

FOR OFFICE USE

Received: _____ Paid On: _____ Check #: _____ Amount: _____ Receipt _____
Initial: _____ Issue On: _____ Expires On: _____ Permit: _____ Juris: COA / TC / ILA



**AUSTIN/TRAVIS COUNTY HEALTH & HUMAN SERVICES DEPARTMENT
ENVIRONMENTAL HEALTH SERVICES DIVISION**

P.O. BOX 142529 Austin, TX 78714

Phone (512) 978-0300 Email: EHSD.Service@AustinTexas.gov

<http://www.AustinTexas.gov/departments/business-applications-and-guides>



Walk-in Location: 1520 Rutherford LN, NE corner of Rutherford LN @ Cameron RD, Building 1 East Entrance (No Mail Accepted here)

TEMPORARY FOOD EVENT PERMIT APPLICATION

Note: Incomplete applications will not be processed and will be returned

Event Information

*Applications must be submitted at least 10 calendar days prior to the event***

Event Name: _____
Event Address: _____
Street Apt #

City State Zip Code
Event Dates: _____ **Food Booths:** _____
Start Date End Date Total Number of Booths
Hours of Operation: _____
Food booth(s) must be set-up and ready for inspection at the hours listed under the Hours of Operation for each day.
Fee Exempt: _____ **Yes** _____ **No** (Social Services Contract w/ COA or 501(c)(3) in Travis County)

Applicant Information (Print your name as it appears on the Driver's License or other form of Government Issued Photo ID submitted)

Name: _____
Last First Middle
Mailing Address: _____
Street Apt #

City State Zip Code
Driver's License: _____ **Date of Birth:** _____
DL # State MM/DD/YYYY
Phone Number: _____ **Email:** _____
Direct Phone Number Email addresses will not be distributed. (Internal use only)

**** **Attach a Clear Copy of a Valid Government Issued Photo ID** ****

No refunds will be granted for temporary event applications.

Permit(s) may be reissued by the department should the event be cancelled or postponed.

Payment Forms Accepted: Cash, Check, Money Order, MasterCard, Visa, Discover, & AMEX - **DO NOT MAIL CASH PAYMENTS**

Make checks payable to: A/TCHHSD or Austin/Travis County Health & Human Services

Mail to: P.O. Box 142529, Austin, Texas 78714 **Submit Online:** <<TBD>>

I acknowledge that completion of this application does not guarantee a permit will be issued by the department. I further acknowledge that any permit granted will be subject to the Local and State Codes under which the permit is granted.

- Operation of a food establishment or food event without a permit issued by the department is prohibited.
- 'Rain Out' delays can be granted if the department is notified within 24 hours of the cancellation.
- Permits issued are limited to four permits per individual or organization per calendar year.
- Permits issued are non-transferable and must be picked up at the Walk-in Location
- The event organizer (**not the individual booth operator**) is responsible for obtaining Temporary Food Permits for each booth at the event.

Applicant's Signature

Revised: 3/3/2015

www.SurveyMonkey.com/s/EHSDSurvey

Print Name

Page 1 of 7

Date

NO HOME-PREPARED FOODS ALLOWED

Temporary Food Event Permit Fee Schedule

** Based on the number of days in operation – per food booth*

Number of Days	City of Austin	Travis County (Unincorporated)
2 calendar days or less	\$35.00	\$20.00
3 to 5 calendar days	\$70.00	\$30.00
6 to 14 calendar days	\$90.00	\$40.00

*Application submissions must be made to the department at least 10 calendar days prior to the scheduled event in order to ensure adequate time for processing and review. **Permit applications submitted **less than 10 days** prior to the scheduled event may not be approved and will be subject to a **\$98.00 expedited review fee**. Fees must be paid when the application is submitted.*

APPLICATION SUBMISSION

Submit pages 1, 2, 3 & 4 of the application (multiple submissions of pages 3 and 4 may be required) along with a clear copy of a valid Government Issued Photo ID at least 10 days prior to the event using one of the following methods:

- 1.) In person at 1520 Rutherford Lane, Southeast entrance of Building 1.

*Payments for events in unincorporated areas of Travis County may ONLY be submitted in person with cash/check with the application.

