

# Temporary Food Permit Application Packet



PROMOTE • PREVENT • PROTECT



WACO-MCLENNAN COUNTY  
Public Health District

Waco-McLennan County Public Health District  
Environmental Health Division  
Mailing Address: 225 West Waco Dr.  
Physical Address: 201 West Waco Dr. Ste 205  
Waco, Texas 76707  
(254) 750-5464

# Temporary Food and Beverage Permit and Compliance Requirements



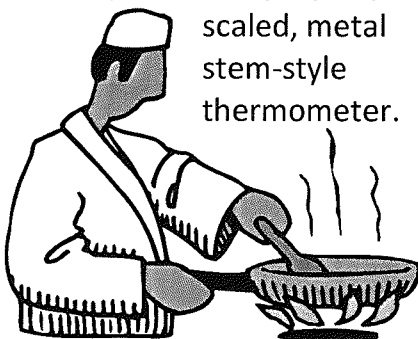
The Waco-McLennan County Public Health District and you have the same goal: to provide good, safe food to the consumer.

## 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.

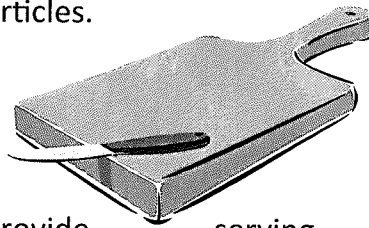
## Food Preparation

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 41 degrees F or colder. It is best to monitor the internal cooking and holding temperatures of food that could spoil with a properly



## 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.

\*Follow directions on sanitizer label.



Follow these procedures:

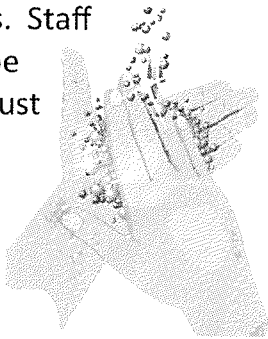
- **First basin** - wash with hot, soapy water.
- **Second basin** - rinse with clean, warm water.
- **Third basin** - immerse in warm water with sanitizer, then air dry.

## Wiping Cloths

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

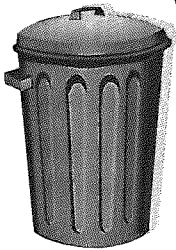
## Personal Hygiene and Hand Washing

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, with soap, 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

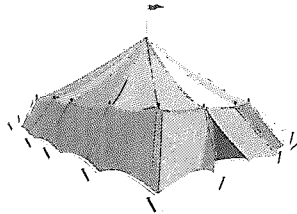
Toilet facilities must be provided. Dispose all sewage and wastewater through a sewage system. Do not dump wastewater of any kind onto the ground. Provide trash cans with lids for garbage.



## 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.



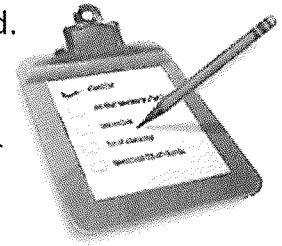
Pests (flies, roaches, or rodents) must be controlled.

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.

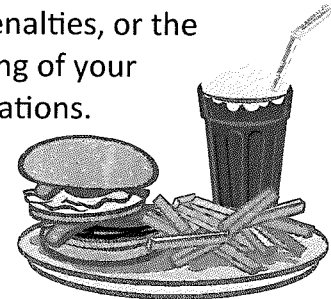


## Advisory

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° F or hotter or at 41° 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° F or hotter, cold foods 41° 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, soap, paper towels, and trash can.
- \_\_\_\_\_ No barehand contact allowed.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Dispose all sewage and wastewater through a sewage system.

**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 \$45.00 and covers a single event up to 14 consecutive days. A separate application must be completed for a separate event even if it is 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 which is double the amount of the normal fee. The total of the application fee and the late fee is \$90.00. **Fees are non-transferrable and non-refundable.**

---

**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\*\*\***

**Vendor Business Name:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Vendor's Representative at Event:** \_\_\_\_\_ **Day of Event Contact Number:** \_\_\_\_\_

**Address of Responsible Vendor:** \_\_\_\_\_  
Street City State Zip Code

**Email Address:** \_\_\_\_\_

**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. Please make checks payable to "City of Waco". Permits and fees are non transferable and non refundable.

\_\_\_\_\_  
**Date of Application**      **Applicant Signature**      **Applicant Name (Printed)**

**Office Use Only**  
\_\_\_\_ EnerGov      \_\_\_\_\_ Calendar      Notes:      On-Call Inspector: \_\_\_\_\_  
\_\_\_\_ Copy to Inspector      \_\_\_\_\_ Permit Created      Area Inspector: \_\_\_\_\_