



TEMPORARY FOOD PERMITS—HOW TO APPLY

APPLY BY EMAIL (RECOMMENDED)

Please email your completed application including any required property authorizations and any other required documents (photo ID and description of the event) to chs@houstontx.gov as an attached (not embedded) pdf file (not as .jpg files). If your application is approved an invoice will be emailed to you at the address provided on the application typically within one business day. If your application is not approved it will be returned with a list of required corrections, revisions, missing documents, or additional details needed. When resubmitting a returned application please resubmit the entire application not just the revisions.

APPLY BY MAIL (NOT RECOMMENDED)

Alternately, this process may be completed by mail. Please mail your completed application including any required property authorizations, any other required documents, and if desired full payment in the form of a cashier's check or money order to the Post Office box provided on the application. If full payment was included with your application and your application is approved your permit will be mailed to your address provided on the application typically on the following business day. If payment was not included and your application is approved, an invoice will be emailed or mailed to you typically on the business day following receipt of your application. If your application is not approved it will be returned to you by email or postal mail with a list of required corrections, revisions, missing documents, or additional details needed. If payment was included, your application and payment will be returned by postal mail. When resubmitting a returned application please resubmit the entire application not just the revisions.

THINGS TO CONSIDER WHEN APPLYING FOR A TEMPORARY FOOD PERMIT

- A temporary food permit may be issued only if the temporary food service establishment is part of an "event" or "celebration" as defined in §20-18 of the City of Houston Code of Ordinances. §20-18 defines an event or celebration as a gathering of persons at a festival, bazaar, carnival, circus, public exhibition, or sporting event.
- You may purchase up to 105 days of permits at the same location per calendar year. An application for a temporary food permit will not be approved beyond 105 days per year for the same vendor at the same location.
- Applications for temporary food permits must be received, approved, processed, and **payment made at least 7 full calendar days** before the first day of the permit not including the day payment is received or the first day of the permit to avoid a late payment fee of \$62.66.
- Fees paid for temporary food permits are not refundable under any circumstances.
- A limited one-time raincheck is available for postponements and cancellations if HHD is notified before the permit start date and time. Additional conditions apply.
- To resubmit an application that was returned to you, reply to the notification including the notification, your complete application including any required revisions, all necessary documents, and any additional details or explanations requested as an attached PDF file or files.

MAKING PAYMENTS

PAYMENTS MAY BE MADE ONLINE AT WWW.HOUSTONCONSUMER.ORG (RECOMMENDED)

- When your application is approved an invoice will be emailed to your email address provided along with instructions for making your payment online. Online payments are processed on the business day following payment. If an online payment is made without a valid account and invoice number, it will be rejected, and a credit issued to your credit card account. If paid in full including any late fees or past due previous permits, your permit will be postal mailed to the address provided on the application. If not paid in full, an invoice for any remaining balance will be emailed or postal mailed to you. Any remaining balance must be paid on or before the business day before the first day of the permit. Only the original permit is valid, therefore the Environmental Permits Office (EPO) will not email or fax copies of permits. Your available receipt for an online payment displaying the correct account and invoice number will be acceptable as proof of permit for 14 days from the payment date provided payment in full was made including any late fees.

PAYMENTS MAY BE MADE BY MAIL TO THE ADDRESS PROVIDED ON THE INVOICE. (NOT RECOMMENDED)

- Mailed payments are processed on the business day received. Please allow 7 days for postal delivery of your permit. If your permit is not received on or before the day the permit starts, you must pick up a copy of the permit before 4:00 PM at the Environmental Permits Office (EPO) at 8000 N. Stadium Dr. First Floor (77054) on or before the last business day before the start of the permit. Only the original permit is valid therefore the EPO will not email or fax copies of permits.



GUIDELINES FOR FOOD HANDLING AT TEMPORARY EVENTS

Each physically separated booth, stand, tent, table, truck, or trailer requires a separate permit.

If all operations within a stand or booth are not under the supervision and control of the same person, then a separate permit shall be required for each person who controls any portion of the activities within the stand or booth.

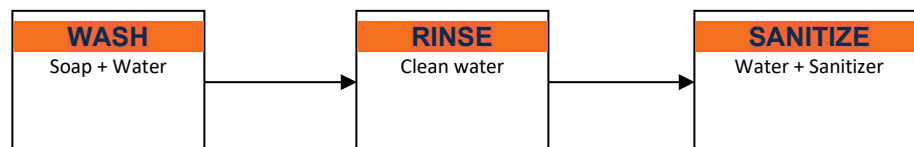
ITEM 1: Ice used for consumption must be from an approved source. Ice shall be held in bags until used and dispensed properly.

