

## WHERE can I purchase a temporary food permit?

You can purchase a temporary food permit for \$80 in person, by mail or online.

Please note: the \$80 fee is for the timely application of temporary permits. Late applications will be charged a higher fee.

**In person** | At least two full business days in advance, you may purchase the permit at the Environmental Public Health Office:

HCPHES  
101 S. Richey, Suite G  
Pasadena, Texas 77506  
Monday - Friday,  
8 a.m. to 3:30 p.m.

**By mail** | At least five weeks in advance, call (713) 274-6300 to request to purchase a permit through the mail. Once you receive the forms, send the completed application, permit fee (money order or cashier's check only) and operations questionnaire to the Environmental Public Health Office no later than four weeks prior to the event.

**Online** | To pay online, you must begin the application process at least three weeks prior to the event. Refer to [www.hcphes.org/eph/onlinepermits2.htm](http://www.hcphes.org/eph/onlinepermits2.htm) to begin the process.

**Onsite** | If you weren't able to purchase a permit beforehand but your booth meets all health code standards, you can purchase a late temporary permit for \$160 at the event. Payment should be made with a cashier's check or money order — no cash will be accepted.

## WHAT forms will I need to fill out?

- Operational statement
- An approved Event Coordinator's Form must be on file for the event at which the temporary food establishment will be located
- Permit application and fee

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**For more information and to obtain the forms, please visit our website or call:**

HCPHES  
Environmental Public Health  
John Phelps Courthouse  
101 S. Richey, Suite G  
Pasadena, TX 77506

Office: (713) 274-6300  
Fax: (713) 274-6375

Monday - Friday  
8 a.m. to 5 p.m.

[www.hcphes.org/eph](http://www.hcphes.org/eph)



# Temporary Food Vendors

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Permits and guidelines:  
What you need to know

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Harris County  
**HCPHES**  
Public Health & Environmental Services  
[www.hcphes.org](http://www.hcphes.org)

## WHO needs a temporary food permit?

If you're operating a food booth associated with a particular event for no more than 14 consecutive days, you need a temporary food permit.

### Exemptions:

Booths that sell only pre-packaged, non-potentially hazardous food (candy, chips, frozen novelties) or unopened canned or bottle drinks.

Non-profit temporary establishments that provide proof of their non-profit status (Tax Form 501C3), and where the booth is directly operated by members of the non-profit and where all proceeds go to the charity. *Note: Non-profit temporary food establishments must still meet food safety and sanitation regulations.*

## WHY require permits or inspections?

Harris County Public Health & Environmental Services (HCPHES) wants to ensure that all temporary food service establishments are properly constructed and equipped, and that they prepare, store and serve food and drinks in a manner that minimizes opportunities for contamination.

## WHEN will my booth be inspected?

Both non-profit and profit temporary food establishments will be inspected by a Harris County Environmental Public Health Investigator at least once during the event. During the inspection, investigators will look at the cleanliness of the area, food storage, personal hygienic practices and proper food temperatures. Violations concerning these areas will be expected to be corrected immediately.

Feel free to ask the investigators questions! They are there to assist you in providing safe, sanitary food to the public.

# Sanitation Guidelines for Temporary Food Vendors

## Food Supply

Food should be in sound condition, free from spoilage, filth or any other type of contamination and should be safe for human consumption.

Foods should not be prepared in the home and must be from an approved commercial source.

## Equipment and Utensils

Food equipment and single service items should be at least six inches above the flooring.



A clean three-compartment sink or three containers should be available to wash, rinse and sanitize food contact surfaces of all equipment and utensils.

Liquid chlorine bleach should be available to sanitize work surfaces (1/3 cup for every 5 gallons of water).

## Booth Construction

Booth or stand should be constructed in such a manner as to prevent entrance of flies, dust, dirt and other foreign matter. This includes a wing or dining canopy to cover food preparation areas.

The interior surfaces should be in good shape and easy to clean.

The surface under the booth must be graded to drain and should be of a hard surface (concrete or asphalt) unless covered by mats, removable platforms or duckboards to minimize the amount of dust and mud.

The booth should be protected on three sides from the public. You can use string, rope, chairs, etc.

## Waste Disposal

Facilities or containers should be available to retain liquid and solid waste.

## Storage

Food should be kept covered in clean containers.

Product temperatures should be maintained at 41 °F or below, or at 135 °F or above.

A metal stem thermometer should be available to check food temperatures.

## Hygienic Practices

An insulated container with a spigot should be available with warm water from an approved source to use for hand-washing only. The hand wash facility should include a wastewater "catch" container, soap, disposable towels and a waste receptacle.

Disposable gloves should be available to use for serving line personnel. These should be disposed of and new ones used after every absence from the work station.

Food service workers should wear effective hair restraints, such as hair nets, caps or scarves.

No one should drink or smoke while preparing food.

## Toilet Facilities

Toilet facilities must be available nearby.

