



Thank you for applying for a permit waiver as a cottage food vendor at a temporary event.

A temporary food permit is not required for sales, distribution, or sampling of cottage food at events within the City of Houston. However, vendors must operate within the scope and limitations of the Texas Department of State Health Services (DSHS) regulations described at <https://www.dshs.texas.gov/foodestablishments/cottagefood/default.aspx>.

To determine that a cottage food vendor is operating within the DSHS scope and limitations we strongly recommend that each vendor apply for a permit waiver in advance of each event. The goal of the advance permit waiver is to resolve any issues or concerns before the event rather than at the event itself where options for resolution of issues may be limited.

General limitations and requirements that apply specifically to cottage food vendors:

- A cottage food vendor may only sell or distribute packaged cottage food, except for small samples.
- An adult resident of the residential kitchen where the cottage food is prepared must be available on site at the temporary food booth/stand.
- cottage food may not be consigned to a third party for sale or distribution.
- If you are offering non-packaged samples a disposable spoon, popsicle stick, similar utensil, napkin or tissue may be used to offer a sample to the customer.
- Per the Department of State Health Services (DSHS) requirements a cottage food vendor must also have:
 - A food handler’s card or a food managers certificate. To obtain a food handlers or food managers certificate, please go to <https://www.statefoodsafety.com/CustomPortal/Houston> and select “Food Handler Training” or “Food Manager Certification”.
 - A cottage food vendor is limited to packaged non-temperature controlled for safety (TCS) foods.
 - A cottage food vendor may sell/distribute only packaged cottage food. An exception is allowed for non-packaged large or bulky items.
 - A product label is required. The label must include:
 - The name and complete street address of the cottage food production operation.
 - The common or usual name of the product. This can be on a separate label.
 - If a food is made with a major food allergen, such as eggs, nuts, soy, peanuts, milk, or wheat that ingredient must be listed on the label. This can be the same notification on all labels in the form “This food may contain a major food allergen, such as...”
 - The label must include the following statement: *“This food is made in a home kitchen and is not inspected by the Department of State Health Services or a local health department.”*
 - The label must be legible.

Please complete the permit waiver application below and submit it to TempFoodPermit@Houstontx.gov along with any additional documents. Your application will be reviewed upon receipt and if approved a waiver certificate for your booth/stand for the event and date(s) specified will be emailed to you. If any questions arise about your application, we will contact you at your email address or phone number provided.



APPLICATION FOR A 2025 COTTAGE FOOD TEMPORARY EVENT PERMIT WAIVER

Please complete and submit to TempFoodPermit@houstontx.gov

*** INDICATES REQUIRED INFORMATION**

1. TYPE OF COTTAGE FOOD SERVICE

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)*:	Cottage Food Only <input checked="" type="checkbox"/>	Packaged Samples <input type="checkbox"/>	Open Samples <input type="checkbox"/>		

2. DATE(S) OF OPERATION

Waiver Application Date*:	<input type="text"/>		
Event Start Date*:	<input type="text"/>		
Event End Date*:	<input type="text"/>		
Event Start Time*:	<input type="text"/>	Event End Time*:	<input type="text"/>

3. FACILITY/EVENT INFORMATION

Facility/Booth/Stand Name*:	<input type="text"/>
Name of Person in Charge at the Facility/Booth/Stand*:	<input type="text"/>
Event Name*:	<input type="text"/>
Event Address*:	<input type="text"/>
City/Zip*:	<input type="text"/>
Phone at the Event Location (if any):	<input type="text"/>

4. APPLICANT INFORMATION

Applicant Legal Name*:	<input type="text"/>		
Applicant Street Address*:	<input type="text"/>		
City/St/Zip*:	<input type="text"/>		
Applicant Mail Address (if different):	<input type="text"/>		
City/St/Zip*:	<input type="text"/>		
Applicant Email*:	<input type="text"/>	Phone*:	<input type="text"/>

APPLICANT EMAIL MUST BE LEGIBLE



5. EVENT VENUE PROPERTY OWNER/AGENT INFORMATION

Company/individual Legal Name:	<input type="text"/>
Attn:	<input type="text"/>
Mail Address:	<input type="text"/>
City/St/Zip:	<input type="text"/>
Property Owner/Agent Phone:	<input type="text"/>
Property Owner/Agent Email:	<input type="text"/>

6. EVENT COORDINATOR, IF ANY

Organization:	<input type="text"/>
Contact Person:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>

7. DESCRIBE THE FOOD ITEMS THAT YOU PLAN TO SELL/SAMPLE

8. PLEASE CHECK THE FOLLOWING BOXES TO ACKNOWLEDGE THAT YOUR COTTAGE FOOD OPERATION IS WITHIN THE STATED DSHS LIMITATIONS AND STANDARDS

<input type="checkbox"/> My booth/stand will sell/distribute only packaged non-TCS cottage food that was prepared in my residential kitchen.
<input type="checkbox"/> An adult resident of the residential kitchen where the cottage food was prepared will be available on site.
<input type="checkbox"/> I have a Food Manager's or Food Handler's certificate (Please attach a copy of your certificate).
<input type="checkbox"/> My cottage food products are labeled (Please attach a copy of your label).
<input type="checkbox"/> My product label includes the name and street address of my cottage food operation.
<input type="checkbox"/> My product label includes the common or usual name of the product.
<input type="checkbox"/> My product label includes the statement "This food is made in a home kitchen and is not inspected by the Department of State Health Services or a local health department".
<input type="checkbox"/> If my product contains a major food allergen that ingredient is listed on the label.



9. REQUIREMENTS FOR PICKLED, FERMENTED, OR ACIDIFIED FOODS (Does not apply to most vendors)

My product is a pickled fruit or vegetable, fermented vegetable product, and/or a plant-based acidified canned product.

If the above is checked, the following applies:

A cottage food production operation that sells to consumers pickled fruit or vegetables, fermented vegetable products, or plant-based acidified canned goods must:

- ✓ Use a recipe that is from a source approved by DSHS,
- ✓ Has been tested by an appropriately certified laboratory that confirmed the finished fruit or vegetable, product, or good has an equilibrium pH value of 4.6 or less, or is approved by a qualified process authority (<https://www.afdo.org/directories/fpa/results/?loc=Texas>)*, or:
- ✓ If the operation does not use a recipe described by DSHS, test each batch of the recipe with a calibrated pH meter to confirm the finished fruit or vegetable, product, or good has an equilibrium pH value of 4.6 or less.
- ✓ For each batch of pickled fruit or vegetables, fermented vegetable products, or plant-based acidified canned goods, a cottage food production operation must:
 - Label the batch with a unique number, and
 - For a period of at least 12 months, keep a record that includes:
 - The batch number
 - The recipe used by the producer
 - The source of the recipe or testing results, as applicable
 - The date the batch was prepared

* Note: These testing requirements do not apply to pickled cucumbers.

10. REMEMBER TO ATTACH THE FOLLOWING DOCUMENTS:

- ✓ A copy of a government issued photo ID (Driver's License) for the person in charge at the booth/stand.
- ✓ A copy of a food handler's or food manager's certificate for the person in charge at the booth/stand.
- ✓ A copy of your product labels that include the name and street address of your cottage food production operation, the common or usual name of the product, an allergen statement if appropriate, and the notification stating, *"This food is made in a home kitchen and is not inspected by the Department of State Health Services or a local health department"*.

11. PLEASE SUBMIT YOUR WAIVER APPLICATION AND ANY ADDITIONAL DOCUMENTS TO TempFoodPermit@houstontx.gov

Submitted by Name (PRINT) *:	Signature*:
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