ITEM 2: Food contact surfaces of equipment shall be protected from contamination by consumers and other contaminating agents by using separating counters, tables, sneeze guards, etc. All equipment, including hot/cold food storage facilities, shall be adequate in number and capacity to provide food temperatures of time/temperature controlled for safety (TCS) food of 41°F (05°C) or below or 135°F (57°C) or above at all times, except as otherwise allowed and must be of acceptable design and fabrication.

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

ITEM 4: To prevent cross-contamination, kitchenware and food-contact surfaces of equipment shall be washed, rinsed, and sanitized at frequent intervals. Provide potable water for cleaning and sanitizing utensils. Provide a heating facility capable of producing hot water. When chemicals are used for sanitization, a test kit or other device that accurately measures the concentration of the solution in parts per million or milligrams per liter shall be provided and used.

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 in addition to any available hand sanitizer. Do not forget hand washing soap, paper towels, and a catch basin. Unless suitable utensils are used to handle ready-to-eat foods, single-use gloves are required for all food handlers.

ITEM 5: The storage of food in contact with water or ice is prohibited except that food in waterproof packaging may be stored in contact with continuously drained ice.

ITEM 6: Dispose of all liquid waste as sewage. Dispose of solid waste in accordance with all applicable laws.

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 contaminating agents.

ITEM 9: Protect food at all times:

- 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. Hair spray or visors are not acceptable.
- Wear gloves when handling nonpackaged food.
- Provide sneeze guards for open foods at display areas.
- All food, equipment, and paper products must be stored at least 6 inches above the floor.
- Eating, drinking, or smoking is prohibited in the booth/stand.
- Pets and other animals are prohibited in the booth/stand.

SERVE ONLY FOODS THAT ARE PREPARED OR OBTAINED FROM AN APPROVED COMMERCIAL SOURCE.

The Health Officer may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment and may prohibit the sale/serving of some or all time/temperature controlled for safety (TCS) foods.



**APPLICATION FOR A 2023 TEMPORARY FOOD DEALERS PERMIT
FOR UP TO 9 CONSECUTIVE DAYS AT THE SAME LOCATION**

Please review and initial each of the following terms and conditions. If you cannot initial **ALL** these conditions, please contact us at **832.393.5100**

I understand that my application may not be processed if I have any outstanding unpaid fees including late payment fees for previous temporary food permits that have been issued to me. Applicant Initials: _____

I understand that my application may not be approved if I have already been issued 105 days of permits this year at this location. Applicant Initials: _____

I understand that my 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 \$62.66. Applicant Initials: _____

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

I understand that an incomplete or illegible application may cause rejection or significant delay in the processing of my application and may result in the addition of a late payment fee. 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 on any City of Houston property or 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 for postponements and cancellations if HHD is notified before the permit start date and time. A duplicate permit fee of \$30.51 is charged for revising and reproducing the permit. If the event is cancelled or you decide not to participate before payment is made, HHD must be notified. Unpaid invoices for previous applications you made may cause this application to be delayed or rejected. Applicant Initials: _____

I understand that my application is for one stand, booth, table, tent, truck, or trailer under the control and supervision of one person, organization, or entity. Applicant Initials: _____

I agree to post the original temporary food dealers permit in public view or have my online payment receipt available 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: _____

I agree and understand that disposing of wastewater directly to the storm sewer system is strictly prohibited. All wastewater must be properly disposed of as sewage. Applicant Initials: _____

SIGNATURE

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|------------------------------|-------------|
| Submitted by Name (PRINT) *: | Signature*: |
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*** INDICATES REQUIRED INFORMATION**

1. TYPE OF FOOD SERVICE

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|---|--|-------------------------------------|--|-----------------------------------|--------------------------------|
| Location of stand/booth (Select 1 only)*: | Indoor <input type="checkbox"/> | Outdoor <input type="checkbox"/> | | | |
| Type of stand/booth (Select 1 only)*: | Tent <input type="checkbox"/> | Truck <input type="checkbox"/> | Trailer <input type="checkbox"/> | Table <input type="checkbox"/> | Other <input type="checkbox"/> |
| Type of food (Select all that apply)*: | Packaged Foods Only <input type="checkbox"/> | Open Foods <input type="checkbox"/> | Cottage Food Only <input type="checkbox"/> | Sampling <input type="checkbox"/> | |

