



## TEMPORARY FOOD PERMITS (2024)—HOW TO APPLY

### APPLY BY EMAIL (RECOMMENDED)

Please email your completed application (pages 4-9) including required **property authorizations, a photo id**, and any other required documents to [CHS@houston.tx.gov](mailto:CHS@houston.tx.gov) as an attached (not embedded) pdf file (not as a .jpg file). Applications or other documents on cloud-based sites will not be accepted. Your application will be reviewed within 3 business days. If approved, an invoice will be emailed to you at the applicant address provided on the application. If your application is not approved it will be returned within 3 business days with a list of required revisions, missing documents, or additional details needed. When resubmitting a returned application please resubmit the entire application (pages 4-9) including the list of required revisions not just the revisions.

### APPLY BY MAIL (NOT RECOMMENDED)

Alternately, this process may be completed by postal mail. Please mail your completed application (pages 4-9) including required **property authorizations, a photo id**, and any other required documents, and if desired full payment in the form of a cashier's check or money order to the Post Office box provided on the application. If full payment is included with your application and your application is approved your permit will be postal mailed to the applicant address provided on the application within 3 business days. If payment is not included and your application is approved, an invoice will be emailed or postal mailed to you within 3 business days. If your application is not approved it will be returned to you by email or postal mail within 3 business days with a list of required corrections, revisions, missing documents, or additional details needed. If payment was included, your application and payment will be returned by postal mail within 3 business days. When resubmitting a returned application please resubmit the entire application (pages 4-9) including 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 §20-18 of the City of Houston Code of Ordinances. §20-18 defines an event or celebration as a gathering of persons at a festival, bazaar, carnival, circus, public exhibition, or sporting event. Your booth/stand/table/truck/trailer absent any additional concurrent activities will not be approved.
- You may purchase up to 105 days of permits at the same location per calendar year. An application for a temporary food permit will not be approved beyond 105 days per year for you at the same location.
- Applications for temporary food permits must be received, approved, invoiced, and **payment made at least 7 full calendar days** before the first day of the permit not including the day payment is received or the first day of the permit to avoid a late payment fee of \$64.32.
- Fees paid for temporary food permits are not refundable under any circumstances.
- A limited one-time raincheck is available for postponements and cancellations **if HHD is notified at [CHS@houston.tx.gov](mailto:CHS@houston.tx.gov) before the permit start date and time**. A \$32.16 replacement permit fee will be charged. Additional conditions may apply.
- To resubmit an application that was returned to you, email the notification, your complete application (pages 4-9) including any required revisions, all required documents, and any additional details or explanations requested as an attached PDF file to [CHS@houston.tx.gov](mailto:CHS@houston.tx.gov).

## MAKING PAYMENTS

### PAYMENTS MAY BE MADE ONLINE AT [WWW.HOUSTONCONSUMER.ORG](http://WWW.HOUSTONCONSUMER.ORG) (RECOMMENDED)

When your application is approved an invoice will be emailed to the provided applicant email address along with instructions for making payment. Online payments are processed and permits postal mailed to the applicant postal mail address provided on the business day following payment. 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.





## 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.

**ITEM 1:** Ice used for consumption must be from an approved source. Ice shall be held in bags until used and dispensed properly.

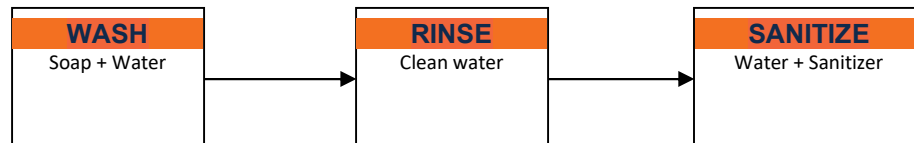
**ITEM 2:** Food contact surfaces of equipment shall be protected from contamination by consumers and other contaminating agents by using separating counters, tables, sneeze guards, etc. All equipment, including hot/cold food storage facilities, shall be adequate in number and capacity to provide food temperatures of time/temperature controlled for safety (TCS) food of 41°F (05°C) or below or 135°F (57°C) or above at all times, except as otherwise allowed and must be of acceptable design and fabrication.

**ITEM 3:** Provide only single-service articles for customers' use.

**ITEM 4:** Potable water from an approved source shall be made available in a temporary food establishment for food preparation, cleaning and sanitizing utensils and equipment and for hand-washing. Water need not be under pressure but shall come from approved sources, which include: commercially bottled drinking water, closed portable water containers, enclosed vehicular water tanks, on-premises water storage tanks, or piping, tubing or hoses connected to an approved source.

