HOUSTON HEALTH DEPARTMENT

Facility/Booth/Stand Name*: _____ Event Address*: _____

Application date*: _____ Start Date*: _____ End Date*: _____

GUIDELINES AND INSTRUCTIONS ARE PROVIDED AT THE END OF THIS APPLICATION

APPLICATION FOR A 2026 TEMPORARY FOOD DEALERS PERMIT

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 for previous temporary food permits.	Applicant Initials:
I understand that a temporary food dealers permit may be issued only in conjunction with an 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 have determined that the location of the proposed temporary food event is within the Houston city limits.	Applicant Initials:
All booths/stands/tents/tables/trucks/trailers 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 payments are not refundable for any reason including weather, event cancellations, or other unforeseen circumstances.	Applicant Initials:
I understand that my application is for one stand/booth/table/tent/truck/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 at the end of this application package (last 2 pages).	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*:

HOUSTON HEALTH DEPARTMENT

Section 1: TYPE OF FOOD SERVICE

Location of stand/booth (Select 1 only)*:	Indoor ☐ Outdoor ☐
Type of stand/booth (Select all that apply)*:	Tent ☐ Truck ☐ Open Trailer ☐ Enclosed Trailer ☐ Booth/Stand ☐ Table ☐
Type of food (Select all that apply)*:	Open TCS Foods ☐ Open Non-TCS Foods ☐ Pkg Foods Only ☐ Samples Also ☐ Samples Only ☐
Type of food (Select one only)*:	Cottage Food Only ☐ Cottage Food Also ☐ No Cottage Food ☐
Will you be using any LP gas equipment?*: LP gas equipment must be certified. Please call the Houston Fire Marshall's office at 832-394-8811 for more information.	Yes ☐ No ☐
How many customers do you anticipate each day?*:	< 50 ☐ 50-100 ☐ 101-200 ☐ 201-300 ☐ 301-400 ☐ 401-500 ☐ 501-750 ☐ 751-1000 ☐ >1000 ☐

Section 2: DATE(S) OF OPERATION

Application date*: _____ Start Date*: _____ End Date*: _____

Day 1 Start Time:		End Time:		Day 11 Start Time:		End Time:	
Day 2 Start Time:		End Time:		Day 12 Start Time:		End Time:	
Day 3 Start Time:		End Time:		Day 13 Start Time:		End Time:	
Day 4 Start Time:		End Time:		Day 14 Start Time:		End Time:	
Day 5 Start Time:		End Time:					
Day 6 Start Time:		End Time:					
Day 7 Start Time:		End Time:					
Day 8 Start Time:		End Time:					
Day 9 Start Time:		End Time:					
Day 10 Start Time:		End Time:					

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

* **INDICATES REQUIRED INFORMATION**

HOUSTON HEALTH DEPARTMENT

Section 3: FACILITY/EVENT INFORMATION

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.

If you are handling open foods **attach** a copy of a Food Service Manager's Certificate or a Food Handler's Certificate for the person that will be in charge at your temporary operation. More information may be found at https://www.houstonhealth.org/services/permits/food-permits/food-manager-food-handler-certification or by phone at 832.393.5100.

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 such as an advertisement, flyer, or website address if the event is not clearly one of the above 6 event types. The following event types absent any additional concurrent activities do not meet the definition of an "event or celebration": applications to expand the capacity of an existing on-premise kitchen, or applications to operate in advance of approval of new construction or remodeling. Applications for these activities will not be approved.

Section 4: APPLICANT INFORMATION

Applicant Legal Name (Must be same as Tax ID)*:

Attach a copy of your Texas Sales and Use Tax Permit (not required for samples or grocery items only). If you do not have a Texas Sales and use Tax Permit, apply at https://comptroller.texas.gov/taxes/permit/ and **attach** a copy of the application or other confirmation that your application has been submitted.

Applicant Postal Mail Address*:

City/St/Zip*:

Applicant Phone*:

Applicant Email*:

Applicant email must be legible.

Operation on private property requires written authorization signed by the owner of the property, his authorized agent. The required owner authorization form is available at https://www.houstonhealth.org/services/permits/food-permits/temporary-food-permits. **Attach** the completed form to your application submission.

Operation in a City of Houston park or other City of Houston property requires written authorization from the Mayor's Office of Special Events (MOSE) at 832.393.0868 or the Parks Department (PARD) at 832.394.8804 or 832.394.8805. If your application is for an event in a City of Houston park or on other City of Houston property **attach** the required authorization form from PARD or MOSE to your application submission.

