



# CITY OF HOUSTON

Health & Human Services Department  
8000 North Stadium Drive, Second Floor, Houston, TX 77054  
Bureau of Consumer Health Services  
(713) 7949200

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## TEMPORARY PERMITS

ALL TEMPORARY FOOD DEALER'S PERMITS MUST BE  
PURCHASED

**7 DAYS** IN ADVANCE OF THE EVENT. \*  
(MONDAY THROUGH FRIDAY FROM 8:00 a.m. to 4:00 p.m.)  
*PERMITS CAN BE PURCHASED FOR \$70.00*

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

\*All food vendors must attend a mandatory class prior to the event if they don't have a food selling license. Please bring your food handlers license if you have one to the event for verification. To attend the class for the food permit, contact Ashish Dasgupta, City of Houston, at 713-794-9219. If you do not have the food selling license, you will not be able to participate.

**\*Permit fees are nonrefundable. No credits will be given.**  
**No personal or company checks are accepted. Only cash, 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**

[713] 794-9200

**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 \$60 per day per 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 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 / 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/ light wood/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 140° 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 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.



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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: \_\_\_\_\_