- 2.) Email/Scan to EHSD.Service@AustinTexas.gov

* **Phone number (required) to process payment with a credit card:** ()

* Credit card payments may take up to two business days to process. The cashier will contact the number for a payment.

PERMIT COMPLETION & PICK-UP

The applicant will be notified by the department once the application is processed and the permit is available for pick-up at the walk-in location. Note: an application cannot be processed until all paperwork is completed and submitted along with payment.

- Walk-in Location: 1520 Rutherford Lane, southeast entrance of Building 1.
Monday – Friday 7:45 AM – 3:30 PM (as of 2/1/15)
- Permits **must** be retrieved from the walk-in location.

DEFINITIONS

Temporary Food Service Establishment is defined as service of food or open beverages at a location for no more than 14 consecutive days in conjunction with an organized event or celebration. *(This includes ice and alcoholic beverages)*

Booth is defined as a stall or partitioned stand used to present, prepare, or provide food to the general public.

FOOD AND BEVERAGE BOOTH INFORMATION

Please print and use additional sheets if necessary

1. Name of booth: _____
Type of food/beverages to be served: _____
2. Name of booth: _____
Type of food/beverages to be served: _____
3. Name of booth: _____
Type of food/beverages to be served: _____
4. Name of booth: _____
Type of food/beverages to be served: _____
5. Name of booth: _____
Type of food/beverages to be served: _____
6. Name of booth: _____
Type of food/beverages to be served: _____
7. Name of booth: _____
Type of food/beverages to be served: _____
8. Name of booth: _____
Type of food/beverages to be served: _____
9. Name of booth: _____
Type of food/beverages to be served: _____
10. Name of booth: _____
Type of food/beverages to be served: _____
11. Name of booth: _____
Type of food/beverages to be served: _____
12. Name of booth: _____
Type of food/beverages to be served: _____
13. Name of booth: _____
Type of food/beverages to be served: _____
14. Name of booth: _____
Type of food/beverages to be served: _____
15. Name of booth: _____
Type of food/beverages to be served: _____
16. Name of booth: _____
Type of food/beverages to be served: _____
17. Name of booth: _____
Type of food/beverages to be served: _____
18. Name of booth: _____
Type of food/beverages to be served: _____
19. Name of booth: _____
Type of food/beverages to be served: _____
20. Name of booth: _____
Type of food/beverages to be served: _____

TEMPORARY FOOD EVENT RESPONSIBLE PARTY IDENTIFICATION
NO HOME-PREPARED FOODS ALLOWED

This page is required to be signed and submitted by each booth operator that is a separate entity from the other booth operators. Please **PRINT** and use additional sheets if necessary.

I, _____, am the operator of the temporary food service booth named:
Print Your Name

_____ providing food at the following temporary event named:
Booth's Name from Page 3

_____ on this date, _____.
Temporary Event Name from Page 1 Date(s) of the Event

Type of food/beverages to be served: _____

The food will be obtained from the following approved sources (check all that apply):

- ☐ I operate from/own a permitted food facility (such as a restaurant).

Food Facility Name: _____

Food Facility Address: _____

Address

City

State

Zip

- ☐ I will purchase food from a permitted food facility (such as a grocery store or restaurant) on the day of the event and bring the food directly to the event. **I will maintain my receipts from the purchase on-site at the event for verification.**

Food Facility Name: _____

Facility Address: _____

Address

City

State

Zip

Phone Number: (_____) _____

I hereby certify that I have received the guidelines for temporary food service requirements provided by the Austin/Travis County Health and Human Services Department and, _____

Print Name of Applicant

I understand that, as a condition of my operation at this event, I am responsible to insure that these guidelines are strictly adhered to at all times. I will conform to these guidelines and insure that all individuals involved in this operation conform to these guidelines. Failure to do so may result in the immediate suspension of my operation at this event and may result in a complaint being filed against me in the Municipal Court of the City of Austin for a violation of these guidelines and the Code of the City of Austin. I understand that such a complaint may result in a fine of up to \$2,000 on conviction.

Signature: _____ **Printed Name:** _____

Today's Date: _____ **Phone Number:** _____

Mailing Address: _____
Address City State Zip

Driver's License Number & State: _____ **Date of Birth:** _____

TEMPORARY FOOD SERVICE CRITICAL ON-SITE REQUIREMENTS

The following are requirements for organizers and individuals involved in temporary food service operations in Austin and Travis County. A Temporary Food Service is service of food at a location for no more than 14 consecutive days in conjunction with an organized event or celebration. These requirements are based on the Texas Food Establishment Rules and have been adopted by the City of Austin and Travis County.