**ITEM 4a:** To prevent cross-contamination, kitchenware and food-contact surfaces of equipment shall be washed, rinsed, and sanitized at least every 4 hours or more frequently if necessary. Provide potable water for cleaning and sanitizing utensils. Provide a heating facility capable of producing hot water. When chemicals are used for sanitization, a test kit or other device that accurately measures the concentration of the solution in parts per million or milligrams per liter shall be provided and used.

Use three (3) containers for WASHING, RINSING & SANITIZING  
e.g., plastic buckets, plastic food containers.



**ITEM 4b:** Hand-washing facilities shall include an insulated container with a spigot that can be turned on to allow potable, clean, warm water to flow, a wastewater container, soap, disposable towels, and a waste receptacle. Hand-washing facilities are not required if the only food items offered are commercially pre-packaged foods that are dispensed in their original containers. Hand-washing facilities are in addition to any available hand sanitizer.

**ITEM 5:** The storage of food in contact with water or ice is prohibited except that food in waterproof packaging may be stored in contact with continuously drained ice.

**ITEM 6:** Dispose of all liquid waste (wastewater) as sewage. Dispose of solid waste (garbage) in accordance with all applicable laws.

**ITEM 7:** Provide cleanable floors in food preparation and service areas e.g., concrete, wood, or asphalt.

**ITEM 8:** Provide a ceiling in food preparation and service areas e.g., wood, canvas, or other material that protects the interior of the establishment from the weather and other contaminating agents.





**ITEM 9:** At all times, including while being stored, prepared, displayed, served, or transported, food shall be protected from potential contamination by all agents, including dust, insects, rodents, unclean equipment and utensils, unnecessary handling, coughs and sneezes, flooding, draining, and overhead leakage or overhead drippage from condensation. Foods for self-service shall be protected from consumer contamination by the use of packaging, sneeze guards, or other devices. TCS food (often referred to as potentially hazardous or perishable food) must be kept at proper temperatures to reduce the growth of microorganisms that can cause food borne illness. If you are not sure if a food is a TCS food, treat it as though it is.

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.**

**The Health Officer may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment and may prohibit the sale/serving of some or all time/temperature controlled for safety (TCS) foods.**





## APPLICATION FOR A 2024 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 including late payment fees for previous temporary food permits that have been issued to me.

Applicant Initials: \_\_\_\_\_

I understand that my application will not be approved if I have already been issued 105 days of permits this year at this location.

Applicant Initials: \_\_\_\_\_

I understand that my application including full payment for a temporary food dealers permit must be received in the Health Department offices no later than 7 full calendar days before the start date of the permit. Late payments will incur a late fee of \$64.32.

Applicant Initials: \_\_\_\_\_

I understand that a temporary food dealers permit may be issued only in conjunction with an event or celebration as defined in Section 20-18 of the City of Houston Code of Ordinances.

Applicant Initials: \_\_\_\_\_

I understand that an incomplete or illegible application may cause rejection or significant delay in the processing of my application and may result in the addition of a late payment fee.

Applicant Initials: \_\_\_\_\_

I have determined that the location of the proposed temporary food event is within the Houston city limits.

Applicant Initials: \_\_\_\_\_

I have obtained written permission from the property owner or their agent for the event location. Written authorization is also required for temporary food operations on any City of Houston property or in any City of Houston park.

Applicant Initials: \_\_\_\_\_

All booth/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. A limited one-time raincheck is available for postponements and cancellations if HHD is notified at [CHS@houstontx.gov](mailto:CHS@houstontx.gov) before the permit start date and time. A replacement permit fee of \$32.16 is charged for revising and reproducing the permit. If the event is cancelled or you decide not to participate before payment is made, HHD must be notified. Unpaid invoices for previous approved permit applications may cause this application to be delayed or rejected.

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 in this application package (pages 2 & 3).

Applicant Initials: \_\_\_\_\_

I agree and understand that disposing of wastewater directly to the storm sewer system is strictly prohibited. All wastewater must be properly disposed of as sewage at a location licensed for such disposal.

Applicant Initials: \_\_\_\_\_

### SIGNATURE

Submitted by Name (PRINT) \* :

Signature \* :





**\* INDICATES REQUIRED INFORMATION**

**1. TYPE OF FOOD SERVICE**

Location of stand/booth (Select 1 only) * : Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/>	
Type of stand/booth (Select all that apply)*: Tent <input type="checkbox"/> Truck <input type="checkbox"/> Open Trailer <input type="checkbox"/> Enclosed Trailer <input type="checkbox"/> Booth/Stand <input type="checkbox"/> Table <input type="checkbox"/>	
Type of food (Select all that apply) * : Open TCS Foods <input type="checkbox"/> Open Non-TCS Foods <input type="checkbox"/> Pkg Foods <input type="checkbox"/> Samples Also <input type="checkbox"/> Samples Only <input type="checkbox"/>	
Type of food (Select any that apply) * : Cottage Food Only <input type="checkbox"/> Cottage Food Also <input type="checkbox"/>	
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 <input type="checkbox"/> No <input type="checkbox"/>	
How many customers do you anticipate each day? * : < 50 <input type="checkbox"/> 50-100 <input type="checkbox"/> 101-200 <input type="checkbox"/> 201-300 <input type="checkbox"/> 301-400 <input type="checkbox"/> 401-500 <input type="checkbox"/> 501-750 <input type="checkbox"/> 751-1000 <input type="checkbox"/> >1000 <input type="checkbox"/>	

