



**BUILDING DEPARTMENT**

600 MORTON STREET  
 RICHMOND, TX 77469  
 P: 281-232-6871  
 FAX: 281-238-1215

**ANNUAL FOOD DEALER'S APPLICATION**

**Check Which Applies:**     New Establishment     Change of Ownership     Renewal

Project Address: \_\_\_\_\_

Establishment Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner or Manager Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_ Total Gross Square Footage of the Facility: \_\_\_\_\_

Days/Hours of Operation: \_\_\_\_\_

**Check All That Apply:**

- Alcohol Sales     Cafeteria     Catering     Convenience Store     Daycare     Delivery  
 Drive-Thru     Fresh Meat/Fish     Food Manufacturing     Grocery Store  
 Pickup Only     Restaurant

**FEES**

**All fees due to the City of Richmond shall be paid in full before issuance.** All returned checks will be assessed a returned check fee as applicable and a stop work order will be issued and remain in effect until such time a valid complete payment is received. "Credit card payments are assessed a 3% convenience fee. No refunds or credits, all transactions are final."

Description of Item	Fees	Amount Due
<b>Food Dealer Annual:</b>		
1-4 Employees	\$200.00	
5-9 Employees	\$300.00	
10-25 Employees	\$400.00	
26-50 Employees	\$500.00	
51-100 Employees	\$600.00	
101 & more Employees	\$700.00	
<b>Other</b>		
Late Fee for Expired Annual Permits	\$50.00	
Plan Review, Each	\$100.00	
Pre-Opening & Post Opening Inspections, Each	\$75.00	
Re-Inspection Fee, Each	\$125.00	
Complaint Inspection Fee, Each	\$150.00	
	<b>Total:</b>	
<b>NO REFUNDS OR CREDITS. ALL TRANSACTIONS ARE FINAL.</b>		

Applications can be sent to the Building Department by email [permits@richmondtx.gov](mailto:permits@richmondtx.gov), faxed to 281-238-1215 or submitted to our office at 600 Morton St Richmond TX 77469



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**Requirements:**

1. Must provide a TEXAS FOOD MANAGER’S CERTIFICATE per Texas Food Establishment Rules.
2. All calls for service shall be directed to the Building Department where an appointment will be made for the inspection or other meeting.
3. All inspections and questions should be directed to the Building Department.
  - a. Food related problems that require immediate resolution call the Health Official at 281-232-6871.
  - b. Questions and general information. Email: [inspectionrequest@richmondtx.gov](mailto:inspectionrequest@richmondtx.gov) or call 281-232-6871.
  - c. Request an inspection for annual renewal. Email: [inspectionrequest@richmondtx.gov](mailto:inspectionrequest@richmondtx.gov)

**New Facilities Inspections:**

**Pre-Opening Inspection:** A Pre-Opening Inspection must be conducted by the Health Inspector once all construction is 95% completed and equipment is in place. An appointment for this inspection must be scheduled at least 48 hours in advance. This inspection will list all corrections to be made prior to the final inspection.

**Final Inspection:** A Final Inspection must be conducted once all corrections have been completed from the Pre-Opening Inspection, and the establishment is in compliance with the Texas Food Establishment Rules (all clean-up work etc., must be done).

**Post-Opening inspection:** Will be conducted during the first 30 days of operation.

All applications, fees, water utility service agreements and other permits (if required) must be paid, submitted or approved prior to this inspection.

**Note:** We suggest that you do not advertise an opening date until after the final inspection has been conducted. Food and beverages shall not be stored on the premises until your establishment has been approved for a Food Establishment Permit.

Additional inspections may incur a re-inspection fee.

**DISCLAIMER & SIGNATURE**

*I certify that I have read and examined all pages of this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The approval of this application does not presume to give authority to violate or cancel the provisions of any other state or local law regulating such work or the operation thereof. Falsification or errors in this application may result in immediate revocation of the approval/issuance and be subject to prosecution as allowed by law.*

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date