



## INSTRUCTIONS FOR APPLYING FOR A TEMPORARY FOOD PERMIT (10-21 DAYS)

### BY EMAIL

Please email a completed application including any required property authorizations to [chs@houstontx.gov](mailto:chs@houstontx.gov) for each stand, booth, or table and consecutive group of days. An invoice will be emailed to the applicant email no later than one business day following submission of the application. The invoice sender will be [houstonconsumer@digitalhealthdepartment.com](mailto:houstonconsumer@digitalhealthdepartment.com) and the subject will be "Invoice from the Houston Health Department". Please ensure that your email system does not block this sender or send incoming mail to a junk or trash folder. Payments may be made online at [www.houstonconsumer.org](http://www.houstonconsumer.org). Online payments will be processed on the business day following payment and if paid in full including any late fee, the permit will be postal mailed. If not paid in full, an invoice for the remaining balance will be emailed to the applicant email. Any remaining balance must be paid two business days before the first day of the event. If the permit is not received in the mail on the business day before the first day of the event a duplicate permit must be obtained in person at the Environmental Permits Office (EPO) at 8000 N. Stadium Dr. (77054) before 4:00 PM. Only the original permit is valid therefore the EPO will not email or fax copies of permits.

### BY FAX

Please fax the completed application including any required property authorizations to 832.393.5208 for each stand, booth, or table and consecutive group of days. An invoice will be emailed or faxed to the applicant email or fax no later than one business day following submission of the application. An invoice will be emailed to the applicant email no later than one business day following submission of the application. The invoice sender will be [houstonconsumer@digitalhealthdepartment.com](mailto:houstonconsumer@digitalhealthdepartment.com) and the subject will be "Invoice from the Houston Health Department". Please ensure that your email system does not block this sender or send incoming mail to a junk or trash folder. Payments may then be made online at [www.houstonconsumer.org](http://www.houstonconsumer.org). Online payments will be processed on the business day following payment and if paid in full including any late fee, the permit will be postal mailed. If not paid in full, an invoice for the remaining balance will be emailed or faxed to the applicant. Any remaining balance must be paid two business days before the first day of the event. If the permit is not received on the business day before the first day of the event a duplicate permit must be obtained in person at the Environmental Permits Office (EPO) at 8000 N. Stadium Dr. (77054) before 4:00 PM. Only the original permit is valid therefore the EPO will not email or fax copies of permits.

### BY MAIL

Alternately, this process may be completed by mail. Please mail the completed application including any required property authorizations and full payment in the form of a cashier's check or money order to the Post Office box provided on the application. Applications and payments will be processed no later than the business day following receipt and if paid in full including any late fee, the permit will be postal mailed. If not paid in full, an invoice for the remaining balance will be emailed, faxed, or postal mailed to the applicant. Any remaining balance must be paid two business days before the first day of the event. If the permit is not received on the business day before the first day of the event a duplicate permit must be obtained in person at the Environmental Permits Office (EPO) at 8000 N. Stadium Dr. (77054) before 4:00 PM. Only the original permit is valid therefore the EPO will not email or fax copies of permits.

### IN PERSON

This entire process may also be completed in person at the Environmental Permits Office (EPO) at 8000 N. Stadium (77054) between the hours of 8:00 AM-12:00 PM and 1:00-3:00 PM Monday-Friday. Payments made at the EPO must be in the form of a cashier's check, money order, or credit/debit card not including American Express.

# GUIDELINES FOR FOOD HANDLING AT TEMPORARY EVENTS

**Each physically separated booth, stand, tent or table requires a separate 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.

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

**ITEM 4:** Provide potable water for cleaning and sanitizing utensils. Provide a heating facility capable of producing hot water.

Use three (3) containers for **WASHING, RINSING & SANITIZING**  
e.g. plastic buckets, plastic food containers.



- Use a gravity-type water dispenser for employee hand washing e.g. drink dispenser with a spout or spigot. Do not forget hand washing soap, paper towels and catch basin.
- **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 or undrained ice.

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

**ITEM 7:** Provide cleanable floors in food preparation and service areas e.g. concrete, wood, or asphalt.

**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
- 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 ONLY FOODS THAT ARE PREPARED OR 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.**

Date Received:

Account #:

Invoice #:



**Houston Health Department  
 Bureau of Consumer Health Services  
 Environmental Permits Office  
 PO Box 300008  
 Houston, Tx 77230-0008  
 8000 North Stadium Dr. 1<sup>st</sup> Floor  
 Houston, Tx 77054  
 832.393.5100 (voice)  
 832.393.5208 (fax)  
 www.houstonconsumer.org  
[chs@houstontx.gov](mailto:chs@houstontx.gov)**

**APPLICATION FOR A 2020 TEMPORARY FOOD DEALERS PERMIT  
 FOR 10-21 DAYS**

**Please review and initial each of the following terms and conditions. If you cannot initial **ALL** of these conditions, you must apply for the temporary permit in person.**

I understand that this application including full payment for a temporary food dealers permit must be received in the Health Department offices no later than 7 full calendar days before the start date of the permit. Late applications will incur an additional fee of \$59.28. Applicant Initials: \_\_\_\_\_

I understand that a temporary food dealers permit may only be issued in conjunction with an event or celebration. Applicant Initials: \_\_\_\_\_

I have determined that the location of the proposed temporary food event is within the Houston city limits. Applicant Initials: \_\_\_\_\_

