



# CITY OF STAFFORD – CODE COMPLIANCE

## TEMPORARY FOOD ESTABLISHMENT APPLICATION

2610 South Main Street  
Stafford, Texas 77477-5599  
PHONE: (281) 261-3941  
FAX: (281) 499-3939  
EMAIL: [consumerhealth@staffordtx.gov](mailto:consumerhealth@staffordtx.gov)

### PERMITTING INSTRUCTIONS AND COMPLIANCE CHECK LIST

**A temporary food permit** shall be issued to all applicants in conjunction with a single event or celebration. Please follow the directions below on how to obtain a temporary food permit.

#### HOW TO COMPLETE A TEMPORARY FOOD PERMIT APPLICATION

- **Coordinator**– The coordinator shall complete all sections pertaining to the event, the organization in charge of the event, the name of the coordinator who will be overseeing the activities of food vendors/or temporary food operation at the event. In addition, the section indicating the vendor/booth names shall be completed with the names and addresses of vendors that have been approved to sell, give, sample food at the event listed. (You may attach a separate paper piece of paper if not all the names fit.)

##### Step 1

- **In person submittal** - Submit the completed signed application to the City of Stafford Development Services located at 2610 S. Main, Stafford, TX 77477 along with the minimum permit fee / coordinator fee of \$150.00. Coordinator fee will be waived for non – profit entities presenting a copy of their 501C3 exempt status document. **OR**
- **Online submittal and payments** – On-line payments may be completed at the following site: [www.Certifiedpayments.net](http://www.Certifiedpayments.net) . Follow the on-screen prompts. Use Bureau Code: 4230396. Continue following the prompts and complete transaction. At the completion of the payment, email a copy of the receipt, the completed application and any associated paperwork to: [consumerhealth@staffordtx.gov](mailto:consumerhealth@staffordtx.gov), [permits@staffordtx.gov](mailto:permits@staffordtx.gov) and [ar@staffordtx.gov](mailto:ar@staffordtx.gov)

##### Step 2

- Send a copy of the completed application to each approved vendor for their use in submitting a vendor permit application.
- **Vendor** – Each approved Vendor shall complete the application sent to them by the coordinator and submit the application along with the items below to the City of Stafford located at 2610 S. Main St. Stafford, TX 77477 for processing and payment.
  - a. Completed temporary food permit application.
  - b. An ANSI accredited Texas Food Handlers Certificate or higher for the person-in-charge of the temporary food operation. – (One certified personal must be onsite at all times during event hours.) **AND**
  - c. A copy of State Manufacturer Food License or Local, County or State Regulatory Food License/permit (if applicable) **AND**
  - d. A copy of the entities last local, county or state food inspections report of the licensed facility (if applicable)
  - e. Event fee payment - which is \$25 for each day the vendor is in operation. Entities that have a valid 501C3 certificate are exempt from fees when certificate is attached to application. Payment of fees and application submittal may be can be accomplished in the same manner as the coordinator submittal.



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All applications shall be submitted a minimum of 15 days in advance of an event. Applications received **less than 15 days prior to the event** will be assessed a late fee of \$50 in addition to permit fees.

### FEE SCHEDULE

<b>Coordinator Fee</b>	<b>\$150.00</b>
<b>Vendor Fee - per day</b>	<b>\$ 25.00</b>
<b>Non-Profit Entity Fee</b>	<b>Exempt</b>
<b>Late fee</b>	<b>\$ 50.00</b>

(Late fee will be assessed to all applications received less than 15 days prior to the event.)

**Temporary event permits shall NOT be issued for more than 14 days.**



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### CHECK LIST FOR THE OPERATION OF A TEMPORARY FOOD SERVICE:

NOTE: Some requirements in this list may not be applicable to all establishments depending on the location of the temporary event and the food to be served. (Outside/Inside)

