



CITY OF WAXAHACHIE ENVIRONMENTAL HEALTH DEPARTMENT

TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION

FEES: \$25.00 PRE-PACKAGED \$60.00 TEMPERATURE CONTROL

The following guidelines are required to obtain a permit for food service.

1. Applications for and issuance of Temporary Food Establishment Permits are at 401 S. Rogers in the Environmental Health Department. **Applications and fees should be made at least 48 hours in advance of the event. Applications and fees will not be accepted at the time of the event.**
2. The Temporary Food Establishment can operate at a designated fixed location within the city limits for a temporary period of time not to exceed fourteen (14) days and must be in conjunction with a special event recognized by the City.
3. **ONLY APPROVED FOOD WILL BE PERMITTED.** Pre-packaged foods prepared for individual service may be approved. Minimum handling of food is required. If hot and cold running water with a three-compartment sink is available, more extensive food preparation may be allowed. Additional requirements may be imposed. **HOME PREPARATION OR STORAGE OF FOOD IS NOT ALLOWED. (EXCEPTION: COTTAGE LAWS FOODS.)**
4. Temporary food vendors cannot prepare potentially dangerous food items (potentially dangerous food item is a food that requires temperature control; this includes food of animal origin that is raw) unless the following provisions are met:
 - a. Must have a person on site at all times during operation of the establishment that possesses a certified food manager license.
 - b. Facilities used for operation of the temporary establishment must meet the provisions listed under item 14 of these guidelines in addition to the following:
 - i. Cooking, refrigeration, and all other required equipment must be located inside a concession trailer unit designed specifically for food preparation;
 - ii. Refrigeration equipment must be manufactured for its specific use (coolers with ice or containers using dry ice are not acceptable);
 - iii. Food preparation must take place inside the concession trailer unit.
5. Temporary food vendors handling open food products not considered potentially hazardous must complete a Food Handler Safety Course and submit proof of completion with permit application.
6. Food Manufacturers must provide a current copy of their state issued Food Manufacturing License.
7. All temporary food establishments are required to have approved flooring, which includes concrete, asphalt, or tight-fitting plywood.
8. All stands must have suitable covering over food preparation, cooking, and serving areas. Such cover must be non-flammable and/or meet fire code requirements. A fire extinguisher may be required for each Temporary Food Establishment. (See example page 4)
9. All foods, food containers, utensils, napkins, straws, and single service materials must be stored well above the floor and adequately protected from splash, dust, insects, weather, or other contamination. Food and utensils must be protected from contaminants.
10. All condiments, including onions, relish, sauces, peppers, catsup, mustard, etc., available for customer self-service must be available in single self-service packets or be dispensed from sanitary automatic dispensers.
11. Suitable hair restraints, including hairnets, caps, or hairsprays, are required in food preparation and serving areas.
12. Food handling personnel must wash their hands as frequently as necessary, even though disposable gloves maybe utilized.
13. Use of tobacco in all forms is prohibited in food preparation and/or service areas.



