The University of Texas at Austin
Environmental Health & Safety

Memorandum

Date: 8/26/2026

To: Leticia Perdue

From: Brent McGlothin

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.

*Please note that fees are based on current information and are subject to change during the current year.

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 per inspection will be assessed if your facility must be re-inspected due to failure.

EHS will be sending out permit invoices in August. If permit fees have not been collected within 45 days of invoice date a late fee will be charged as shown in attached fee schedule. Non-UT vendors should contact Leticia Amaro at (512) 471-9632 to arrange payment. Food permits will automatically be sent out for the next fiscal year around mid-August.

For information on the food inspection process see:
https://ehs.utexas.edu/working-safely/public-health/food-drinking-water-safety#inspections

Mobile Food Unit Authorization Fee

EHS no longer issues permits for mobile food establishments or food trucks. When a food truck enters into an agreement to operate on UT Austin property, it must submit a copy of its Texas Department of State Health Services (DSHS) license and its most recent inspection report to EHS. All mobile food establishments and food trucks operating on campus must be licensed by DSHS.

Mobile vendors that have not been inspected by the Austin Fire Department (AFD) are subject to an additional fee for a Fire Prevention Services (FPS) inspection. Inspection requests submitted with less

than 72 hours' notice, or requests requiring inspection outside normal business hours, will be charged the applicable expedited or after-hours hourly rate.

Temporary Food Events

Organizations or entities wishing to hold a temporary food event must be permitted. The cost is per space/per day. Temporary food events may cover multiple days (not to exceed 10). The number of temporary food events held by an organization may not exceed 10 in a twelve-month period. Non-UT affiliated organizations must be sponsored by a University Department or Program.

Food Service Plan Review

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 full kitchen renovation or new kitchen space is a large project).

After-Hours Fees

For activities required outside the normal business hours of Monday to Friday 8 am to 5 pm, an increased fee may be applied. After-hours fees are listed in several different areas.

Food Service Construction Inspection (per hour)

EHS requires that new building construction and renovations of kitchens must have a construction inspection related to kitchens, water quality, grease traps, and sanitary connections. These fees are charged hourly based on the amount of time EHS employees spend inspecting the project.

Regulatory Compliance Tasks

EHS may perform tasks that are required to ensure compliance with regulatory agencies or laws. These tasks include dye testing, sampling and analysis for discharge requests, Storm Water Pollution Prevention Plan (SWPPP) inspections, or construction site hazmat disposal. The time for these compliance tasks will be billed in accordance with the rate on the fee schedule unless they are required outside of normal business hours.

Emergency response

EHS will perform emergency response activities to assess and provide guidance/assistance for emergencies that threaten safety or the environment. Billing for emergency response activities will be hourly in accordance with the published fee schedule.

Water Testing Fees

In response to drinking water complaints, or as requested, EHS may collect drinking water samples for laboratory testing. Testing may include a small suite of parameters (chlorine, lead and copper) or a more comprehensive suite of parameters.

As part of drinking water line certification, bacteriological testing of new or repaired drinking water lines must be performed. EHS staff will observe water sample collection, in two-hour increments, to ensure samples are collected properly and will review results to confirm that the water lines contain no potentially harmful bacteria and can be certified for use. EHS staff can collect and deliver bacteriological samples to the contracted laboratory, if needed.

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/licensing-certified-food-manager-training-programs/cfm-training-programs

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 512-471-9632). For all other questions contact Justin Pepper (Justin.pepper@austin.utexas.edu 512-576-8387) or Ross Fife (ross.fife@austin.utexas.edu 737-396-5767).

A copy of this memorandum and fee schedule are posted on the EHS website at https://ehs.utexas.edu/working-safely/public-health/food-drinking-water-safety#permitting

Brent McGlothin

Associate Director, Environmental Programs

Food-Water-Sanitation Program Schedule of Fees, FY 2026-2027

Annual Permit Fee (Fixed Food Establishments)	
1 to 9 Employees:	$550
10 to 25 Employees:	$617
26 to 50 Employees:	$686
51 to 100 Employees:	$755
Over 100 Employees:	$822
Re-Inspection Fee (due to failure)	$208
Late Fee (if payment not received within 45 days of notice)	$100
~~**Mobile Food Unit Annual Inspection**~~	~~$350~~
Mobile Food Unit Single Day Inspection	
FPS Inspection (if needed)	$130
Expedited (<72 hours) or after hours – (per hour)	$75
Temporary Food Events	
Departmental/Student Organizations	Free
Non-UT Affiliated With UT Sponsor (per space)	$50
Food Service Plan Review	
Small Project (single/small establishment)	$450
Large Project (full kitchen or multiple establishments)	$2,000
Food Service Construction Inspection (per hour)	
Regular Business Hours*	$84
After Hours*	$126
Regulatory Compliance Tasks (per hour)	
Dye Test, Discharge Sampling, SWPPP Inspection, Construction Site Hazmat Disposal*	$84
After Hours*	$126
Emergency Response (per hour)*	$84
After Hours (per hour)*	$126
Hazardous Materials Inspection Fee (per hour)*	$93
Water Testing Fees	
Bacteriological Testing (per sample)	$57
Chlorine Only (per sample)	$21
Lead And Copper (per sample)	$75
CCR Suite (per sample)	$850
Observation Of Construction Related Samples (per hour, 1-hour minimum)*	$84
Observation/Collection And Delivery Of Construction Related Samples (per hour, 2-hour minimum)*	$168
Pool Inspection Fees	$275

*Fees are based on current information and are subject to change during the current year.