HOUSTON HEALTH DEPARTMENT

Attention Mobile Food Vendors,

Starting July 1st, 2026, our office will no longer be able to issue Temporary Food Dealer Permits for mobile food units.

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 **Permit Delivery:** ☐ **Permit Pickup** ☐ **Mail**

Name of Booth/Stand: _____

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 are 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):** Table/Tent

Provide a drawing of the sample layout of the temporary food establishment, whether it's a booth, or table tent, 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#: (____) - _____ **Email Address:** _____

Section 3: PROPERTY MANAGEMENT INFORMATION

Property Owner/Management Name:_____

Mailing Address: _____ **City/Zip Code:** _____

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

Please attach 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."

A PERMIT CANNOT BE ISSUED UNLESS ALL PAGES ARE COMPLETE

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8000 North Stadium Dr. Houston, TX 77054
TempFoodPermit@houstontx.gov
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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 (PARD).**

☐ **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.

Application Submittal Instructions

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.

Example: Email Subject: 07_04_26_BoothName_EventName

Mobile Food Vendors

Below is a QR code to apply for the statewide permit for Mobile Food Vendors with Texas Department of State Health Services (DSHS).

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 my application may not be processed if I have any outstanding unpaid fees for previous temporary food permits, and I understand that payments are not refundable for any reason including weather, event cancellations, or other unforeseen circumstances.	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 starting July 1st, I will not be able to obtain temporary food dealers' permits for a mobile food unit (e.g. food truck, pushcart, etc.). For more information: https://www.dshs.texas.gov/retail-food-establishments/permits-retail-food-establishments/mobile-food-vendors	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.	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.