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14. All meat, dairy, and perishable food products must be stored at 41° degrees Fahrenheit or colder (ice is not acceptable) or at 135° degrees Fahrenheit or hotter.
15. **PREPARING OR DISPLAYING FOOD IN AN OPEN UNPROTECTED AREA IS NOT ALLOWED. THIS INCLUDES PREPARING FOODS IN/ON OPEN-PIT BARBECUES, CHARCOAL GRILLS, BUTANE OR PROPANE COOKERS, OR SIMILAR METHODS. Adequate protection is required.**
16. All establishments that handle or prepare unpackaged foods are required to have convenient hand washing and utensil washing facilities. The number, type, and size of sinks required will be determined by the type of operation to be conducted. Disposable gloves are recommended and may be utilized. The requirements are as follows:
 - a. Multi-compartment sink;
 - b. Hot and cold running water from an approved source;
 - c. Available sanitary sewer facilities or a system that complies with liquid waste disposal code requirements;
 - d. Suitable flooring (i.e.: asphalt, concrete, removable platforms, duckboards, or other suitable materials approved by the director that effectively control dust and mud);
 - e. Overhead covering and a minimum of three (3) walls; and
 - f. Hot and cold holding equipment with thermometers readily available.
17. Establishments which do not have conveniently available hot and cold running water and sanitary sewer facilities **MUST FURNISH THE FOLLOWING FACILITIES**, when all food items are not pre-packaged (see example page 3).
 - a. At least (5) gallons of portable water in a sturdy plastic dispensing container to be used for hand washing, utensil cleaning and sanitizing; if portable water replenishment is not readily available, additional containers of portable water may be required.
 - b. One (1) sturdy pail or tub with soap, water, and a small amount of chlorine liquid bleach (approximately ½ ounce) for hand washing.
 - c. Disposable paper towels, hand cleaning soap, or detergent.
 - d. Two (2) sturdy plastic pails or tubs of at least two gallons capacity; one for washing and one with chlorine liquid bleach/water solution of fifty (50) parts per million or greater for sanitizing.
 - e. An adequate size container of household liquid chlorine bleach and chlorine test strips for verifying a chlorine concentration of at least fifty (50) parts per million.
 - f. A sturdy five (5) gallon plastic container with a small opening and a funnel to receive and store liquid wastes until proper disposal can be made to a sanitary sewer system.
 - g. Convenient solid waste containers, preferably with plastic liners.
18. When self-services ice dispensers are not provided, ice scoops are required. Ice used for human consumption must be stored separately from ice used to refrigerate drink bottles, cans, or cartons. Ice storage units must have open drains to prevent submergence of chilled drink cartons, cans, or bottles from contact with melted ice water.
19. All wastewater from sinks, steam tables, etc. must be drained or disposed of into the sanitary sewer system or in a manner that is consistent with liquid waste disposal code requirements.
20. Animals are prohibited in all food establishments and from any area where food preparation is taking place.
21. **FAILURE TO MEET PROVISIONS OF THESE REGULATIONS MAY RESULT IN A MUNICIPAL COURT CITATION AND FINES OF UP TO \$1,000 FOR EACH VIOLATION. All food establishments will be required to comply with all of the guidelines listed unless written permission is given by the Director of Bldg. & Community Services.**

