existing establishment
- Food establishments located inside another establishment that want to advertise outside require a sub-certificate of occupancy
- Inspectors from multiple divisions will be scheduled to inspect the facility to ensure that it meets all current code requirements

**PLAN REVIEW**

- A plan review must be submitted to the department and approved prior to beginning construction of a new building or remodeling an existing structure
- 3 complete sets of printed plans (to scale) and 1 set of plans in a PDF file format are required
- Plans must include the intended menu, floor layout, specification sheets for equipment, and finishes of walls, floors, baseboards, ceilings, countertops, and cabinets

**REQUIRED PERMITS**

- A commercial building permit must be obtained from the department for new construction or remodeled facilities
- Shopping carts require a permit through the Parks and Recreation Department (972) 721-2501
- A food permit is required to sell or distribute food or beverages to the general public. An application must be completed and submitted to the department. A food permit is not required for pre-packaged non-time/temperature control for safety foods and non-time/temperature control for safety beverages such as water, coffee, etc.
- Supermarkets require a separate food permit for each of the departments. Food establishments with kitchens on multiple floors may be required to obtain separate permits
- Food establishments that package food for customer self-service must obtain a separate permit from the Texas Department of State Health Services Foods Licensing Group. <https://www.dshs.texas.gov/foods/manufacturers.aspx>

**CONVENIENCE STORES**

- Convenience stores must comply with the Police Department's crime prevention code. Visit [www.cityofirving.org/police](http://www.cityofirving.org/police) for more information
- View the crime prevention code for the City of Irving - Chapter 29A at [municode.com](http://municode.com)

**SECTION II - CONSTRUCTION OF PHYSICAL FACILITIES**

**EXTERIOR**

- A dumpster must be available with an intact drain plug and intact and operable lids / doors
- A grease container with a closed lid must be available if the establishment disposes of cooking oil
- Dumpsters and grease containers must be on a concrete or asphalt surface that is in good repair and sloped to drain
- If present, the trash enclosure (corral) must be in good repair with a washable interior
- Walking and driving areas must be graded to drain and constructed of concrete, asphalt or gravel surfaces

**DOORS & WINDOWS**

- Exterior doors must be self-closing (except emergency only exits), tight fitting, and have no gaps for pest entry
- Openable windows and doors must have screens, air curtains, or documentation of other effective means to control pests

**RESTROOMS**

- A minimum of 1 restroom is required
- 2 restrooms are required if an establishment has more than 12 customer seats
- Patrons may not pass through the kitchen or food related areas to access a restroom
- Restroom doors must be self-closing and tight fitting
- In restroom stalls with toilets, toilet paper and dispensers are required

- A covered trash receptacle is required in all uni-sex and women's restroom stalls

### **FLOORS & FLOOR DRAINS**

- Flooring material must be rated for commercial food establishments (bare or rough concrete and painted floors are prohibited)
- All materials used must be smooth, durable, and cleanable (caulking or foam is prohibited)
- Floor coverings and baseboards must be in good repair with no gaps
- Where tile grout is used it must be in good repair, smooth, cleanable, and flush with the surface of tiles
- All floor drains must have adequate drainage capacity
- Floors in non-water flushing / non grease kitchens:
  - Must at a minimum use a commercial vinyl tile or similar
  - Coved baseboards or similar are required
- Floors in food establishments where grease is used or produced or in which water flushing cleaning methods are used:
  - Material must be quarry tile, ceramic tile, or epoxy resin. If not installing quarry tile, a material specification sheet must be provided for department approval prior to install
  - Coved tile baseboards or similar are required
  - Floor drains must be provided and graded to drain

### **CEILINGS**

- Must be a cleanable smooth material in restrooms, food preparation / dispensing / service areas and dish washing areas
- Must be light in color in walk-in coolers, walk-in freezers, food preparation / dish washing areas, and restrooms
- Must be in good repair, in place, and have no gaps. Large gaps must be repaired with escutcheon plates that are sealed to the ceiling, stainless steel, FRP or similar material. Small gaps may be repaired with smooth silicone caulk or similar
- No foam is allowed in food preparation / dispensing / service areas and dish washing areas

### **WALLS**

- Must be light in color in walk-in coolers, walk-in freezers, food preparation / dish washing areas, and restrooms
- Must be in good repair and have no gaps. Large gaps must be repaired with escutcheon plates that are sealed to the wall, stainless steel, FRP or similar material. Small gaps may be repaired with smooth silicone caulk or similar
- No foam is allowed in food preparation / dispensing / service areas and dish washing areas
- Stainless steel is required from the vent hood to the baseboards behind / adjacent to cooking equipment
- FRP (fiberglass reinforced plastic) or similar is required in food preparation / dispensing / service areas, dish washing areas, and behind / adjacent to plumbing structures from baseboards to the highest level of moisture, soil, splash or spray
- All other wall locations must be smooth and cleanable (paint or similar finish)
- All junctions where wall coverings meet must have an appropriate material (FRP or stainless steel joint seams or similar)