Violation of any requirement may result in an immediate closure; condemnation of food products or legal charges.

1. **For large events**, it may be necessary for the Event Organizer to meet with a Health Department coordinator one month prior to the event in order to properly plan food and sanitation facilities. The phone number is 512-978-0300.
2. **Complete Permit Application and submit required fee.** See payment schedule on application.
3. **Distribute copies of "Temporary Food Service Requirements"** at least one week prior to the event to all participants who will be serving or preparing food.
4. **Provide adequate toilet facilities** for both food service participants and the public.
5. **Provide adequate wastewater facilities for the disposal of wastewater** generated by the participants. Collected wastewater shall be held in separate screen-covered containers until properly disposed at a permitted, commercial kitchen or removed by a permitted liquid waste hauler. Discharges to the kitchen must be to a drain upstream of an adequately sized and regularly cleaned grease trap with a valid Wastewater Discharge Permit, where required. The disposal of any such waste to a facility other than the permitted and approved kitchen must be done using a licensed liquid waste hauler to transport the waste to a facility permitted to accept food service industrial waste.
6. **Provide adequate facilities for the disposal of used cooking grease** generated by the participants. Collected cooking grease should be held in closed containers. The participant shall make arrangements with a waste/grease recycling service or properly permitted recycling/disposal facility for the collection or disposal of this waste. **No dumping of any grease into portable toilets.**
7. **Provide adequate electrical supply** to all booths for the maintenance of proper food temperatures and adequate lighting.
8. **Provide refrigeration facilities** needed by the booths for maintenance of proper food temperatures. Refrigerators and refrigerated trucks shall be provided with interior lighting and thermometers.
9. **Provide adequate dust control and floor covering.**

PERMITTING MAY BE REQUIRED FROM OTHER DEPARTMENTS:

1. **If your event is occurring indoors**, check with Right-of-Way (ROW) Management to see if a "Temporary Change of Use" permit is required. You can contact ROW thru the City Operator @ "311".
2. **If your event is occurring outdoors**, a "Temporary Use Permit" must be obtained from the Development Assistance Center (DAC) located at 505 Barton Springs (One Texas Center) on the First Floor. Walk-ins are taken from 8 AM until 12 Noon. Also, you may be required to obtain other permits from the Austin Center for Events (Police, Fire, EMS, Transportation, Music Division or Code) located at 505 Barton Springs (One Texas Center) on the Tenth (10th) Floor.

Email SpecialEvents@AustinTexas.gov.
Website <http://www.AustinTexas.gov/departments/special-event-permits>.

TEMPORARY FOOD SERVICE REQUIREMENTS

The following requirements are for Temporary Food Service operations in Austin and Travis County and are based upon the Texas Food Establishment Rules, which have been adopted by the Austin City Code. A temporary establishment is the service of food at a location for a period of **no more than 14 consecutive days** in conjunction with an organized event or celebration. The Event Organizer is responsible for providing these requirements to each booth coordinator/vendors at least one week prior to the start of the event. It is the responsibility of each individual food service booth to meet the following requirements:

Post at each booth a valid permit and booth guidelines issued by the Austin/Travis County Health and Human Services Department.

Critical operation requirements:

Failure to comply with the following requirements shall result in an immediate closure. Closure is in effect until the item(s) is corrected and verified by an authorized representative of this Department.