**TCS – Food items that require time or temperature to control the growth of harmful bacteria and/or microorganisms.**

#### GENERAL OPERATIONAL REQUIREMENTS

- **PREPARATION:** All food items shall be prepared **on-site** prior to or during the temporary event with the exception of foods prepared at a licensed establishment or manufacturing plant or food items that meet the requirements of the Texas Cottage Food Law. (See requirements below). Food items served/sold during a temporary event shall NOT be prepared in a private home without approval from the City of Stafford Regulatory Authority.
- **HERMATICALLY SEALED MANUFACTURED FOOD ITEMS** – Vendors that are sampling and/or selling food items that are manufactured in a licensed food establishment shall provide one of the following:
  - **IN-HOUSE FOOD MANUFACTURER** – provide a copy of an active Food Manufacturer License.
  - **CO-PACKER FOOD MANUFACTURER and/or HERMATICALLY SEALED FOOD ITEMS PURCHASED FROM A WHOLESALE** – provide copies of food purchased receipts at inspection or before.
  - **TCS PREPARED FOOD ITEMS PURCHASED FROM A LICENSED FOOD ESTABLISHMENT** – provide a copy of the sales receipt and/or a donation letter, to the inspector at the time of the inspection. Food item shall be labeled with a time and temperature when the food item left the heating or refrigerated food appliance.
- **FOOD HANDLER CERTIFICATION** - Each temporary food vendor/booth shall provide at least one person on-site at all times that has obtained an accredited ANSI or Texas Food Handler Certification. For certification information see: <http://www.dshs.texas.gov/food-handlers/training/online.aspx>

**GENERAL FACILITY REQUIREMENTS** : Each temporary vendor shall provide a clean, non-absorbent, dust-free, pest-proof, contamination-free environment area in which to produce, sell, provide, etc. their food product by complying with the following requirements:

- **WALLS & CEILINGS** - Wall and ceilings shall be made of wood, canvas, or other suitable material that protects the interior of the establishment from the weather, windblown dust, birds, and debris. Outer openings shall be protected from the entry of insects and/or rodents unless insects and/or rodents are absent due to the temporary food service location or other limiting conditions.
- **FLOORS** - Floors shall be constructed of concrete; machine-laid asphalt; dirt or gravel covered with mats, plywood, removable duckboards if covered with non-absorbent mats, or other suitable materials approved by the regulatory authority to control dust and mud
- **WATER** - Temporary establishment shall provide potable water from an approved source such as commercially bottled drinking water, closed portable water containers, enclosed vehicular water



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tanks, on-premise water storage tanks, or piping, tubing or hoses connected to an approved source for food preparation, handwashing, and for cleaning and sanitizing utensils and equipment. Water is not required to be stored under pressure

- **STORAGE** –
  - TABLES - Adequate tables shall exist in each booth to ensure food items, serving areas, and single use containers are separated from handwash and warewashing stations as indicated below in the example.
  - STOCK STORAGE – Adequate non-absorbent storage for overstock shall be stored a minimum of 6” off the ground.
- **ANIMALS** - Live animals shall be prohibited in all areas used for food service including but not limited to preparation, storage, dining and/or service areas. \*\* Exception: A service animal controlled by a disabled person or service animal trainer shall be permitted in areas within the establishment that will not result in a health or safety hazard by their activities

### **FOOD REQUIREMENTS – Served Food Items**

- **TEMPERATURES: Hot and Cold TCS food item(s)** temperature(s) shall be prepared and maintained in accordance with Subchapter C of the Texas Food Establishment Rules (TFER). Every effort shall be made to comply with the temperature requirements listed below for TCS food items. A calibrated stem thermometer shall be available for use to monitor food temperatures throughout the event.
  - **MINIMUM COOKED RAW ANIMAL TEMPERATURES:** Raw animal foods such as eggs, fish, meat, poultry and foods containing these raw animal foods, shall be cooked to heat all parts of the food to a temperature and for a time that complies with one of the following methods based on the food that is being cooked.
    - 145° Fahrenheit or above for 15 seconds:**
      - Raw shell eggs cracked and prepared in response to an individual order with immediate service.
      - Fish, meat, and pork including game animals and
      - Exotic and game animals commercially raised for food and under a voluntary inspection program.
    - 155° Fahrenheit or above for 15 seconds**
      - Ratites (Emu, Ostrich and other flightless birds);
      - Injected meats;
      - Comminuted (ground) fish, meat, game animals and exotic animals commercially raised for food which are under a voluntary inspection program and
      - Raw eggs that are not prepared as specified in the prior section.
    - 165° Fahrenheit or above for 15 seconds**
      - Poultry, baluts, wild game animals
      - Exotic animals
      - Stuffed fish, stuffed meat, stuffed pasta, stuffed poultry, stuffed ratites, or
      - Stuffing containing fish, meat, poultry, or ratites.

