



City of Beaumont Public Health Department

Environmental Health Division
3040 College, Beaumont, Texas 77701
phone: (409) 832-7463, fax: (409) 212-9589

PERMIT INSTRUCTIONS FOR FOOD ESTABLISHMENTS

1. Go to the Building Codes Office, located in City Hall, 801 Main Street, 2nd Floor.
Phone: (409)880-3762
 - a. Apply for a Certificate of Occupancy, "C.O."
 - b. Pay the application fee.
 - c. Obtain a C.O. Sign-off Sheet which will be the record of all required inspection approvals – **KEEP AT ESTABLISHMENT TO BE READILY AVAILABLE FOR INSPECTORS.**
 - d. Request that 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 Quality Control, (409)785-3034; request inspection.
5. Upon final approval, the Environmental Health Inspector will issue a Permit Authorization Form. Take the Permit Authorization Form, the completed Certificate of Occupancy Sign-off Sheet, and Tax ID information to the Environmental Health Division, located on the 2nd floor at 3040 College St., and purchase a Food Permit. (Costs vary depending on type of establishment, seating capacity, etc.)
6. Take the Food Permit and the completed Certificate of Occupancy Sign-off sheet to Building Codes in City Hall to obtain your finalized Certificate of Occupancy.
7. Post both the Food Permit and finalized Certificate of Occupancy prominently in your establishment.