2. DATE(S) OF OPERATION (PLEASE PRINT LEGIBLY)

| | | | |
|---------------------|----------------------|----------------------|----------------------|
| Application Date*: | <input type="text"/> | | |
| Permit Start Date*: | <input type="text"/> | | |
| Permit End Date*: | <input type="text"/> | | |
| Day 1: | Start Time*: | <input type="text"/> | End Time*: |
| | | <input type="text"/> | <input type="text"/> |
| Day 2: | Start Time: | <input type="text"/> | End Time: |
| | | <input type="text"/> | <input type="text"/> |
| Day 3: | Start Time: | <input type="text"/> | End Time: |
| | | <input type="text"/> | <input type="text"/> |
| Day 4: | Start Time: | <input type="text"/> | End Time: |
| | | <input type="text"/> | <input type="text"/> |
| Day 5: | Start Time: | <input type="text"/> | End Time: |
| | | <input type="text"/> | <input type="text"/> |
| Day 6: | Start Time: | <input type="text"/> | End Time: |
| | | <input type="text"/> | <input type="text"/> |
| Day 7: | Start Time: | <input type="text"/> | End Time: |
| | | <input type="text"/> | <input type="text"/> |
| Day 8: | Start Time: | <input type="text"/> | End Time: |
| | | <input type="text"/> | <input type="text"/> |
| Day 9: | Start Time: | <input type="text"/> | End Time: |
| | | <input type="text"/> | <input type="text"/> |

PERMITS ARE ISSUED FOR CONSECUTIVE DAYS ONLY. ANY NON-CONSECUTIVE GROUP OF DAYS REQUIRES A SEPARATE APPLICATION AND PERMIT

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| Permit Fee: (Consecutive Days at \$75.18 per day): | <input type="text"/> |
| Plus an Administrative Fee: | \$12.53 |
| Plus a special investigative fee of \$62.66 if payment is made less than 7 full calendar days before event start date: | <input type="text"/> |
| Total Fee → | <input type="text"/> |

The maximum number of total days per calendar year for the same vendor at the same location is 105.





3. FACILITY/EVENT INFORMATION (PLEASE PRINT LEGIBLY)

Facility/Booth/Stand Name * :

Name of Person in Charge at Facility/Booth/Stand * :

ATTACH A COPY OF A GOVERNMENT ISSUED PHOTO ID (DRIVER'S LICENSE) FOR THE PERSON IN CHARGE.

Event Name * :

Event Address * :

City/Zip * :

Phone at the Event Location (if any):

Type of Event or Celebration * : Festival Bazaar Carnival Circus Public Exhibition Sporting Event

ATTACH ADDITIONAL DOCUMENTATION IF THE EVENT IS NOT CLEARLY ONE OF THE ABOVE 6 EVENT TYPES.

4. APPLICANT INFORMATION (PLEASE PRINT LEGIBLY)

Applicant Legal Name * :

Applicant Mail Address * :

City/St/Zip * :

Applicant Phone * :

Applicant Email * :

APPLICANT EMAIL MUST BE LEGIBLE AND IS REQUIRED

5. EVENT VENUE PROPERTY OWNER/AGENT INFORMATION (PLEASE PRINT LEGIBLY)

Company/individual Legal Name * :

Attn:

Mail Address * :

City/St/Zip * :

Property Owner/Agent Phone * :

Property Owner/Agent Email:

IF OPERATING IN A CITY OF HOUSTON PARK ATTACH AN AUTHORIZATION FROM THE PARKS DEPARTMENT OR THE MAYOR'S OFFICE OF SPECIAL EVENTS.

6. EVENT COORDINATOR, IF ANY (PLEASE PRINT LEGIBLY)

Organization:

Contact Person:

Phone:

Email:





FOOD SERVICE DETAILS (PLEASE PRINT LEGIBLY)

7. Food/beverages served (This is your menu)*:

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8. Name and address of food suppliers (Food must be obtained from licensed commercial food service facilities. If food suppliers are outside of the City of Houston provide proof of permit or inspection by a health regulatory authority)*:

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9. Foods prepared on site*:

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10. Foods prepared off site. Food must be prepared at a licensed commercial food service facility rather than a residential kitchen. (Provide the name of the food product(s) and the name and address of any offsite preparation location. If the offsite location is outside of the City of Houston provide proof of permit or inspection by a health regulatory authority)*:

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COTTAGE FOOD OPERATORS SHOULD REQUEST A PERMIT WAIVER BY EMAIL TO CHS@HOUSTONTX.GOV. OBTAINING A WAIVER IN ADVANCE WILL HELP TO ENSURE THAT YOUR BOOTH/STAND IS OPERATING WITHIN THE SCOPE AND LIMITATIONS OF THE TEXAS COTTAGE FOOD REGULATIONS AT: (<https://dshs.texas.gov/foodestablishments/cottagefood/default.aspx>)

11. Describe in detail how wastewater resulting from required utensil and hand washing will be disposed. This question is not asking how you will dispose of cooking grease or oil. Disposal of wastewater containing fats, oils, or grease (FOG) resulting from required utensil and hand washing must be at an approved licensed location. If a waste disposal company is used, provide the name and address of the waste disposal company)*:

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SIGNATURE

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| Submitted by Name (PRINT) *: | Signature*: |
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