**\*\* The preparation of any raw animal food shall be approved by the Regulatory Authority prior to the event.\*\***



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- **HOLDING TEMPERATURES:** Food items that are not served immediately after cooking and held until service shall be held and maintained.....
  - HOT at a minimum internal temperature of 135° F after being stirred or
  - COLD at a minimum internal temperature of 41° F
  
- **TIME AS A PUBLIC HEALTH CONTROL:** When it's found to be difficult to hold **hot and cold TCS food items** such as pizza, fried chicken, kolaches, cold dips, etc., Time as a Public Health Control may be used for time rather than the temperatures stated above to protect food items from harmful bacteria growth.

**If you choose to use this system the following standards SHALL be followed:**

- **HOT TCS FOOD ITEMS:**
  - ❖ Shall be marked or otherwise identified to indicate the time that is 4 hours past the point in time when the food was removed from the temperature control of 135° F;
  - ❖ Food items shall be cooked and served at any temperature within 4 hrs after the food item has left temperature control;
  - ❖ Food items shall be discarded 4 hrs. after they removed from temperature control; and
  - ❖ Unmarked containers and food items held for more than the 4 hrs. indicated time shall be discarded.
- **COLD TCS FOOD ITEMS:**
  - ❖ Food item shall have an initial internal temperature of 41° F at the time the item is removed from temperature requirements;
  - ❖ Shall be marked or otherwise identified to indicate the time in which the food item leaves the cold hold temperature control of 41° F **AND** the time that is 6 hrs. from the point in time when the food was removed from temperature control;
  - ❖ Food items shall be monitored to ensure the warmest portion of the food item does not exceed 70° F within the 6 hr. time limit;
  - ❖ Food items shall be discarded 6 hrs. after they removed from temperature control **OR** food item exceeds 70° F temperature requirement; and
  - ❖ Unmarked containers and/or food items held for more than the 6 hrs. of the time indicated on the food item shall be discarded.
  
- **REHEATING:**
  - TCS prepared on-site or from a licensed establishment that have been cooled according to TFER and require reheating prior to service - **Shall be reheated to 165° F for 15 seconds.** (after stirring)
  - RTE (Ready to eat) TCS food items commercially processed and packaged in a food processing plant - **Shall be reheated to 135° F for 15 seconds.** (after stirring)
  
- **NTCS Food Items (Not Time or Temperature Controlled for Food Safety)**

All NTCS food items shall be prepared onsite at the event or manufactured at a licensed establishment with the exception of food items that comply with the **Texas Cottage Food requirements**. See following requirements:



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- COTTAGE FOOD PRODUCTION - APPROVED FOOD ITEMS - baked good, candy, coated and uncoated nuts, unroasted nut butters, fruit butters, a canned jam or jelly, a fruit pie, dehydrated fruit or vegetables, including dried beans, popcorn and popcorn snacks, cereal, including granola, dry mix, vinegar, pickles, mustard, roasted coffee or dry tea, or a dried herb or dried herb mix.
  - CFP Vendors shall sell the foods produced directly to consumers at the individual's home, a farmers' market, a farm stand, or **a municipal, county, or nonprofit fair, festival or event.**
  - Food Item Labeling: All Cottage Food Items shall be labeled with the following:
    - The name and address of the cottage food production operation;
    - The common or usual name of the product
    - If a food is made with a major food allergen, such as eggs, nuts, soy, peanuts, milk or wheat that ingredient must be listed on the label; and
    - A statement: "This food is made in a home kitchen and is not inspected by the Department of State Health Services or a local health department."
    - The labels must be legible.
- ICE – Ice used for direct consumption, as an ingredient of a served NTCS food or in direct contact with approved food items such uncut fruits and vegetables and cut vegetables such as carrots, celery, and potatoes shall:
  - Be purchased from a licensed establishment that has been made under the conditions that comply the TFER.
  - Shall be stored in a single-use safe plastic or wet – strength paper bag filled and sealed at the point of the manufacturer until used.
  - Bags shall be labeled with the name and address of the manufacturer.
  - Shall not be used to cool food items and given for human consumption.

**Food items either packaged or in raw form except for those listed above shall not come in contact with undrained ice.**

- FOOD HANDLING – RTE (Ready to Eat): Gloves, suitable utensils, deli papers, etc shall form a barrier between the RTE food items and a bare hand when handling RTE food items. HANDWASHING shall precede the use of unpowered single-use latex, vinyl or plastic gloves for compliance. Gloves must be changed and discarded anytime gloves are contaminated by money, cleaning rag, face wiping, or any other type of contaminate and reapplied after HANDWASHING  
**DEFINITION:** RTE Food – A food item that may require little to no preparation whatsoever. Examples of RTE foods are as follows:
  - Raw or partially raw animal products such as sushi, sashimi, etc. (requires a consumer advisor)
  - Washed raw fruits and vegetables that are eaten intact such as apples, peeled banana, tomatoes, celery, etc.
  - Fruits, vegetables, and animal food product cooked to temperature as required and require no further cooking.
  - Spices, seasonings and sugar
  - Peeled, husked, shelled nuts and other such type of plant foods that will not require further washing or heat processing.
  - Bakery Items



