



Public Health & Environmental Services

ENVIRONMENTAL PUBLIC HEALTH DIVISION

Preopening Checklist

Name of Business: _____
Physical Address: _____ Telephone No.: _____
Mailing Address: _____
Responsible Person: _____

The following checklist must be completed and returned along with all documents to the Environmental Public Health Division before a preopening inspection will be scheduled.

Documents:

- 1. Water well utility service agreement completely filled out and signed by the representative stating water service approval or approved well information.
2. Sewer agreement from utility company or approved septic information.
3. Approved building permit from Harris County Public Infrastructure Department or the appropriate municipal jurisdiction.
4. Certificate of Compliance, Fire Code Permit, Harris County Public Infrastructure Department (713) 316-3580.
5. Preopening checklist document (this form).

Establishment Number
(to be completed by Investigator)

Building Requirements:

- 6. One set of approved plans on the job site.
7. All water service supplied, including hot water.
8. All plumbing completed and covered up.
9. All of the walls, floors, and ceilings completed including the installation of the cove base.
10. All utilities turned on, including gas and electricity.

Failure to have all of these items completed according to the approved plans and finish schedules could result in the delay of opening your business for up to 10 days. Additionally, beginning on the first day of business, all food establishments are required to have a trained manager on duty during all hours of operation. Only establishments that handle prepackaged food and do not prepare or package food are exempted from this requirement.

FAX or mail this form to: Environmental Public Health Division
Harris County Public Health and Environmental Services
2223 W. Loop South Suite 529
Houston, Texas 77027
FAX: 713-439-6316

Food establishment rules may be found at: http://www.dshs.state.tx.us/foodestablishments/rules.shtm
EPH Houston Office: 2223 West Loop South Houston, Texas 77027 Phone: 713-439-6270 FAX:713-439-6316
www.hcphes.org