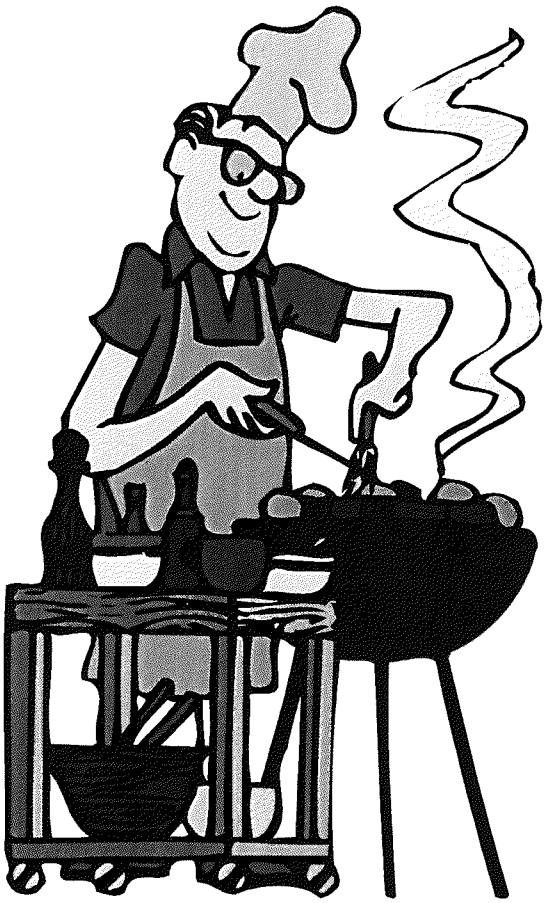
Temporary Food Permit Application Packet



PROMOTE • PREVENT • PROTECT

WACO-MCLENNAN COUNTY
Public Health District

Waco-McLennan County Public Health District
Environmental Health Division
225 West Waco Drive
Waco, Texas 76707
(254) 750-5464

Temporary Food and Beverage Permit and Compliance Requirements

PROMOTE • PREVENT • PROTECT
WACO-MCLENNAN COUNTY
Public Health District

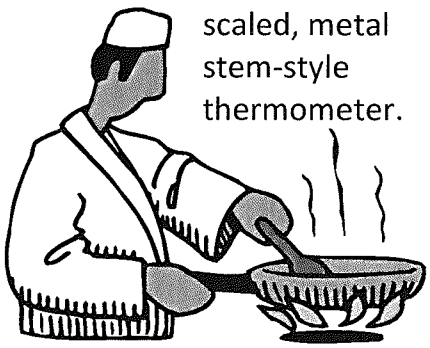
The Waco-McLennan County Public Health District and you have the same goal: to provide good, safe food to the consumer.

Permit Required

Each temporary food and beverage vendor must have a valid permit issued by the Waco-McLennan County Public Health District. The permit must be displayed so customers can see it.

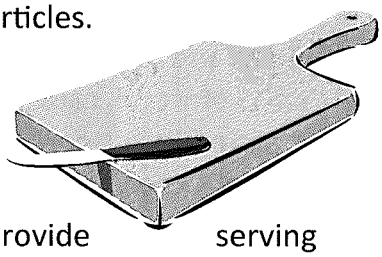
Food Preparation

Food and ice must be from commercial and regulated sources and be in good condition. No foods or ice from a home kitchen are allowed. Prepare food in proper cookware, only in a permitted or licensed kitchen. Keep all foods at the required temperatures - 135 degrees F or hotter, or 40 degrees F or colder. It is best to monitor the internal cooking and holding temperatures of food that could spoil with a properly scaled, metal stem-style thermometer.



Equipment

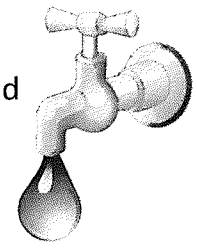
Protect food, ice, utensils, and single service articles from contamination during storage, preparation, display, and serving with protective covers. The customer can only use single service articles.



Provide serving utensils, including ice scoops with handles, to minimize touching foods with bare hands. Food contact surfaces must be easily cleaned and washed, rinsed, and sanitized as needed. Keep food, food equipment, and single service articles off the ground.

Water

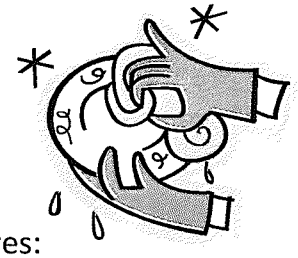
Have plenty of hot and cold potable water available to prepare food and to clean hands, equipment, serving areas, and utensils.



Dishwashing

Provide three suitably sized basins, hot and cold water, detergent, and sanitizer for cleaning equipment and utensils.

