



CITY OF HOUSTON

Health & Human Services Department
8000 North Stadium Drive, Second Floor, Houston, TX 77054
Bureau of Consumer Health Services
(832) 393-5100

TEMPORARY PERMITS

ALL TEMPORARY FOOD DEALER'S PERMITS MUST BE
PURCHASED

7 DAYS IN ADVANCE OF THE EVENT. *

(Monday through Friday from 8 a.m. to 12 p.m. and 1 p.m. to 3 p.m.)

PLEASE HELP US BY PURCHASING TEMPORARY
FOOD DEALER'S PERMITS IN A **TIMELY FASHION.**

***Permit fees are nonrefundable. No credits will be given.**
No personal or company checks are accepted. Only money orders or cashier's
checks are accepted. Make money order or cashier's checks payable to:
Houston Department of Health and Human Services.
Mail to: Department of Health and Human Services
Bureau of Consumer Health Services
P.O. Box 300008
Houston, TX 77230-0008

Send Overnight Mail to: Bureau of Consumer Health Services,
8000 N. Stadium Dr., 2nd. Floor, Houston, TX 77054

(832) 393-5100

ARTICLE II: SECTION 20-36b



PRINT OR TYPE ALL INFORMATION

TEMPORARY FOOD SERVICE ESTABLISHMENT

OWNER / APPLICANT PROPERTY AGREEMENT

(This is a sample letter. Feel free to provide a similar document)

I, _____ hereby give _____
(OWNER OR REPRESENTATIVE) (APPLICANT)

of _____
(BUSINESS NAME)

permission to use the property located at _____

to conduct temporary food service activities from _____ through _____.

_____ will be
(OWNER AND / OR APPLICANT)

responsible for the proper disposal of all rubbish, trash, and garbage and for maintaining the property free from litter and nuisance during the total period of operation up to and including any clean up time required to remove all trash, rubbish, garbage and litter resulting from the food service.

OWNER SIGNATURE / DATE

ADDRESS / TELEPHONE

APPLICANT SIGNATURE / DATE

ADDRESS / TELEPHONE

REMARKS:

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GUIDELINES FOR FOOD HANDLING AT TEMPORARY EVENTS

Each physically separated stand or booth requires a **PERMIT (Cost \$64.22 per day per booth--10 days or more the maximum fee will be \$653. An additional \$10.70 administrative and technology fee* will be charged for each permit.)**

ITEM 1: Ice used for consumption must be from an approved source. Ice shall be held in bags until used and dispensed properly.

ITEM 2: Food contact surfaces of equipment shall be protected from contamination by consumers by using separating counters, tables, sneeze guards, etc. All equipment shall be adequate in number and capacity to provide safe food temperatures.

ITEM 3: Provide only single-service articles for customer's use.

ITEM 4: Provide potable water from an approved source for cleaning and sanitizing utensils. Water need not be under pressure, but come from approved sources, which include commercially bottled drinking water, closed portable water containers, enclosed vehicular water storage tanks, on premises water storage tanks, or piping, tubing or hoses connected to an approved source. Use three (3) containers for **WASHING, RINSING & SANITIZING** equipment and utensils, e.g. plastic buckets, plastic food containers or other receptacles that substitute for the compartments of a multi-compartment sink.



For employee hand washing, use an insulated water container with a spigot that can be turned on to allow potable clean, warm to flow. Do **not** forget the hand washing soap, disposable towels, a catch basin and a waste receptacle. **Hand-washing facilities are not required for packaged-food-only operations. Unless suitable utensils are used to handle ready-to-eat foods, single-use gloves are required for all food handlers. (Section 20-21.8)**



ITEM 5: Do not store any food in contact with water / undrained ice.

ITEM 6: Dispose of all liquid and solid waste properly.

ITEM 7: If graded to drain, a floor may be concrete, machine-laid asphalt, dirt, or gravel if it is covered with mats, removable platforms, duckboards, or other approved materials that are effectively treated to control dust and mud.

ITEM 8: Provide a ceiling in food preparation and service areas e.g. wood, canvas or other material that protects the interior of the establishment from the weather and other agents.

ITEM 9: Protect food that is served:

*Keep **HOT** foods at 135° F or above and keep **COLD** foods at 41° F or below.

*COOK foods completely.

*Wear an effective hair restraint e.g. ball cap or hair net. No hair spray or visors will be acceptable.

*Use packaged foods or provide sneeze guards at display area.

*All food, equipment and paper products shall be stored at least 6 inches above the floor.

*No eating, drinking, smoking is allowed in the food booth.

***SERVE FOODS THAT ARE PREPARED / OBTAINED FROM AN APPROVED SOURCE.**

The Health Officer may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishments and may prohibit the sale of some or all potentially hazardous foods.

***Fee became effective November 12, 2007.**

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PRE-OPERATIONAL STATEMENT FOR PROPOSED TEMPORARY FOOD SERVICE ESTABLISHMENT

Temporary Food Establishment

In the following space, provide a drawing of the Temporary Food Establishment. Identify and describe each booth serving food/beverages. Describe all equipment including cooking and cold holding equipment, hand washing facilities, worktables, dishwashing facilities, food and single service storage, garbage containers, and customer service areas. Show where barriers will be placed between the customers and the foods. Include location of refrigerated trucks and additional cooking areas, if used.

Failure to comply with all requirements during operation will require that the person in charge immediately cease food service operations and/or receive Municipal Court Citations.

Event Diagram*



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PRE-OPERATIONAL STATEMENT FOR PROPOSED TEMPORARY FOOD SERVICE ESTABLISHMENT

NUMBER OF BOOTHS: _____

NAME OF EVENT/CELEBRATION**:
ADDRESS OF EVENT/CELEBRATION:
PROPERTY OWNER TELEPHONE:

PLEASE COMPLETE AND ATTACH A PROPERTY AGREEMENT LETTER

EVENT DATE FROM:	TO:
EVENT TIME FROM:	TO:

NAME OF APPLICANT:
ADDRESS OF BUSINESS:
CONTACT PERSON AT SITE:
ALTERNATE PERSON:
TELEPHONE/FAX/MOBILE PHONE:
NAME & ADDRESS OF ASSOCIATED: FOOD BUSINESS (if any)

LIST OF ALL FOOD (solids/liquids) TO BE SERVED AT THE EVENT:

1.	4.
2.	5.
3.	6.

ALL FOOD SUPPLIERS (NAME/ADDRESS):

WHAT FOODS WILL COOKED/PREPARED AT THE SITE:
DESCRIBE HOW EACH FOOD ITEM WILL BE PREPARED ON SITE. Use additional pages as
needed: _____
(Only those potentially hazardous foods requiring limited preparation shall be prepared)

Single-use gloves required? _____ Provided? _____

WHAT FOODS WILL BE PREPARED AT OTHER SITES:

**The Temporary food service establishment must operate in conjunction with a single
event or celebration. Attach advertisement, brochure, etc.

APPLICANT: _____ SANITARIAN: _____

Revised: 06/27/2011