



Completed application **MUST** be submitted at least 14 days prior to the start of my event.

APPLICATION FOR A TEMPORARY FOOD DEALERS PERMIT

(Please fill out the entire form using black or blue ink, ensure your writings are clear and legible, or your application will not be accepted.)

Section 1: APPLICANT INFORMATION

Name in which Business is operated: _____

Exemption: If you are a nonprofit entity, **attach** a copy of your IRS 501(c)(3) or equivalent (EINs and IRS W-9s are not acceptable).

Name of Applicant: _____

Mailing Address: _____ City/Zip Code: _____

Telephone # of Applicant: (____) - _____ Email Address: _____

Name of Responsible Individual on Site: _____

Attach a copy of a government-issued photo ID (driver's license) for the person in charge, and if **open foods will be handled**, **attach** a copy of that person's Food Service Manager's Certificate or Food Handler's Certificate. Only a handler's certificate is required.

Section 2: EVENT INFORMATION/VENDOR TYPE OF FOOD SERVICE

Event Start Date: _____

Event End Date: _____

Permit is valid for 14 consecutive days after initial effective date.

1-14 consecutive days at the same event at the same location: **\$52.00**

Event Start Time: _____ Event End Time: _____ Vendor Setup Time: _____

Event Name: _____

Event Address: _____ City/Zip Code: _____

Location of Temporary Food Establishment: Indoor Outdoor Type of Booth (specify): _____

Provide a drawing of the sample layout of the temporary food establishment, whether it's a booth, table tent, or mobile unit, identifying the different parts of the establishment on pg.4.

Type of Food (select all that apply): Open TCS Foods Open non-TCS Foods Pkgd. TCS Foods Pkgd. Non-TCS Foods

Will you be using any LP gas equipment(i.e. Propane)?: Yes No

LP gas equipment must be certified. Please call the **Houston Fire Marshal's** office at **832-394-8811** for more information.

(if applicable)

Event Coordinator Name: _____

Telephone # of Coordinator: (____) - _____ Email Address: _____

Section 3: PROPERTY'S MANAGEMENT INFORMATION

Property Owner & Management Name: _____

Mailing Address: _____ City/Zip Code: _____

Telephone #: (____) - _____ Email Address: _____

Please **provide** a signed property authorization letter from the property owner or property management company on official company letterhead. The letter must clearly state that permission is granted for the proposed use of the property and include the authorized representative's name, title, and contact information.

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Section 4: FOOD SERVICE DETAILS

List Food/Beverage served: _____

Name and Address of Food Suppliers. Food must be obtained from licensed commercial food service facility. If food suppliers are outside of the City of Houston attach proof of permit or inspection by a health regulatory authority

Name of Food Supplier: _____ Address: _____

Name of Food Supplier: _____ Address: _____

Name of Food Supplier: _____ Address: _____

List Food/Beverage Prepared on-site, if any. Enter "NA" if none:

List Food/Beverage Prepared off-site, if any. Enter "NA" if none: All food must be prepared at a licensed commercial food service facility, not a residential kitchen. List the food product(s) to be prepared and the name and address of any off-site preparation facility. If the off-site facility is located outside the City of Houston, attach proof of a valid permit or recent inspection from the appropriate health regulatory authority.

Off-site Preparation Facility Name: _____
Address: _____ City/Zip Code: _____

Section 5: FOG DISPOSAL INFORMATION

If preparing or handling non-packaged food, wastewater containing fats, oils, or grease must be properly collected and disposed of at a City of Houston–licensed facility. **Describe the collection method and disposal location below; if provided by the property owner or event coordinator, this information must be completed on the authorization form.**

FOG Disposal Location Name: _____ Address: _____

Section 6: GUIDELINES FOR FOOD HANDLING AT TEMPORARY EVENTS AND COMPLIANCE REQUIREMENTS

Temporary Food Establishment Compliance Requirements:



Temporary Food Establishment Guidance Booklet:



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REMINDER TO INCLUDE THE FOLLOWING ATTACHMENTS:

DOCUMENTS TO INCLUDE WITH ALL APPLICATIONS

- Government issued photo ID for the individual responsible on-site
- Property Authorization letter. **If operating in a City of Houston park or on other City of Houston owned property**, an authorization from the Mayor’s Office of Special Events (MOSE) or from the Parks and Recreation Department (PAR).
- Drawing of the layout of the temporary establishment.

ADDITIONAL DOCUMENTS TO INCLUDE WITH MOST APPLICATIONS

- Food Manager’s or Food Handler’s certificate
- Invoices or receipts for food suppliers located outside of the City of Houston.
- Proof of permit for off-site food preparation facilities located outside of the City of Houston (i.e. inspection report/copy of permit)
- If you are a non-profit applicant**, attach a copy of your 501(c)(3) or equivalent from the IRS.

Email your completed application, the owner’s authorization form, and all other required documents to TempFoodPermit@HoustonTx.gov as an attached (not embedded) pdf file or files. **Please include the permit start date and facility/booth name in the subject line of your email.** Documents on cloud-based sites will not be accepted. **Submit applications for multiple locations or multiple non-contiguous dates as separate emails.** If your application is approved, an invoice will be emailed to you at the applicant email address provided on the application. If your application is not approved it will be returned with a list of required revisions, missing documents, or additional details needed.

TERMS AND CONDITIONS

Please review and initial each of the following terms and conditions. If you cannot initial **ALL** these conditions, please contact the health department at (832)-393-5100

I understand that my application MUST be submitted at least 14 days prior to the start of my event. Applications received less than 14 days prior to my event will NOT be processed.	Applicant Initials:
I understand that a temporary food dealers permit may be issued for a single address and for 14 consecutive days only in conjunction with a single event or celebration as defined in FDA Food Code 1-201.10(B).	Applicant Initials:
I understand that an incomplete or illegible application may cause rejection or significant delay in the processing of my application.	Applicant Initials:
I understand that payments are not refundable for any reason including weather, event cancellations, or other unforeseen circumstances.	Applicant Initials:
I have determined that the location of the proposed temporary food event is within the Houston city limits.	Applicant Initials:
All temporary establishments using LP gas must use only equipment certified by the Houston Fire Marshall’s office. Additionally, enclosed trailers and trucks are required to have a fire suppression system approved by the Houston Fire Marshall’s office over cooking equipment. Please call the Houston Fire Marshall’s office at 832-394-8811 for more information.	Applicant Initials:
I understand that my application is for one temporary establishment 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 AND COMPLIANCE REQUIREMENTS” document included at the end of this application package (section 6).	Applicant Initials:
I agree and understand that disposing of wastewater directly to the storm sewer system is strictly prohibited. All wastewater containing fats, oils, or grease must be properly disposed of as sewage at a location licensed for such disposal.	Applicant Initials:

SIGNATURE

Submitted by Name (Print) *:	Signature*:
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Temporary Food Establishment Layout Sheet

Instructions: **Provide** a drawing of the anticipated layout of the temporary food establishment. Clearly **identify** each section of the operation (e.g., food preparation area, ware-washing area, handwashing station, service station, etc.) or **attach** a photo example of the booth setup.