FOR FURTHER ASSISTANCE PLEASE CALL 469-309-4130

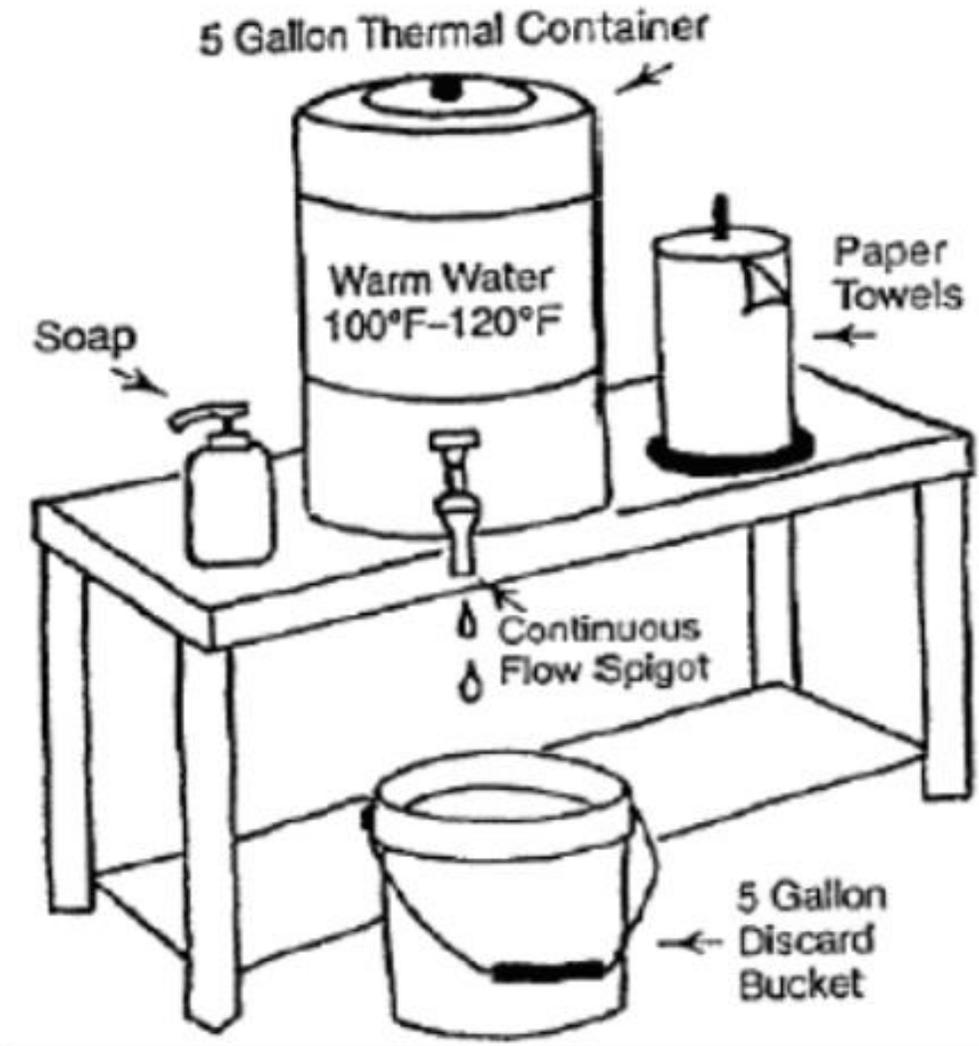


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EXAMPLE OF HANDWASH STATION



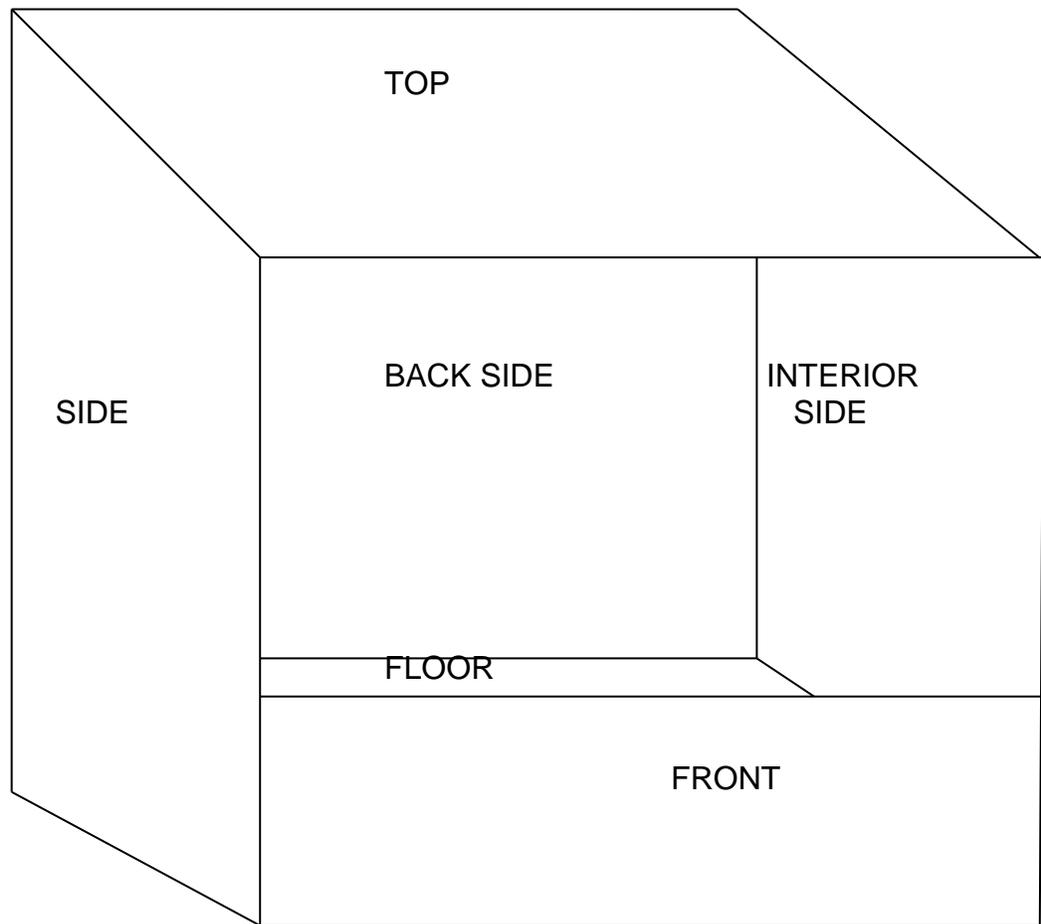


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Example of Booth





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INFORMATION FOR FOOD MANUFACTURERS

Firms that manufacture food for sale to the public in the following manner are required to have a Food Manufacturer license with DSHS:

- Process and/or package any food product, including dietary supplements, ice, and water, for wholesale distribution or for sale via retail customer self-service.
- Sell water or ice via a vending machine.
- Repackage food products (e.g. repacking candy into smaller or larger packages), for wholesale distribution or for sale via retail customer self-service.
- Any Texas firm that places their name and address on a product label, even though another firm (co-packer) actually produces the product. This is called "private labeling." A private labeler is required to obtain a Food Manufacturer license.
- Package food and display the packaged food for customer self-service. This includes all retail food service operations that package and display food in this manner.

