FOR OFFICE USE

Date Received: _____ **Amt $** _____ **Check #** _____ **Permit #** _____

Received By: _____ **Receipt #**_____ **Juris:** ☐ **COA** ☐ **Travis County** ☐ **Incorp City**_____

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/department/business-applications-and-guides

Walk-in Location (not mailing address)**: 1520 Rutherford Lane, southeast entrance of Building 1, 2nd floor** (NE corner of Rutherford Ln @ Cameron Rd)

TEMPORARY FOOD EVENT PERMIT APPLICATION

TEMPORARY FOOD EVENT PERMIT FEE SCHEDULE

(Based on the number of days of operation per food booth)

City of Austin

Number of Days	Price Per Booth
1 booth, 1 calendar day	$35.00
1 to 5 calendar days	$98.00
6 to 14 calendar days	$145.00

Travis County (Unincorporated)

Number of Days	Price Per Booth
1 to 2 calendar days	$20.00
3 to 5 calendar days	$30.00
6 to 14 calendar days	$40.00

Make checks payable to Austin/Travis County Health and Human Services Department or ATCHHSD

EVENT INFORMATION

Name of Event: _____

Event Address: _____
Address *City* *State* *Zip*

Date(s) of Event (must be consecutive days): _____ _____
Start Date *End Date*

Hours of Operation *(for each day)*: _____

**The food booth(s) shall be set-up and ready for an inspection at the hours listed under Hours of Operation for each day.*

Total # Food Booths: _____ **Event Fee Exempt?** ☐ **Yes** ☐ **No** (Social Services Contract w/COA or 501(c)(3) in Travis County)

EVENT ORGANIZER INFORMATION

A person or organization may only obtain four (4) Temporary Food Event Permits per calendar year

Name of Event Organizer: _____
First Name *Last Name*

Mailing Address: _____
Address *City* *State* *Zip*

Phone Number: (_____)_____ **E-mail Address:** _____

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

*****ATTACH A CLEAR COPY OF A VALID GOVERNMENT ISSUED PHOTO ID FOR THE EVENT ORGANIZER*****

All applications must be submitted to this Department 10 or more calendar days prior to the event to ensure adequate processing and review time. Applicants are limited to 6 events per calendar year. Permit applications submitted less than 10 days prior to the scheduled event may not be approved and/or may be subject to a **$98.00 expedited review fee**. Fees shall be paid when the application is submitted.

APPLICATION SUBMISSION

Submit pages 1, 2, 3 & 4 (multiple submissions of pages 3 and 4 may be required) of this application with a clear copy of a valid government issued photo ID in one of the following ways 10 days prior to the event:

1.) In person at 1520 Rutherford Lane, southeast entrance of Building 1, 2nd floor, M-F from 7:45 a.m. - 4:30 p.m.

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

2.) Fax to (512) 978-0322

***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.

3.) E-mail 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

1.) After the payment has been received with a completed application this Department will notify the applicant when the permit has been processed and is ready to be picked-up at our walk-in location.

2.) Walk-in Location: 1520 Rutherford Lane, southeast entrance of Building 1, 2nd floor, M-F from 7:45 a.m. – 4:30 p.m.

3.) Permits must be picked up at our office (no mailing or faxing of permits).

_____ _____

SIGNATURE OF EVENT ORGANIZER **DATE**

By signing this application, the applicant acknowledges that the permit being applied for is subject to Local/State Codes under which it is granted. Completing this application does not guarantee that a permit will be issued by this Department.

- Incomplete applications will delay or prevent permitting.
- No food establishment/event may operate without an approved permit issued by this Department.
- No refunds may be given for any reason after 180 days from the receipt of this application.
- "Rain-out" delays may be granted if notification is received 24 hours after cancellation.
- An individual or organization may only apply for four (4) events per year.
- Permits are non-transferable and must be picked up at our office (no mailing or faxing of permits).
- The event organizer (***not the individual booth operator***) is responsible for obtaining Temporary Food Permits for each booth at the event.

DEFINITIONS

Temporary Food Service Establishment is defined as service of food at a location for no more than 14 consecutive days in conjunction with an organized event or celebration.

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 foods/beverages to be served: _____
2. Name of booth: _____
   Type of foods/beverages to be served: _____
3. Name of booth: _____
   Type of foods/beverages to be served: _____
4. Name of booth: _____
   Type of foods/beverages to be served: _____
5. Name of booth: _____
   Type of foods/beverages to be served: _____
6. Name of booth: _____
   Type of foods/beverages to be served: _____
7. Name of booth: _____
   Type of foods/beverages to be served: _____
8. Name of booth: _____
   Type of foods/beverages to be served: _____
9. Name of booth: _____
   Type of foods/beverages to be served: _____
10. Name of booth: _____
    Type of foods/beverages to be served: _____
11. Name of booth: _____
    Type of foods/beverages to be served: _____
12. Name of booth: _____
    Type of foods/beverages to be served: _____
13. Name of booth: _____
    Type of foods/beverages to be served: _____
14. Name of booth: _____
    Type of foods/beverages to be served: _____
15. Name of booth: _____
    Type of foods/beverages to be served: _____
16. Name of booth: _____
    Type of foods/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: _____

  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 Event Organizer

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 might 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. **Call the Health Department Temporary Food Service coordinator at (978-0300) at least 10 days prior to event.** 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 the 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. **<u>No dumping</u> 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.

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 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 includes:** 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 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 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 or ice is allowed.**