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- Dried, fermented sausages, salami, pepperoni and like type of items
- Bare hand food contact is prohibited when handling food in a ready-to-eat form. Suitable utensils, deli tissue, spatulas, tongs, single-use-gloves, or dispensing equipment shall be used when handling ready-to-eat food items

### OPERATIONAL REQUIREMENTS

- PERSONAL HYGIENE: Persons within the temporary food area shall
  - Wear effective hair restraints such as hats, hair covering or nets, beard restraints, and clothing that covers body hair to effectively keep hair from contacting exposed food; clean equipment, utensils, and linens; and unwrapped single-service wares and single-use articles.
  - Be free of infections and/or illnesses that may be transmitted through food. The person in charge shall ensure workers are well prior to allowing them to work in any capacity in the food operation.
  - Use only drinking cups that are either of single-use design (that may be discarded immediately after consumption) or designed with a handle and a straw so that food items are not contaminated by either.
  - May not at any time smoke or eat within the temporary food preparation area. Smoking is prohibited altogether on the City of Stafford premise.
  - Wash their hands immediately after they return to the working area and / or after their hands are contaminated by any means.
- FOOD AND FOOD CONTACT SURFACES:
  - Shall be protected from contamination during display, storage, transport, and preparation.
  - Equipment and utensils shall be designed and constructed to be durable under normal conditions. Equipment and utensils shall be smooth, non-absorbent and easily cleanable.
  - Single-service containers and silverware shall be utilized for service to consumers. Single-use silverware will be wrapped individually or stored in a manner as not to contaminate the silverware during storage or service.
- SNEEZE GUARDS: Food and food contact surfaces shall be protected from contamination by consumers and other contamination sources. When necessary to prevent contamination, effective shields (sneeze guards) for equipment shall be provided.
- HANDWASHING STATION: Each vendor or group of vendors in close proximity to each other shall provide at least one temporary handwash station consisting of the following:
  - A closed container, equipped with a spigot and a single action faucet
  - Warm, clean potable water.
  - Soap (either liquid or bar)
  - Single use towels
  - Wastewater collection container (bucket)
  - Waste receptacleVendors offering commercially pre-package food items or are offering food items with little handling may be approved to use approved commercially produced hand wipes.



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- **MANUAL WAREWASHING STATION:** Unless approved otherwise, each temporary vendor shall provide an alternative manual warewashing station consisting of the following:
  - Three clean, non-absorbent containers – (large enough to accommodate the submersion of the largest pot or utensil used)
  - Containers shall be labeled: WASH, RINSE, SANITIZE (and used in that order)
  - Containers shall be filled with warm potable water and the appropriate soap or chemical prior to inspection.
  - Dishsoap
  - Approved Sanitizer - New unscented chlorine bleach or quaternary ammonia
  - Sanitizer testing kit
  
- **CHEMICAL STORAGE:** Soaps, cleaning supplies and/or unscented bleach shall be physically separated from food items, food contact surfaces and/or single use at all times at all times. Cleaning supplies not within their original container shall be labeled with the common name of the products. **\*\*\*IMPORTANT\*\*\*** If your bleach has not been purchased within the last 6 mo., the concentration levels of the bleach may have been compromised and no longer active
  
- **DISPOSAL**
  - **WASTE WATER:** All waste water generated from the temporary establishment shall be disposed of through an approved sanitary sewage system. Water shall not be discharged into a storm sewer.
  - **GENERAL REFUSE:** Each booth/vendor SHALL provide a refuse receptacle with plastic liner bag inside their booth. Refuse container shall be large enough to accommodate the discarding of single use towels used for handwashing and all other forms of trash generated from within the booth
  
- **FIRE EXTINGUISHER** – An A/B fire extinguisher shall be present in temporary food establishments that are preparing food on-site using heating equipment.

**NOTE: The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment, may prohibit the sale of some or all time/temperature control for safety (TCS) foods, and when no health hazard will result, such as children's neighborhood beverage stands, may waive or modify requirements of these rules.**



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### Trade Show/ Vendor Booth - Sample Layout

