



ENVIRONMENTAL HEALTH DIVISION

Requirements for Temporary Food Service Establishments

The purpose of this document is to provide information and requirements to prevent foodborne illness and protect public health by assisting operators of temporary food establishments in meeting minimum code requirements when storing, preparing, displaying or serving foods.

Temporary food service is any food service provided at a fixed location for a temporary period of time, but not to exceeding 14 days. Temporary food service is typically provided at a temporary or special event. Applications for temporary food service permits are available at the City of Farmers Branch Environmental Health Division, located at 13000 William Dodson Parkway, Farmers Branch TX, 75234. Application should be submitted at least 3 working days prior to the event.

NOTE: Closed events such as a church potluck, a company picnic or other social event that is open ONLY to the employees or affiliates of that organization and not open to the general public, do not need a temporary permit and are not subject to inspection by the Regulatory Authority.

Permit Requirements

1. Submit Temporary Event Health Permit application.
2. The Health Permit is only valid for that event. Attendance at any additional events will require a new Health Permit.
3. Provide menu (including all food items to be served at the event) along with the application.
4. Provide Food Manager and Food Handler Certifications at the time of inspection for all employees at food service and preparation sections. One Food manager must be present onsite to supervise cooking process.
5. ***Gourmet Mobile Food Trucks*** may participate in temporary events after filling out a temporary food permit for that event provided they must meet the following requirements:
 - i. Have passed an initial inspection on their truck or trailer by the Regulatory Authority and submitted the following to the Regulatory Authority:
 - ii. A copy of the most recent inspection conducted on their truck or trailer by the Regulatory Authority in a City in which they are licensed in.
 - iii. A copy of a permit from a City in which they are licensed in, this can include a temporary permit.
 - iv. A copy of their Food Protection Manager Certification.
 - v. A copy of their notarized commissary approval letter and
 - vi. Have a current inspection sticker or tag on their fire suppression system (if applicable) by the Fire Marshall.
6. Snow cone stands/truck will only be permitted to sell snow cones and packaged food items and drinks, and may not sell potentially hazardous foods such as raw meat items which require extensive preparation or cooking.
7. If the food is prepared in a commissary facility located in another jurisdiction (outside the City



of Farmers Branch), a copy of the current permit and health inspection report from the regulatory authority and a commissary letter must be attached to the application.

8. *City inspectors may conduct an inspection during or prior to the event to confirm compliance with the requirements as given in the section below.*

Food Service and Inspection Requirements

A. Food:

1. Only approved foods will be permitted. Foods requiring minimal handling (i.e.: hot dogs, nachos, popcorn, cotton candy and snow cones) may be allowed to be prepared onsite. More extensive food preparation shall be conducted in a permitted commissary unless the temporary facility can be provided with running water and a covered food preparation area.
2. All potentially hazardous foods (such as meat, poultry, fish, or dairy products) must be maintained at 41° F or below, or 135° F or above to prevent the incubation of bacteria. Mechanical hot holding and refrigeration is required unless otherwise approved. A metal stem thermometer displaying 0°-220° F is required.
3. Open, unprotected displays of food are not allowed. All condiments available for customer self-service, including onions, relish, sauces, peppers, catsup, mustard, etc., must be in single self-service packets unless otherwise pre-approved.
4. Ice used for human consumption must be stored separately from ice used to refrigerate drinks. Ice storage units must drain to prevent drinks from contacting melted ice water.
5. FOOD HANDLING - Handling of food or ice must be minimized. Utensils such as scoops, tongs, forks or spoons must be used when possible. Disposable plastic gloves are required when direct contact with food is necessary. Ready-to-eat foods MUST be handled with sanitary utensils or by persons using food handling gloves. No bare hand contact with ready-to-eat foods. NO EXCEPTIONS!

NOTE: *Home preparation or storage of food such as chilies, stews, burritos, tamales etc. is not allowed. FOOD SOURCE – Items cannot be created or cooked at a residence. Food must be prepared “on-site” or purchased from a licensed food facility.*

Cottage Food Vendors may participate in a temporary concession and are limited to serving or selling only home baked goods such as brownies, cookies, muffins, and cakes without time/temperature control for safety ingredients such as cream, custard, meringue-topped pies, or cream cheese-based fillings or frostings are permitted and all individual portions should be individually wrapped, labeled, and protected from potential contamination. Please check the website for [Texas Cottage Food Law](#) for additional requirements.

B. Water Supply:

1. All establishments that handle or prepare unpackaged food are required to have convenient



hand washing and utensil washing facilities. The number, type and size of sinks required will be determined by the type of operation to be conducted.

2. Bare hand contact with "ready to eat" foods is not allowed.
3. A minimum of five (5) gallons of potable water in a durable plastic container must be available for hand washing, utensil cleaning and sanitizing. If potable water replacement is not readily available, additional containers of potable water may be required.

C. Utensil Washing and Sanitizing:

1. Separate plastic containers of at least two-gallon capacities must be available for (i) washing, (ii) rinsing and (iii) sanitizing.
2. An adequate quantity of sanitizer, such as liquid chlorine bleach in a solution of 50 parts per million (ppm) Chlorine (50 parts per million=1 tablespoon per gallon of water) must be available for sanitizing.
3. Test strips must be available to verify concentration of sanitizer.
4. Single service items should be used when possible to minimize dishwashing.

D. Hand Washing:

1. A separate container of water, one gallon minimum, with a faucet to provide a flow of water for hand washing, must be available. A small basin must be available to contain wastewater. Liquid bleach (approximately one tablespoon per gallon) may be added for hand washing.
2. Disposable paper towels and hand soap must be available on site.

E. Personnel:

1. Food handling personnel must wash their hands as frequently as necessary to keep them clean. Disposable gloves may not be used in lieu of hand washing.
2. Full hair restraints, including hair nets or caps, beard covers, are required in food preparation and serving areas.
3. Eating, drinking and the use of tobacco in any form is prohibited in food preparation and service areas.
4. Employees must have access to adequate restroom facilities.
5. Employees must be free of any communicable diseases. Personnel must wear clean clothing and maintain a high degree of personal hygiene.

F. Wastewater and Solid Waste Disposal:

1. Food, food containers, utensils, napkins, straws and single service articles (SSAs) must be adequately protected from splash, dust, insects, weather, or other contamination. Storage on the floor or ground is not acceptable.
2. A durable five-gallon plastic container equipped with a funnel to receive and store liquid wastes must be available.
3. All wastewater from sinks, steam tables, etc. must be drained or disposed of into the sanitary sewer system or in a manner that is consistent with liquid waste disposal requirements.



4. Covered trash containers must be provided.

Additional Requirements

1. All stands must have suitable covering over food preparation, cooking and serving areas. Such cover must meet fire code requirements. A skirt is recommended to protect food and utensils.
2. All temporary food establishments are required to have approved flooring such as concrete, asphalt or tight-fitting plywood.
3. Animals are prohibited in temporary food establishments.
4. ELECTRICAL NEEDS & USAGE - If you must use extension cords, use only commercial cords with ground plugs with the largest wire and in the shortest length you can find. Don't use "splitters" to increase the number of electrical outlets in your booth. When you arrive, plug in and turn on all electrical equipment. Check all appliances frequently to make sure that you have continuous power and are not tripping electrical breakers.

NOTE: Except for foods in a refrigerated truck or a freezer, only bring foods to the event site that will be sold in 3-4 hours to maximize freshness and safety.

For more information, please call Environmental Health Division at 972.919.2539