I have obtained permission from the property owner or his agent at the event location. **Written authorization is required for temporary food operations in any City of Houston park.** Applicant Initials: \_\_\_\_\_

I have made arrangements for the proper disposal of all rubbish, trash, and garbage resulting from the temporary food operation including any clean up required after the event. Applicant Initials: \_\_\_\_\_

I understand that payments are not refundable for any reason including weather, event cancelations, or other unforeseen circumstances. A limited one-time raincheck is available at the same address for postponements and cancellations if HHD is notified before the event start date and time. A duplicate permit fee of \$29.64 is charged for revising and reproducing the permit. Applicant Initials: \_\_\_\_\_

I understand that this application is for one stand, booth, table, or tent under the control and supervision of one person, organization, or other entity. Additional stands or operators require additional applications and permits.

Applicant Initials: \_\_\_\_\_

I agree to post the original temporary food dealers permit in public view at the booth during all periods of operation including during any make ready activities before the event and cleanup activities after the event.

Applicant Initials: \_\_\_\_\_

I have read and understand the **GUIDELINES FOR FOOD HANDLING AT TEMPORARY EVENTS** document included in this application package.

Applicant Initials: \_\_\_\_\_

**SIGNATURE**

**Printed Applicant Name\*:**

**Signature\*:**



Houston Health Department  
Bureau of Consumer Health Services  
Environmental Permits Office  
PO Box 300008  
Houston, Tx 77230-0008  
8000 North Stadium Dr. 1<sup>st</sup> Floor  
Houston, Tx 77054  
832.393.5100 (voice)  
832.393.5208 (fax)  
www.houstonconsumer.org  
chs@houstontx.gov

**(Red/Bold/\* Text Indicates Required Information)**

**TYPE OF FOODSERVICE**

Check one of the following\*:

Packaged Foods Only:

Packaged Food and/or Open Foods:

**DATES OF OPERATION**

Application Date\*:

Permit Start Date\*:

Permit End Date\*:

Day 1:	Start Time*:	<input type="text"/>	End Time*:	<input type="text"/>
Day 2:	Start Time*:	<input type="text"/>	End Time*:	<input type="text"/>
Day 3:	Start Time*:	<input type="text"/>	End Time*:	<input type="text"/>
Day 4:	Start Time*:	<input type="text"/>	End Time*:	<input type="text"/>
Day 5:	Start Time*:	<input type="text"/>	End Time*:	<input type="text"/>
Day 6:	Start Time*:	<input type="text"/>	End Time*:	<input type="text"/>
Day 7:	Start Time*:	<input type="text"/>	End Time*:	<input type="text"/>
Day 8:	Start Time*:	<input type="text"/>	End Time*:	<input type="text"/>
Day 9:	Start Time*:	<input type="text"/>	End Time*:	<input type="text"/>
Day 10:	Start Time*:	<input type="text"/>	End Time*:	<input type="text"/>
Day 11:	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
Day 12:	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
Day 13:	Start Time:	<input type="text"/>	End Time:	<input type="text"/>

Day 14:	Start Time:	<input type="text"/>	End Time	<input type="text"/>
Day 15:	Start Time:	<input type="text"/>	End Time	<input type="text"/>
Day 16:	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
Day 17:	Start Time:	<input type="text"/>	End Time	<input type="text"/>
Day 18:	Start Time:	<input type="text"/>	End Time	<input type="text"/>
Day 19:	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
Day 20:	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
Day 21:	Start Time:	<input type="text"/>	End Time:	<input type="text"/>

Temporary Food Service Permit (10-21 Consecutive Days): **\$723.33**

Plus an Administrative Fee of: **\$ 11.85**

Plus a special investigative fee of **\$59.28** if submitted (including payment) less than 7 full calendar days before event start date:

Total Fee →

## FACILITY/EVENT INFORMATION

Facility/Booth/Stand Name\*:

Name of Event\*:

Address of Event\*:

City/Zip\*:

Phone at the location (if any):

## APPLICANT INFORMATION

Applicant Name\*:

Applicant Mail Address\*:

City/St/Zip\*:

Applicant Phone\*:

Applicant Fax:

Applicant Email:

**NOTE: Applicant Email is required if submitting application by email or fax**

## PROPERTY OWNER/AGENT INFORMATION

Company/individual Name\*:

Attn:

Mail Address\*:

City/St/Zip\*:

Property Owner/Agent Phone\*:

Property Owner/Agent Email:

**NOTE: Operation in a City of Houston park requires written authorization**

## EVENT COORDINATOR (IF ANY)

Organization:

Contact Person:

Phone:

Email:

## FOOD SERVICE DETAILS

**Types of Food/Beverages Served\*:**


**Food Suppliers (Food supplies must be obtained from a licensed commercial food service facility)\*:**


**Foods Prepared on Site (Texas Cottage Food Operators may not prepare cottage food on-site)\*:**


**Foods Prepared off Site (Except for Texas Cottage Food Operations, food must be prepared at a licensed commercial food service facility rather than a residential kitchen)\*:**


**NOTE:** Texas Cottage Food Operators must attach a copy of the operators/applicants Food Handlers Certificate and an example of a label as required by TDSHS (<https://dshs.texas.gov/foodestablishments/cottagefood/default.aspx>)

### SIGNATURE

<b>Printed Applicant Name*:</b>	<b>Signature*:</b>
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