

Date Received _____	Amt \$ _____	Check # _____	Permit # _____
Received By: _____	Receipt # _____		

City of Sunset Valley  
3205 Jones Road  
Sunset Valley, Texas 78745  
Phone (512) 892-1383 Fax (512) 892-6108  
<http://www.sunsetvalley.org/>

Application for **Sunset Valley Farmer's Market Food Establishment** Permit/s

**NOTE:** This application must be filled out completely. **INCOMPLETE APPLICATIONS WILL NOT RECEIVE PERMITS.** Submit the application through:

Austin/Travis County Health & Human Services Department  
Environmental Health Services Division  
P.O. Box 142529 Austin, TX 78714  
Phone (512) 978-0300 Fax (512) 978-0322  
<http://www.austintexas.gov/departments/food-establishment-requirements>

**Walk-in Location:** 1520 Rutherford LN, NE corner of Rutherford LN @ Cameron RD, Bldg 1, East Entrance (no mail accepted here)

Submitting an application does not guarantee that permits will be granted. Permit approval is based upon the vendor booth's compliance with state and local health requirements. No refunds for any reason after 180 days from the receipt of this application. All applications **MUST** be submitted at least 10 days prior to event start date.

Per Sunset Valley Code of Ordinance #090707, the Sunset Valley Farmers Market is considered a single event and food vendors qualify for Temporary Food Establishment Permits for up to 14 consecutive Saturdays or Sundays. **THIS PERMIT IS LIMITED TO FOOD OPERATIONS AT THE SUNSET VALLEY FARMER'S MARKET ONLY.**

**Keep the attached requirements for your review. NO HOME PREPARATION/STORAGE OF FOODS ALLOWED**

**1) NAME OF EVENT:** Sunset Valley Farmers Market

Location: (Street address) 3200 Jones Rd Zip Code: 78745 Hours of Operation: 9am – 1pm

**2) START DATE**

Date of Starting Saturday: \_\_\_\_\_ Total # of Saturdays requested (no more than 14 consecutive): \_\_\_\_\_

**3) RESPONSIBLE PARTY INFORMATION:**

Name: \_\_\_\_\_ Phone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Driver's License Number/State: \_\_\_\_\_  
Residence Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_

**4) BOOTH INFORMATION**

Name of Booth: \_\_\_\_\_ Type of Food: \_\_\_\_\_

**5) PERMIT FEES** (Please circle appropriate fee)

**FEE SCHEDULE**

**1 Day/week = \$35 OR 14 Weeks (1day/week) = \$490**

Fees are payable to the Austin/Travis County Health and Human Services Department (ATCHHSD). Attach fee to pages 1, & 2 of this application and mail it to: **Environmental Health Services Division, PO BOX 142529 • Austin, Texas • 78714 or bring to 1520 Rutherford Ln Building 1.**

All information contained in this application is true and correct to the best of the applicant's knowledge and belief. The applicant signing below acknowledges that any permit applied for is subject to all provisions of the orders and ordinances of Travis County or Austin or the municipality under which the permit is granted, and subject to all provisions of the statutes and ruled adopted under the statutes of the State of Texas governing food service establishments, retail food stores, mobile food units and roadside food vendors.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FARMERS' MARKET VENDOR RESPONSIBLE PARTY IDENTIFICATION**  
**NO HOME PREPARATION/STORAGE OF FOODS ALLOWED**

I, \_\_\_\_\_, am the operator of the food booth:  
print your name

\_\_\_\_\_ providing food at **SUNSET VALLEY FARMER'S**  
Name of booth

**MARKET.** I hereby certify that I have received the guidelines (attached to application) for farmers' market food operations at Sunset Valley Farmers' Market on \_\_\_\_\_.

Date

I agree, as a condition of my operation at this event, to be 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. I understand that failure to do so may result in the immediate suspension of my operation at this event. I understand that failure to conform to these guidelines may result in a complaint being filed against me with the City of Sunset Valley for further actions.

\_\_\_\_\_ (signature)

\_\_\_\_\_ (mailing address)

\_\_\_\_\_ (City, State, Zip Code)

\_\_\_\_\_ (driver's license number/state)

\_\_\_\_\_ (date of birth)

\_\_\_\_\_ (Today's date)

# SUNSET VALLEY FARMERS' MARKET SERVICE REQUIREMENTS

The following requirements are based upon temporary food service rules and regulations in Austin and Travis County and the Texas Food Establishment Rules. The city of Austin/Travis County HHSD is contracted with the city of Sunset Valley to issue permits and conduct inspections for all food establishments within the Sunset Valley's jurisdiction. Per Sunset Valley Farmers' Market, it is the responsibility of each individual food service booth coordinator/vendor to meet the following requirements:

**\*\*Post at each booth a valid permit for Sunset Valley Farmers' Market\*\***

## Critical operation requirements:

Failure to comply with the following items shall result in an immediate closure. Closure is in effect until the item(s) is corrected. **No exceptions.**

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 2 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 4 inches) and refrigerating it uncovered. Cover refrigerated food as soon as the food has cooled to 41°F.
2. **Provide facilities to wash hands to include:** hand soap, paper towels, container of warm water and a waste water 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 waste water. Collected wastewater must be disposed of in the waste barrels provided by the event organizer.
3. **Provide utensil washing** if food preparation involves utensils. Provide 3 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). Dry utensils in the air or with paper towels only. (Suggestion: Conserve water; use only the amount needed to prevent waste water 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 unacceptable. *Sterno is not permitted for outdoor events.* The Health Authority can pre-approve alternative means for maintaining temperatures. Wrapped sandwiches must not to 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 is separate from the utensils and surfaces used to prepare fully cooked foods.**

4. **Test sanitizing solutions with chlorine test paper.** Sanitizing solution must be kept between 50-100ppm 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 food**, 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 waste water 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 the consumer. 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 waste water 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, not outside.
2. **Failure to provide the name of the vendor/organization and a listing of all food items and the names and addresses of food suppliers/ facilities used for food preparation (all facilities used must be permitted).** Ice and food containing potentially hazardous foods (meat, fish, shellfish, poultry, eggs, dairy products, and cooked beans, rice, potatoes) must be supplied from and prepared from a food establishment permitted by the Health Authority. No home preparation/storage of food or ice is allowed.