You can purchase sanitizing solutions. Follow the directions on the label.



Follow these procedures:

- **First basin** - wash with hot, soapy water.
- **Second basin** - rinse with clean, warm water.
- **Third basin** - immerse in warm water with sanitizer, then air dry.

Wiping Cloths

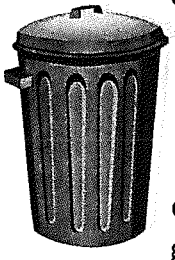
Have plenty of cloths and keep them in a container of clean sanitizing solution between uses. Make fresh solution frequently.

Personal Hygiene and Hand Washing

Workers must maintain good hygiene and personal cleanliness. Staff must not be sick and must be free of infections, which may transmit food-borne illnesses. Wash hands frequently during food preparation. Provide a hand washing sink or container of warm water with a free-flowing spigot (not a push button), a catch basin, soap, and disposable towels. Do not use tobacco or eat food in preparation/serving areas.

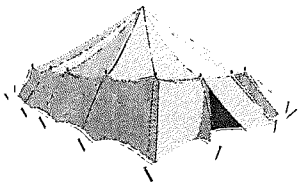
Toilet Facilities, Sewage, and Garbage Disposal

Toilet facilities must be provided. Dispose all sewage and wastewater through a sewage system. Do not dump wastewater of any kind onto the ground. Provide trash cans with lids for garbage.



Vendor Serving Area

Construct your booths, trailers, and tents with barriers to protect the food, control public access in the food area, and control dust and mud. Sub-flooring must be graded to drain. Construct floors of concrete, asphalt, plywood, mats, or other cleanable material approved by Health District.



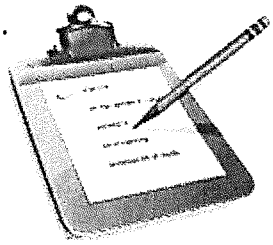
Ceilings over food preparation areas are required and must be constructed of wood, canvas, or other materials to protect against the weather.

Pests (flies, roaches, or rodents) must be controlled.

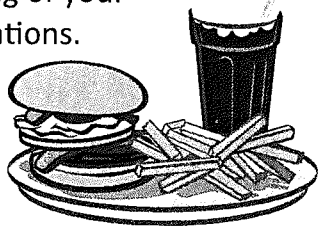
Any combination of screening (16-mesh), fans, doors, walls and other measures are required to restrict the entrance of pests. Food contact surfaces must be protected from pests.

Advisory

Your facility will be inspected. The health inspector may impose additional requirements to protect against health hazards related to the conduct of the temporary food service vendors; may prohibit the sale of some or all potentially hazardous foods, and when no health hazard will result, may waive or modify requirements to these rules.



Failure to comply with these requirements may result in the immediate suspension of the permit, the assessment of penalties, or the closing of your operations.



Preventing food-borne illness is a responsibility shared by all individuals involved in food production, preparation, and distribution.

If you have questions or need assistance please contact:
Waco-McLennan County Public Health District
Environmental Health Division
(254) 750-5464

You can also visit our office at:
Community Services Building
201 West Waco Drive
Suite 205

Waco-McLennan County Public Health District
TEMPORARY FOOD SERVICE REQUIREMENTS

NAME OF VENDOR: _____ **DATE :**_____

PERMIT REQUIRED:

_____ Valid food establishment permit. If exempt, show food safety class certificates or food manager certification.

_____ Permit and certificates displayed visible to customers.

FOOD PREPARATION:

_____ Food and ice obtained from approved sources and in sound condition.

_____ **No foods or ice prepared from a home kitchen allowed. No home canned foods.**

_____ Food prepared in permitted or licensed establishments or on site (if allowed).

_____ Equipment adequate to cook and hold foods at the required temperatures.

_____ Foods held at 135 º F or hotter or at 41º F or colder.

_____ Metal stem-type product thermometer to check cooking and holding temperatures.

_____ Packaged foods **not** stored in contact with water or undrained ice.

_____Ice from approved source. Kept in bag and protected until dispensed.

EQUIPMENT:

_____ Food, ice, utensils, and single service articles protected from contamination during storage, preparation, display, or serving.

_____ Food, food equipment, and single service articles kept off the ground.

_____ Utensils, including ice scoops with handles, provided to minimize touching foods with bare hands.

_____ Single service articles provided for use by the consumer.

_____ Food contact surfaces and ice bins/chests easily cleanable. Washed, rinsed, and sanitized as necessary.

FOOD DISPLAY:

_____ Food and ice protected from customer contamination (touching, handling, sneezing, coughing). Sneeze guards, covers; dish covers, single servings, portion control, etc. in place and used.