- 1. Keep potentially hazardous foods colder than 41°F or hotter than 135°F at all times.** Most hot foods should be initially heated to 165°F within two hours and maintained at 135°F. Leftover food intended for reuse needs to be rapidly cooled by placing food in shallow containers (depth of less than four inches) and refrigerating it uncovered. Cover refrigerated food as soon as the food has cooled to 41°F.
- 2. Provide facilities to wash hands that include:** hand soap, paper towels, container of warm water and a wastewater bucket. Water container must be designed with a spigot that allows the user to wash hands freely without continuously depressing the spigot or tilting the container. Following hand washing, gloves or a hand-sanitizer shall be used when handling ready to eat foods. Beneath the hand washing container shall be a bucket to collect wastewater. Collected wastewater must be disposed of in the wastewater barrels provided by the event organizer.
- 3. Provide utensil washing** if food preparation involves utensils. Provide three basins if no permanent facilities are on site. The first basin is for washing and has detergent wash water only. The middle basin is for rinsing and has only clean water (replace as needed). The third basin is for soaking utensils for 1 minute in a sanitizing solution of 50-100ppm chlorine (1 1/2 *teaspoons* bleach per gallon of clean water). Utensils are to be dried with air or paper towels only. Suggestion: conserve water and use only the amount needed to prevent wastewater barrels from overflowing. Keep utensil washing basins covered or beneath overhead protection. ***Remember the proper sequence: WASH, RINSE & SANITIZE!***
- 4. Utilize fuel or electricity for hot holding units.** Insulated containers with no active source of heat are not allowed. *Sterno is not permitted for outdoor events, unless properly hooded to prevent wind effects.* The Health Authority can pre-approve alternative means for maintaining temperatures. Wrapped sandwiches must not be stored in direct contact with ice. Active refrigeration will be required for multiple day events.

Additional operational requirements:

- 1. Monitor food temperatures** with a metal stem-type thermometer. Thermometers should have a range of 0°F-220°F. Thermometers should be cleaned and sanitized between uses.
- 2. Use only cutting boards, utensils, equipment, food preparation and serving surfaces that are constructed of easily cleanable material.** Clean and sanitize these items frequently during the event. Table cloths can only be used if they are frequently replaced.
- 3. Use a different set of utensils and prep surfaces to prepare raw or partially cooked foods that are separate from the utensils and surfaces used to prepare fully cooked foods.**
- 4. Test sanitizing solutions with chlorine test paper.** Sanitizing solution shall be kept between 50-100 ppm chlorine. Test papers can be found at restaurant supply stores.
- 5. Use spray bottles of sanitizing solution** and paper towels to frequently wipe counters and to spot clean equipment.
- 6. Store ice for drinks or consumption in their original bag** in an ice chest during service. Ice bags shall be punctured underneath to allow drainage and open on the top to allow dispensing. Consumers shall not dispense their own ice for drinks. Ice shall be dispensed with scoops with handles. Nothing other than the ice scoop shall be stored in this ice.

7. **Protect all foods, utensils and paper goods from exposure to dirt, dust and insects.** These items must be kept covered or wrapped to minimize exposure to potential contaminants. Keep cups wrapped in their original plastic sleeves until dispensed. Thaw foods by placing them in a refrigerator overnight, by covering them with ice in an ice chest that is constantly draining into a wastewater container, by placing them under cold running water, or by cooking them from completely frozen until fully cooked. Thawing foods at air temperature or in standing water is prohibited.
8. **Provide only disposable utensils, plates, cups, knives, forks, spoons, etc. to consumers. Provide only condiments that are individually packaged or dispensed from an *approved* covered container.** Foil, plastic wrap, etc. do not provide adequate protection.

Structural operations

1. **Collect drainage water** from ice bins, ice chests, beverage dispensers, hand & utensil washing, and similar equipment in buckets or pans for disposal in the wastewater barrels provided by the event organizer or in a sanitary sewer. Drainage must never be discarded on the ground.
2. **Provide covered garbage containers with plastic liners.**
3. **Provide floor covering** that will eliminate dust and be easily cleaned. Flooring must be in cooking, serving, food preparation, and utensil washing area. Approved floor coverings are concrete, asphalt, plywood, linoleum, clean cardboard that is replaced daily, overturned carpeting, or a surface approved in advance by the Health Authority.
4. **Provide overhead covering** above food preparation, cooking, serving, and utensil washing area.

Food prepared outside the following parameters may be detained or discarded.

1. **Serve only foods requiring minimum preparation** such as seasoning and cooking, or food specifically approved in advance by the Health Authority. All cutting, slicing, or chopping must be done in an approved facility.
2. **Provide the name of the permitted food establishment where food preparation takes place.** Ice and food containing potentially hazardous foods (including, but not limited to: meat, fish, shellfish, poultry, eggs, dairy products, cooked beans, rice, potatoes) must be supplied from and prepared from a food establishment permitted by the Health Authority. **No home-preparation of food, beverages or ice is allowed.**