FOOD SERVICE DETAILS*:

Section 5: Food/beverages served (This is your menu)*:

Section 6: 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 **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:	
Name of food supplier:		Address:	

Section 7: Names of foods prepared/plated/serviced on-site, if any. Enter "NA" if none*:

Section 8: Names of foods prepared off-site, if any. Enter "NA" if none*: 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 the off-site preparation location. If the offsite location is outside of the City of Houston **attach** proof of permit or inspection by a health regulatory authority:

Cottage food operators should request a permit waiver. The waiver application is available at https://www.houstonhealth.org/services/permits/food-permits/temporary-food-permits. There is no fee for this waiver. 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)

Section 9: If you are preparing food or handling non-packaged food provide the name and address of the location where wastewater resulting from required utensil and/or 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. This can be a restaurant, supermarket, a mobile food commissary, or any other establishment licensed by the City of Houston for the disposal of FOG. Provide the name and address of the licensed location below. If the property owner or the owner's agent is providing the disposal service provide the name and address of the disposal service company contracted by the property owner or owner's agent below.

Name of disposal Company:		Address:	

Section 10: If you are preparing food describe in detail how cooking grease and oil resulting from food preparation will be disposed. This question is **NOT** asking how you will dispose of wastewater.

SIGNATURE

Submitted by Name (PRINT) *:	Signature*:

REMNDER TO INCLUDE THE FOLLOWING ATTACHMENTS:

DOCUMENTS TO INCLUDE WITH ALL APPLICATIONS

☐ Government issued photo ID for person in charge named on Page 3 Section 3

☐ Owner authorization form or 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).

ADDITIONAL DOCUMENTS TO INCLUDE WITH MOST APPLICATIONS

☐ Food Manager's or Food Handler's certificate

☐ Texas Sales and Use Tax Permit

ADDITIONAL DOCUMENTS TO INCLUDE WITH SOME APPLICATIONS

☐ Proof of permit 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

☐ Evidence such as an advertisement flyer or a link to a website that the permit requested is for a booth/stand participating in an event or celebration.

Email your completed application, the owner authorization form, and any other required documents to TempFoodPermit@HoustonTx.Gov as an attached (not embedded) pdf file or files. **Please include the permit start date formatted as mmddyyyy and the 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. When resubmitting a returned application **resubmit the entire application and all required additional documents including the list of required revisions.**

HOUSTON HEALTH DEPARTMENT

HOW TO APPLY FOR A TEMPORARY FOOD PERMIT

APPLY BY EMAIL

There are 2 separate forms required for each Temporary Food permit. This application for a temporary food permit is completed by the applicant and the second form, an owner authorization form is completed by the property owner/agent. Both forms are available at https://www.houstonhealth.org/services/permits/food-permits/temporary-food-permits. **Both forms are required and must be submitted together**. If your application is for an event in a City of Houston Park or on other City of Houston property, the Parks and Recreation Department (PARD), the Mayor's Office of Special Events (MOSE), or your event coordinator will provide a PARD or MOSE authorization form to you. Please email your completed application, the owner authorization form, and any other required documents (**photo id, copy of your Texas Sales and Use Tax Id, Food manager/handler certificate, etc.**) to TempFoodPermit@HoustonTx.Gov as an attached (not embedded) pdf file or files. **Please include the start date formatted as mmddyyyy and the facility/booth name in the subject line of your email.** Applications or other 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. When resubmitting a returned application please **resubmit the entire application including all required documents and the list of required revisions** 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 FDA Food Code 1-201.10(B) means a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration. Your booth/stand/table/truck/trailer absent any additional concurrent activities will not be approved.
- Fees paid for temporary food permits are not refundable under any circumstances.
- To resubmit an application that was returned to you, email the list of required corrections, your complete revised application, the owner/agent authorization form, all required documents, and any additional details or explanations requested as an attached PDF file or files to TempFoodPermit@HoustonTx.Gov .

MAKING PAYMENTS

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

When your application is approved an invoice will be emailed to the applicant email address provided along with instructions for making payment. Online payments are processed immediately and permits postal mailed to the applicant postal mail address provided on the business day following payment. Please allow 7 days for postal delivery of your permit. Your payment receipt is acceptable as proof of permit for 14 days from the payment date. If your permit is not received on or before the day the permit starts, you may pick up a copy of the permit before 3:00 PM (Monday-Friday, holidays excepted) at the Environmental Permits Office (EPO) at 8000 N. Stadium Dr. First Floor 77054. Only the original permit is valid therefore the EPO will not email or fax copies of permits.

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

Mailed payments are processed and permits postal mailed to the applicant postal mail address provided 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 3:00 PM (Monday-Friday, holidays excepted) at the Environmental Permits Office (EPO) at 8000 N. Stadium Dr. First Floor 77054. Only the original permit is valid therefore the EPO will not email or fax copies of permits.

HOUSTON HEALTH DEPARTMENT

GUIDELINES FOR FOOD HANDLING AT TEMPORARY EVENTS

A permit is required for each physically separated booth, stand, tent, table, truck, or trailer.
If all operations within a stand, booth, tent, table, truck, or trailer are not under the supervision and control of the same person, then a separate permit is required for any portion of the activities within the stand or booth under the control of another person.

TAC §228.222

(a) General.

(1) Foods that are not prepared on-site or that require extensive preparation or cooking must be prepared at a licensed food establishment.

(2) Each temporary establishment may be required by the regulatory authority to have at least one person on-site who has a minimum of an accredited food handler certification.