### **LIGHTING**

- Adequate lighting must be provided throughout the premises
  - 540 lux (50 foot candles) - food preparation areas
  - 108 lux (10 foot candles) - walk-in coolers, walk-in freezers, and dry storage areas
  - 215 lux (20 foot candles) - dish / equipment / utensil storage areas, restrooms, buffets, salad bars, and reach-in coolers / freezers
- Protective shields or shatterproof bulbs must be installed in food preparation areas, and areas used for the storage of food, food equipment, utensils, linens, single-use and single-service articles

## **SECTION III - EQUIPMENT / SURFACES**

### **EQUIPMENT**

- All equipment and appliances must be in good repair and meet NSF/ANSI standards (domestic refrigerators, freezers, dish machines, and cooking ranges are prohibited)
- No non-functional or un-used equipment should be present
- Equipment must not be located under exposed or unprotected water or sewer lines and open stairwells
- Hot hold equipment must be able to hold time/temperature control for safety foods at 135°F or above
- Coolers must have a 39° F minimum air temperature, be able to hold time/temperature control for safety foods at 41°F or below, and be designed and adequate for specific operational use (pre-packaged and/or bottled product coolers are not allowed for prepared foods)
- Shelves must be spaced 6" from floors if they are used for the storage of food, food equipment, utensils, linens, single-use and single-service articles
- Equipment utility connections must disconnect quickly or be of a sufficient length to allow cleaning of the equipment

- Fixed equipment must be spaced for cleaning or sealed to adjoining walls, ceilings, and floors (i.e. walk-in coolers, walk-in freezers, vent hoods, etc.)
- Floor-mounted equipment (not easily movable) must meet 1 of the following requirements:
  - Sealed to floor with spacing around it to clean
  - On casters, wheels, rollers
  - On 6” legs with spacing around it to clean
  - If no part of the floor under the floor-mounted equipment is more than 6” from the point of cleaning access, the clearance space may be 4”
- Counter-mounted equipment (not easily movable) must meet 1 of the following requirements:
  - Sealed to the table with spacing around it to clean
  - On 4” legs
  - If the horizontal distance of the table top under the equipment is no more than 20” from the point of access for cleaning, the clearance space may be 3”
  - If the horizontal distance of the table top under the equipment is no more than 3” from the point of access for cleaning the clearance space may be 2”
- Any large gaps at fixed, floor-mounted, or counter-mounted equipment must be repaired with stainless steel trim, FRP trim or similar. Sealing must be done with smooth silicone caulk or similar

### **DISH MACHINES**

- Soap and sanitizer auto dispersal and a visual means or audible alarm to verify delivery of soap and sanitizer are required
- A thermometer must be installed on the machine. The machine must function according to the attached data plate
- A ventilation hood is required for high temperature machines (unless the manufacturer states otherwise)
- Sanitizer test papers are required for low temperature dish machines. Irreversible registering temperature indicators are required for high temperature machines (waterproof min. / max. digital thermometer or irreversible temperature indicator strips)

### **AUXILIARY EQUIPMENT & VENTILATION**

- HVAC systems must keep areas free from excessive heat
- Ventilation hoods:
  - Must be designed to prevent grease or condensation from draining or dripping onto food, equipment, utensils, linens, and single-service and single-use articles
  - Must have adequate and protected lighting
  - All equipment must fit under vent hoods
  - A type 1 hood with grease-intercepting filters is required over cooking appliances that produce grease or smoke (i.e. griddles, fryers, wok stations, ovens, boilers, and ranges). Filters must be readily removable for cleaning and replacement
  - A type 2 hood is required over cooking or dish washing appliances that produce heat, steam or products of combustion and do not produce grease or smoke (exceptions: under counter type dish machines, dish machines that have a built-in exhaust system, light duty electric convection and microwave ovens, toasters, steam tables, popcorn poppers, hot dog cookers, coffee makers, etc.)

### **NON-FOOD CONTACT SURFACES**

- Surfaces must be cleanable and free of unnecessary ledges, projections, and crevices
- Bare wood surfaces are prohibited. Where wood is allowed, it must be treated to be smooth and cleanable
- Undersides of countertops must be smooth, cleanable, and have no gaps (i.e. bars, pass-through windows, buffets, counter mounted sinks, etc.)

