



City of Beaumont Public Health Department
Environmental Health Division
950 Washington Boulevard, Beaumont, Texas 77705
phone: (409) 832-7463, fax: (409) 212-9589

PERMIT INSTRUCTIONS FOR FOOD ESTABLISHMENTS

1. Go to Building Codes Enforcement Office, City Hall, 801 Main Street, 2nd Floor, Room 215.
Phone: 409-880-3762
 - a. Apply for Certificate of Occupancy (C.O.)
 - b. Pay application fee of \$50
 - c. Obtain white C.O. Sign-off Sheet which will be the record of all six (6) required inspection approvals – **KEEP AT ESTABLISHMENT TO BE READILY AVAILABLE FOR INSPECTORS.**
 - d. Request inspections be made by all four (4) Building Code Inspectors (building, electrical, mechanical, plumbing).
2. Call Fire Department, 409-880-3905, request inspection.
3. Call Environmental Health, 409-832-7463, request inspection.
4. Call Water Utilities, 409-785-3019, request inspection.
5. Upon final approval, Environmental Health Inspector will issue an orange approval sheet. Take the orange sheet along with the completed white C.O. Sign-off Sheet to Division of Environmental Health, 950 Washington Blvd., and purchase a Food Permit (costs vary depending on type of establishment, seating capacity, etc.).
6. Take Food Permit and completed white C.O. Sign-off sheet to Building Codes Enforcement in City Hall and obtain Certificate of Occupancy.
7. Post both the Food Permit and C.O. prominently in your establishment.