_____ Food temperatures. Hot foods 135 º F or hotter, cold foods 40 º F or colder.

_____ Only single service articles provided to the consumer. Utensils/dishes protected. Handles presented to customer.

DISHWASHING:

_____ Three suitably sized sinks or basins, hot and cold water, soap, and sanitizer provided for cleaning equipment and utensils.

_____ Procedures: First basin- wash with hot, soapy, water. Second basin- Rinse with clean, warm, water. Third basin- warm water containing sanitizer. Follow directions on sanitizer label. Air dry. **Have test strips available to check sanitizer strength.**

PERSONAL HYGIENE AND HAND WASHING:

_____ Personnel with high degree of personal cleanliness.
_____ Clean clothes and aprons/ hair restraints/good hygienic practices.
_____ Personnel not sick. Free of infections or illnesses.
_____ Hands clean. Washed as often as needed during food preparation / handling / serving.
_____ Hand wash station. A sink or container of warm water with a free flowing spigot (no push button), a catch basin, paper towels, and trash can.
_____ No tobacco or eating food in preparation and serving areas or while on duty.

WIPING CLOTHS:

_____ Cloths available and kept in a container of sanitizing solution between uses. Sanitizing solution made according to label.
_____ Solution clean and made fresh as needed. Test strips available to check sanitizer strength.

WATER:

_____ Hot and cold water at booth in enough quantity to prepare food **and** to clean hands, equipment, serving areas, and utensils. Water is from an approved source.

GARBAGE DISPOSAL:

_____ Trash cans with lids at booth. Lids on cans when not in use.

BOOTH CONSTRUCTION:

_____ Booths, trailers, and tents constructed with barriers to protect the food and control access of persons in food areas.
_____ Overhead protection required. **(No exceptions)**
_____ If on the grass or bare ground, sub flooring graded to drain, dust or mud controlled. Flooring may be constructed of tight wood, tarps, mats, or other cleanable material.
_____ No pests (flies, roaches, or rodents)
_____ **Food contact surfaces protected from flies.** Screening (16 mesh), fans, doors, walls, etc. is required to control pests.
_____ Wastewater, dishwater, gray water, etc. disposed of into the sanitary sewer. No dumping on the ground.

ADVISORY: The sanitarian may impose additional requirements to protect against health hazards related to the conduct of the temporary food service establishment, may prohibit the sale of some or all time/temperature controlled for safety (TCS) foods, and when no health hazard will result, such as children's neighborhood beverage stands, may waive or modify requirements to these rules. Failure to comply with these requirements may result in the immediate suspension of the permit, the assessment of penalties, or the closing of your operations.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE WACO MCLENNAN COUNTY PUBLIC HEALTH DISTRICT, ENVIRONMENTAL HEALTH DIVISION AT (254) 750-5464.

TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION

Waco-McLennan County Public Health District
Environmental Health Division
225 West Waco Drive, Waco, Texas 76707
Phone: (254) 750-5464 Fax: (254) 750-5424
Email: ENVHealth@wacotx.gov

PLEASE READ ENTIRE APPLICATION AND FILL IN ALL BLANKS COMPLETELY. FAILURE TO DO SO CAN RESULT IN DELAYS.

The Environmental Health Division must receive this application at least 5 working days prior to the event. (the day of the event is not included in the 5 days)

The application fee is $40.00 and covers up to a 14-day event. Separate applications must be completed for separate events even if they are within the same 14-day period. Failure to submit an application on time with the required fee will result in the assessment of a late fee double the amount of the normal fee. The total of the application fee and the late fee is $80.00.

Name of Event: _____

Event Address: _____
Street City State Zip Code

Event Start Date: _____ **Event End Date:** _____

***Preferred Inspection Date:** _____ ***Preferred Inspection Time:** _____

The inspection date/time should reflect when you will be fully set up and ready to serve

******No food or beverages may be sold prior to passing inspection******

Person Responsible at Event: _____ **Day of Event Contact Number:** _____

Vendor Business Name: _____ **Contact Number:** _____

Address of Responsible Vendor: _____
Street City State Zip Code

List foods to be prepared/sold: _____

_____

Verification: I certify that the above statements are true and correct. By signing below I further acknowledge receiving permit requirements and compliance guidelines. I acknowledge that I am responsible and will be held responsible for the conditions, operations, and the correction of any violations of said food vendor. I also am aware that if I operate in the City of Waco I am required to obtain additional permits from other City of Waco departments. If paying by check, please make it payable to "City of Waco".

_____ _____ _____
Date of Application **Applicant Signature** **Applicant Name *(Printed)***

Office Use Only

____ H.T.E. ____ Calendar
____ Copy to Inspector ____ Permit Created

Notes:

On-Call Inspector: _____
Area Inspector: _____

Rev. 3/30/16