**2. DATE(S) OF OPERATION**

Application date * :		Start Date * :		End Date * :	
Day 1 Start Time:		End Time:		Day 11 Start Time:	
Day 2 Start Time:		End Time:		Day 12 Start Time:	
Day 3 Start Time:		End Time:		Day 13 Start Time:	
Day 4 Start Time:		End Time:		Day 14 Start Time:	
Day 5 Start Time:		End Time:		Day 15 Start Time:	
Day 6 Start Time:		End Time:		Day 16 Start Time:	
Day 7 Start Time:		End Time:		Day 17 Start Time:	
Day 8 Start Time:		End Time:		Day 18 Start Time:	
Day 9 Start Time:		End Time:		Day 19 Start Time:	
Day 10 Start Time:		End Time:		Day 20 Start Time:	
				Day 21 Start Time:	
1-9 consecutive days at the same location (\$77.19 per day):					
21 consecutive days at the same location (\$771.96):					
Plus an administrative Fee:					\$12.86
Plus a special investigative fee if payment is made less than 7 full calendar days before event start date (\$64.32):					
Total Fee →					

**The maximum number of total days per calendar year for the same vendor at the same location is 105.**







### 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 TCS 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.houstonconsumer.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 for fundraisers or marketing or promotional events, 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 types of events will not be approved.

### 4. APPLICANT INFORMATION

Applicant Legal Name \* :

**Attach** a copy of your Texas Sales and Use Tax Permit (not required for samples only). If you do not have a Texas Sales 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 to this application.

Applicant Postal Mail Address \* :

City/St/Zip \* :

Applicant Phone \* :

Applicant Email \* :

**Applicant email must be legible.**





5. EVENT VENUE PROPERTY OWNER/AGENT INFORMATION\*

Company/individual Legal Name *	<input type="text"/>
Attn *	<input type="text"/>
Mail Address *	<input type="text"/>
City/St/Zip *	<input type="text"/>
Property Owner/Agent Phone *	<input type="text"/>
Property Owner/Agent Email *	<input type="text"/>
# of Food Vendors Not Including Mobile Food Units Operating with Valid City of Houston Medallions (permits) At This Event *	<input type="text"/>
# of Mobile Food Units Operating with Valid City of Houston Medallions (permits) At This event *	<input type="text"/>
# Number of Non-Food Vendors at This Event *	<input type="text"/>

If there are more than 5 total vendors at this event **Attach** a copy of an event site plan showing all booths/stands/trucks/trailers including non-food booths/stands/trucks/trailers and other activities.

**Attach** a statement signed by the owner of the property or his authorized agent stating that arrangements have been made for the proper disposal of all rubbish, trash, and garbage and for maintaining the property free from litter and nuisance during the total period of operation up to and including any clean up time required to remove all rubbish, trash, garbage, and litter resulting from the temporary food service operation. If operating in a City of Houston park **attach** an authorization from the Parks and Recreation Department (PARD) or from the Mayor's Office of Special Events (MOSE).

6. EVENT COORDINATOR, IF ANY:

Organization:	<input type="text"/>
Contact Person:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>

FOOD SERVICE DETAILS\*:

7. Food/beverages served (This is your menu)\*:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>





8. **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 the health regulatory authority at that location\*:

Name of food supplier:	<input type="text"/>	Address:	<input type="text"/>
Name of food supplier:	<input type="text"/>	Address:	<input type="text"/>
Name of food supplier:	<input type="text"/>	Address:	<input type="text"/>
Name of food supplier:	<input type="text"/>	Address:	<input type="text"/>

9. **Names of foods prepared on site, if any\*:**

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

10. **Names of foods prepared off site, if any. 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 off site location is outside of the City of Houston **attach** proof of permit or inspection by a health regulatory authority\*:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Cottage food operators should request a permit waiver by email to [Chs@houstontx.gov](mailto:Chs@houstontx.gov). 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>)







11. 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 event coordinator is providing the disposal service provide the name and address of the disposal service company contracted by the property owner or event coordinator below.

Name of disposal company:		Address:	
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12. 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 *:
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