



# CITY OF HOUSTON

DEPARTMENT OF HEALTH AND HUMAN SERVICES

BUREAU OF CONSUMER HEALTH SERVICES

8000 N. STADIUM DR. SUITE 200

HOUSTON, TX 77054

713.794.9200

## Request for a Variance\* / Waiver

### Instruction Sheet

1. All requests for a variance must be received and approved prior to initiating any process that requires a variance to be issued.
2. All requests will preferably be typewritten in a least a 12-point font and be double-spaced.
3. All requests for a variance must have the following information contained in them:
  - a. Name of the establishment
  - b. Address of the establishment
  - c. Establishment account number
  - d. The name of a contact person
  - e. A phone number of the contact person
  - f. The name of the variance that is being requested
  - g. A listing of all relevant code sections that would be affected by the variance.
  - h. An analysis of what hazards; nuisances may be created by the issuance of a variance.\*\*
  - i. Copies of any written procedures that have been created to aid in the abatement of any hazards/nuisances.
  - j. Copies of any sample log sheets or forms that will be used.
  - k. Any supporting documentation that can aid in the review of the request for variance.
  - l. A HACCP plan if required.
4. The completed application must be sent or delivered to:

**Consumer Health Services Bureau  
Variance/Waiver Approval Section  
8000 North Stadium Dr. 200  
Houston, TX 77054**

5. Failure to include any of the aforementioned documentation may lead to immediate denial for the request for variance. Please ensure that all required information is provided and the application is complete as possible. During the review process, Consumer Health Services may required more information to completely understand the scope and potential hazards of the variance request. Consumer Health Services reserves the right to terminate the review process if timely request for more information are not met. If there are any questions about the application process, please contact 713-794-9200.

\* A variance is defined as a written document issued by the regulatory authority that authorizes a modification or waiver of one or more requirements of the Texas Food Establishment Rules if, in the opinion of the regulatory authority, a health hazard or nuisance will not result from the modification or waiver.

\*\* All requests for variance are covered under Houston Food Ordinance 20-19 (e) and (f) and 20-21.4 (m) and 20-21.4 (c) (4) (b) and 20-21.1(b) (2).