Examples include but are not limited to the following food manufacturing operations:

- Bakeries
- Wineries
- Bottling/Canning plants producing sauces, salsa, condiments, jams, jellies, canned vegetables and fruit
- Bottling/Canning plants producing water, soft drinks, fruit juice, vegetable juice
- Ice plants
- Cut produce packers of fruits, vegetables, and nuts
- Water and/or ice vending machines
- Seafood processors
- Grocery stores with meat markets, delis, or bakeries that package food and display it for retail customer self-service.
- Restaurants and other food service operations providing food packaged on-site via a retail customer self-service display.
- Dietary Supplements
- Mail-order and internet-order food manufacturing/packaging operations based in Texas

****ALL INDIVIDUALS, GROUPS, CORPORATIONS THAT WISH TO PERMIT FOR ANY EVENT WITHIN THE CITY LIMITS OF WAXAHACHIE AND SELL OR PRODUCE ANY FOOD PRODUCT THAT FALLS UNDER THE DEFINITION OF A MANUFACTURED FOOD PRODUCT MUST SUBMIT A COPY OF THEIR CURRENT STATE OF TEXAS ISSUED MANUFACTURING LICENSE.**



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DATA SHEET FOR TEMPORARY FOOD ESTABLISHMENT

DSHS or Other Permit No: _____ Date Issued: _____

Stand Operator: _____

Owner (if different from operator): _____

FOOD PREPARATION

On Site: Yes _____ No _____ If NO, list where food items will be prepared and by whom:

Prepackaged: Yes _____ No _____ If NO, list commissary, supplier, or manufacturing facility*:

*If Food Manufacturer, attach copy of state issued Manufacturer's License (see pg. 5 for details)

FOOD STORAGE

Refrigeration Units: Number _____ Location(s) _____

Freezer Units: Number _____ Location(s) _____

Hot Holding Units: Number _____ Location(s) _____

PLUMBING

City Water Connection: Yes _____ No _____ If NO, list water source:

Sanitary Sewer Connection: Yes _____ No _____ If NO, list waste water disposal site:

SINKS

Three Compartment Utensil Washing Sink: Yes _____ No List Location: _____

Separate Hand Washing Sink: Yes _____ No _____ List Location: _____

STRUCTURE (Including all food preparation areas and storage areas)

Overhead Protection: Please describe _____

Side Protection: (must have 3 full sides) Please describe _____

Flooring: (check one) Asphalt _____ Concrete _____ Plywood Platform

Other: _____

I understand that giving false information will be grounds for denial/revocation of this permit.

Applicant's Signature: _____



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APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT

Special Event Title _____

Date(s) of Event _____

Time of Operation: From _____ To _____

Location of Event (street address) _____

Applicant's Organization _____

Address _____

Street City State Zip

Contact Person _____

Food Items To Be Served and/or Sold	Place of Preparation & Storage

NOTE: ONLY LISTED FOODS & BEVERAGES MAY BE SERVED/SOLD

I acknowledge receipt of a copy of the City of Waxahachie Guidelines for Temporary Food Establishments and understand that failure to meet provisions for a Temporary Food Establishment can result in citations for violations and penalties that will be assessed in court. I certify that all facts stated in this application are true and correct to the best of my knowledge.

Applicant's Signature _____ Date _____

Applicant's Driver's License # _____ State _____

Applicant's Phone Number _____

REMIT APPLICATION TO: ENVIRONMENTAL HEALTH DEPARTMENT
401 S. ROGERS (CITY HALL) OR
P.O. BOX 173, WAXAHACHIE, TX 75168

PLEASE RETURN ALL PAGES FILLED OUT COMPLETELY AT THE TIME OF APPLICATION ALONG WITH A COPY OF A VALID STATE ISSUED DRIVER'S LICENSE OR I.D. AND ANY OTHER DOCUMENTATION REQUIRED.