(b) Food temperatures. All food temperature requirements shall be met as contained in FDA Food Code, Subparts 3-202, 3-401-403, and 3-501, TAC §228.62 (relating to specifications for receiving), and TAC §228.64 (relating to donation of foods).

(c) Ice. Ice that is consumed or that contacts food shall have been made under conditions meeting the requirements of FDA Food Code, Chapter 3 - Food. The ice shall be obtained only in blocked, chipped, crushed, or cubed form and in single-use safe plastic or wet-strength paper bags filled and sealed at the point of manufacture. Ice for consumption shall be held in the bags until it is dispensed and be dispensed in a way that protects it from contamination.

(d) Equipment and utensils.

(1) Design and construction. Equipment and utensils shall be designed and constructed to be durable and to retain their characteristic qualities under normal use conditions.

(2) Location and installation. Equipment shall be located and installed and cleaned in a way that prevents food contamination and that also facilitates cleaning of the temporary food establishment.

(3) Hot and cold holding equipment. Equipment for cooling or heating food and holding cold or hot food shall be adequate in number and capacity to provide food temperatures as specified in FDA Food Code, Subparts 3-401-403 and 3-501.

(4) Protection from contamination. Food-contact surfaces of equipment shall be protected from contamination by consumers and other sources. Where necessary to prevent contamination, effective shields for such equipment shall be provided.

(5) Alternative manual warewashing. Alternative manual warewashing equipment, such as receptacles that substitute for the compartments of a three compartment sink, may be used when there are special cleaning needs or constraints and the regulatory authority has approved the use of alternative equipment. Each compartment shall be large enough to immerse the largest piece of equipment that will be used. A means to heat water must also be provided.

(e) Single-service articles. A temporary food establishment shall provide only single-service articles for use by the consumer.

(f) Water.

(1) Water from an approved source shall be made available in a temporary food establishment for food preparation, handwashing, and for cleaning and sanitizing utensils and equipment.

(2) Water does not need to be under pressure but shall come from approved sources which include:

(A) commercially bottled drinking water;

(B) closed portable water containers;

(C) enclosed vehicular water tanks;

(D) on-premise water storage tanks; or

(E) piping, tubing or hoses connected to an approved source.

(g) Wet storage. Packaged food may not be stored in direct contact with ice or water if the food is subject to the entry of water because of the nature of its packaging, wrapping, or container or its positioning in the ice or water.

(h) Sewage. All waste water and sewage generated from the temporary food establishment shall be disposed of through an approved sanitary sewage system that is:

(1) a public sewage system; or

(2) an individual sewage disposal system that is sized, constructed, maintained, and operated according to 30 TAC Chapter 285 (relating to On-Site Sewage Facilities).

(i) Handwashing. Handwashing facilities shall include a container with a spigot that provides potable, clean, warm water; a wastewater container; soap; disposable towels; and a waste receptacle. Handwashing facilities are not required if the only food items offered are commercially pre-packaged foods

that are dispensed in their original containers.

(j) Floors. If graded to drain, a floor may be concrete, machine-laid asphalt, dirt, or gravel covered with mats, plywood, removable platforms, duckboards if covered with mats, or other suitable materials approved by the regulatory authority, such as tarps, that effectively control dust and mud.

(k) Ceilings and outer openings of food preparation areas.

(1) Walls and Ceilings. Walls and ceilings shall be made of wood, canvas, or other materials that protect the interior of the establishment from the weather, windblown dust, birds, and debris.

(2) Outer openings. The outer openings shall be protected against entry of insects and rodents by:

(A) 16 mesh to 25.4 millimeters (16 mesh to 1 inch) screens;

(B) properly designed and installed air curtains; or

(C) other effective means.

(3) Exclusion provision. Paragraph (2) of this subsection does not apply if flying insects and other pests are absent due to the location of the temporary food establishment or other limiting conditions.

Protect food from contamination 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 non-packaged 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.
- Provide a barrier such as tables or counters between the employee work area and the customers.
- Pets and other animals are prohibited in the booth/stand.

SERVE ONLY FOODS THAT ARE PREPARED OR OBTAINED FROM APPROVED COMMERCIAL SOURCES. FOOD PREPARED OR STORED AT YOUR RESIDENCE OR OTHER UNLICENSED LOCATION IS PROHIBITED. SOME EXCEPTIONS APPLY.

PREPARATION OF FOODS THAT REQUIRE A HACCP PLAN, A VARIANCE, A CONSUMER ADVISORY OR EXTENSIVE PREPARATION/HANDLING ARE PROHIBITEDF

The above is not inclusive of all requirements that may be applicable to your booth/stand. For more detailed information please go to https://www.houstonhealth.org/services/permits/food-permits and select "City of Houston Code of Ordinances" and go to Chapter 20 Article II Division 1 §20-17 thru §20-26, TAC §228.222, or 2022 FDA Food Code.

TAC §228.222(a). The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment, may prohibit the sale of some or all time and temperature control for safety foods (TCS foods), and when no health hazard will result, such as children's neighborhood beverage stands, may waive or modify requirements of this chapter.