

**Memorandum**

Date: 8/15/2018  
To: «First» «Last»  
From: Irezama (Nena) Anderson  
Re: Food-Water-Sanitation Program Fee Schedule

Environmental Health and Safety (EHS) has a schedule of fees (attached) related to food safety, water safety and sanitation requirements. These fees reflect a more expanded suite of services that EHS provides, related to the food, water and sanitation program.

**Annual Permit Fee (Fixed Food Establishments)**

EHS requires brick and mortar permitted food establishments to pay an annual fee to maintain their permit. This permit fee is based on the number of employees at the permitted facility and includes two inspections per year.

An additional re-inspection fee of \$200 per inspection will be assessed if your facility must be re-inspected due to failure.

EHS will be sending out permit invoices in early August. If permit fees have not been collected by October 1, the food establishment permit will be revoked and operations shut down immediately. A late fee of \$105 will be charged. Non-UT vendors should contact Leticia Amaro at (512) 471-9632 to arrange payment.

For information on the food inspection process see:

<https://ehs.utexas.edu/programs/foodandwater/food-safety.php>

**Annual Permit Fee (Mobile Food Establishments)**

EHS requires mobile permitted food establishments or food trucks to pay an annual fee to maintain their permit. This fee includes two inspections per year.

**Single-Use Mobile Event Fee**

For events that use a food truck one time, a single-use mobile event fee will apply for the EHS food safety inspection. For mobile vendors that have not been inspected by the Austin Fire Department (AFD), an additional fee for a Fire Prevention Services (FPS) inspection will apply.

### **Off-Hours or After-Hours Inspection Fee**

For inspections required outside the normal business hours of Monday to Friday 8 am to 5 pm, an inspection fee in addition to the annual permit fees listed above will be charged.

### **Plan Review Fee**

EHS requires that new building construction and renovations of kitchens must have a plan review. These fees will be charged based on the size of the project i.e., small or large (e.g. a kiosk is a small project whereas a café is a large project).

### **Construction Inspection/Dye Testing Fee**

EHS requires that new building construction and renovations of kitchens must have a construction inspection and dye testing related to kitchens, water quality, grease traps and sanitary connections. These fees will be charged based on the amount of time EHS employees spend on the project, and will be charged per EHS employee per visit.

### **Non-Food Related Dye Testing Fee**

All new construction and most renovation projects that do not include kitchens but make plumbing changes will be charged a dye testing fee, based on the amount of time that EHS employees spend on the dye test. This fee will be charged per EHS employee per visit.

### **Water Testing Fee**

EHS collects drinking water samples in response to complaints or requests. Testing may include a small suite of parameters (chlorine, lead and copper) or a more comprehensive suite of parameters.

EHS staff also observe water sample collection during the construction phase of a project.

### **Pool Inspection Fee**

EHS requires an annual inspection for every UT Austin pool, whether it serves only University users or members of the public.

### **Food Safety Training**

All food handling personnel must have documented food safety training. Food manager training is offered through several commercial companies. Food handler training can be completed by taking the online course developed by UT Housing and Dining (for UT employees and students only) and printing out the certificate or through the Department of State Health Services (DSHS) in person or online (see links below):

To access the UT Housing and Dining training, log in to UT Learn and search “DHFS” to find the food safety training.

DSHS Food Handler Classroom Programs:

<https://dshs.texas.gov/food-handlers/training/classroom.aspx>

DSHS Food Handler Online Courses:

<https://www.dshs.texas.gov/food-handlers/training/online.aspx>

DSHS Food Manager Approved Classroom and Online Sites:

<https://www.dshs.texas.gov/food-managers/certification.aspx>

We appreciate you continuing to keep food and water safe at the University. If you have any billing questions or concerns please contact Leticia Amaro ([Leticia.amaro@austin.utexas.edu](mailto:Leticia.amaro@austin.utexas.edu) 512-471-9632). For all other questions contact Justin Pepper ([Justin.pepper@austin.utexas.edu](mailto:Justin.pepper@austin.utexas.edu) 512-475-6328) or Tejashri Kyle ([tejashri.kyle@austin.utexas.edu](mailto:tejashri.kyle@austin.utexas.edu) 512-471-2039).

A copy of this memorandum and fee schedule are posted on the EHS website at [www.ehs.utexas.edu/](http://www.ehs.utexas.edu/)

<b>Food-Water-Sanitation Program Schedule of Fees</b>	
<b><u>Annual Permit Fee (Fixed Food Establishment)</u></b>	
1 to 9 employees:	\$480
10 to 25 employees:	\$546
26 to 50 employees:	\$611
51 to 100 employees:	\$677
Over 100 employees:	\$742
<b><u>Re-inspection Fee (Due to Failure)</u></b>	\$200
<b><u>Late Fee (if payment not received by October 1)</u></b>	\$105
<b><u>Annual Permit Fee (Mobile Food Establishment)</u></b>	\$300
<b><u>Single Use Mobile Event Fee</u></b>	
EHS food safety inspection only	\$150
FPS inspection	\$125
<b><u>Off-hours or After-Hours Inspection Fee</u></b>	\$100
<b><u>Food Service Plan Review Fee</u></b>	
Small project	\$500
Large project	\$1,000
<b><u>Food Service Construction Inspection/Dye Testing Fee</u></b>	
2-Hour increment	\$96
After-Hours Flat Fee per day	\$100
<b><u>Non-Food Related Dye Test Fee</u></b>	
2-Hour increment	\$76
After-Hours Flat Fee per day	\$100
<b><u>Water Testing Fee</u></b>	
Chlorine, Lead and Copper (per sample)	\$100
CCR Suite	\$1,020
Observation of construction related samples (2-Hour increment)	\$76
<b><u>Pool Inspection Fee</u></b>	\$220