## **SECTION IV - PLUMBING / SINK SETUP**

### **GREASE TRAPS - Sec. 41-50 – See attached handout**

- Contact the Water Utilities Department Environmental Compliance Division at (972) 721-2281 with questions regarding grease trap sizing and cleaning requirements

### **PLUMBING & SINKS**

- All sinks must be functional, have sufficient drainage, and hot and cold water under pressure
- Plumbing structures and faucets must be in good repair with no leaks
- Water heaters must be sufficient to meet peak hot water demands at the establishment during food operations
- Utility lines and pipes may not be installed on floors and must be spaced so cleaning of walls and ceilings is possible
- A dipper well or heated utensil warmer must be available for bulk ice cream service operations
- A backflow prevention device is required at faucets used for hose connections. Spray nozzles must hang above the rim of equipment

- A physical air gap is required between floors and waste pipes of food preparation sinks, 3 compartment sinks used for food, ice bins, and ice machines

### **3 COMPARTMENT SINK SET UP**

- A 3 compartment sink is required and must be sized large enough to accommodate immersion of the largest equipment and utensils. Alternative equipment must be provided for any equipment or utensils that are too large for the sink
- Meat markets that cut and package raw animal proteins must have a separate 3 compartment sink available
- A minimum of 110°F water is required
- Drain plugs must be available for all sink compartments and the faucet must reach each compartment of the sink
- 2 drain-boards are required. 1 large enough for soiled dishes and 1 that is self-draining for clean dishes

### **HAND SINK SET UP**

- Hand sinks are required in restrooms and every 25 unimpeded feet in food preparation / dispensing / service areas and dish washing areas
- 2 sinks are required in food preparation areas if there are 5 or more kitchen employees
- Water must reach a minimum of 100°F at the faucet within 60 seconds (except customer restrooms)
- Sinks with combination faucets must be equipped with 4" wing-style / wrist action handles (except customer restrooms)
- A self-closing, slow-closing, or metering faucet must provide a flow of water for at least 15 seconds without the need to reactivate the faucet
- Splash guard(s) are required if sinks are installed next to food, food equipment, utensils, linens, single-use and single-service articles
- Soap and paper towel dispensers must be available. Dispensers must not be installed over food, food equipment, utensils, linens, single-use and single-service articles
- Air hand dryers are prohibited (except in customer and employee restrooms)
- A trash receptacle must be available adjacent to sinks
- A sign must be visible at all hand sinks used by employees notifying the employees to wash their hands before returning to work

### **OTHER SINKS**

- A food preparation sink is required if frequently soaking, rinsing, culling, and cleaning of raw ingredients or produce
- A dump sink for filling and disposing of liquids or a plumbed waste trough & water dispenser must be available in all service stations and bars
- A service (mop) sink or curbed cleaning facility with a floor drain must be provided and conveniently located on each floor level. Barriers or splashguard(s) are required if the sink is installed next to food, food equipment, utensils, linens, single-use and single-service articles

## **SECTION V - CROSS CONTAMINATION PREVENTION**

- Proper food shields or approved food container covers are required at customer self-service buffets and areas with open foods near customers. Shields must meet requirements of section 5.35 of NSF 2014 NSF/ANSI 2-2014 ([https://www.nsf.org/newsroom\\_pdf/NSF\\_2\\_2014\\_5\\_35.pdf](https://www.nsf.org/newsroom_pdf/NSF_2_2014_5_35.pdf))
- A statement must be on display to notify consumers that clean tableware (bowls, plates, etc.) is to be used upon return to self-service areas
- Meat markets that cut and package raw animal proteins must have a separate preparation area from the kitchen
- Food / food related items must not be accessible to customers (unless meeting the NSF shield requirements as stated above)
- Sanitizer and sanitizer test papers must be available (chlorine, quaternary ammonium, or other approved chemical)
- A minimum of 2 labeled sanitizer containers and a sufficient number of wiping cloths must be available
- Nonabsorbent receptacles or washable bags for soiled linens are required
- Gloves or dispensing utensils are required for contact with ready-to-eat food
- There must be a designated area for employee's personal items and a dressing area if employees routinely change clothes
- Beverage tubing and cold-plates must not be installed in contact with ice used for customer beverages
- There must be adequate space for the storage of food, equipment, utensils, linens, single-use and single-service articles inside the establishment. Accessory buildings will not be allowed for storage of food, utensils and unwrapped linens, single-use and single-service articles

## **SECTION VI - FOOD OPERATIONS**

- A food manager certification is required and must be registered with the City of Irving Inspections Department
- A probe thermometer must be available. Hanging thermometers must be located in all refrigeration and hot hold units

- A menu must be provided to the department. Menu advisories with a disclosure and reminder are required if animal foods are served or sold raw, undercooked, or without otherwise being processed to eliminate pathogens
- Any processes that require variances must be submitted to the department for approval (non-continuous cooking of raw animal proteins, sushi rice acidification, reduced oxygen packaging)
- Cooling equipment must be available for time/temperature control for safety foods (ice machine, ice wands and sufficient freezer space to accommodate storage, metal flat pans, metal containers, commercial freezers, etc.)
- Food contact surfaces must meet NSF/ANSI standards and be in good repair (i.e. utensils, food containers, pots and pans, cutting surfaces, etc.)
- Parts of can openers must be removable for cleaning and replacement
- A first aid kit must be available

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