



TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION

DEVELOPMENT SERVICES

142 N Ohio
Celina, Texas
972-382-2682

V. _____

Fee: \$50.00

PAYMENT NON-REFUNDABLE

****Applications MUST be submitted (30) Days prior to each event****

BUSINESS NAME:			
APPLICANT NAME:			
EMAIL:		Phone Number:	
Address:	City:	State:	Zip:
Person in charge on-site and Phone number:			
Event Name:			
Event Location (Address):			
Day 1-Event Date:	Start Time:	End Time:	
Day 2-Event Date:	Start Time:	End Time:	
Day 3-Event Date:	Start Time:	End Time:	

******* ALL FOODS MUST BE PREPARED ON SITE OR AT A PERMITTED FACILITY*******

**PLEASE SUBMIT DETAILS ON THE FOLLOWING ITEMS
(ADDITIONAL SHEETS MAY BE ATTACHED)
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

<input type="checkbox"/> LIST ALL FOOD ITEMS THAT WILL BE SAMPLED OR SERVED, INCLUDING DRINKS AND CONDIMENTS
<input type="checkbox"/> (CHECK ONLY) IF ONSITE COOKING IS REQUESTED
<input type="checkbox"/> ATTACH COPY OF FOOD MANAGER OR OTHER APPROVED CERTIFICATION – WHERE APPLICABLE.
<input type="checkbox"/> ATTACH PROOF OF FOOD ORIGIN, COPY OF MANUFACTURE’S LICENSE AND STORAGE LICENSE OR DESCRIPTION OF WHERE WILL FOOD ITEMS BE OBTAINED OR PURCHASED FROM.
<input type="checkbox"/> ATTACHED CUT SHEETS OR PICTURES OF EQUIPMENT TO BE USED TO MAINTAIN PRODUCT TEMPERATURE.
<input type="checkbox"/> ATTACH SKETCH OR SITE PLAN SHOWING LAYOUT OF BOOTH, ALL EQUIPMENT AND FOOD PREP AREAS.

I hereby certify that I have read and examined this application, along with all supporting documentation and know the same to be true and correct. I understand I may be inspected during or prior to the event and acknowledge the permit applied for is subject to revocation if the establishment fails to comply with applicable City Ordinances and/or State Laws.

Applicant Name (printed)	Signature	Date
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*****OFFICE USE ONLY*****

<input type="checkbox"/> Cash	<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card	Total Paid:	\$
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TEMPORARY FOOD ESTABLISHMENTS / EVENTS

Please read this handout completely and implement these Guidelines within your temporary food establishment. The City of Celina Regulatory Authority must approve all menu items served prior to operation and must also approve the set-up of the food establishment in its state of operation. Please contact Amy Kuehn, Special Events Permit Technician akuehn@celina-tx.gov, for details. Appointment(s) may be required.

Failure to implement these Guidelines may result in denial of your application or closure of your temporary food establishment.

DEFINITION: “A temporary food service establishment is defined as a food establishment operating in conjunction with an event such as a parade, carnival, kiosk at an athletic or entertainment event or a grand-opening and shall operate for a maximum of fourteen (14) consecutive days in conjunction with that event.” A permit is required for all temporary food service establishments and vendors. A permit fee shall be required for all temporary food establishments unless approved by the Regulatory Authority. Provisions may be made for non-profit vendors. Please submit **application** and required documentation at least **thirty (30)** days prior to event for proper consideration.

Food vendors not in conjunction with an event such as those listed above, or events not approved per Planned Development requirements are prohibited within the City, as well as all extra-territorial jurisdictions.

APPLICATION SUBMITTAL: Please submit together a completed Temporary Food Establishment Permit application with applicable dates and times of event, a list of all foods and drinks to be served and their sources, a site plan depicting set up of the event, a proposed layout of the stand including equipment and food locations, and a list of all equipment to be used for cooking, storing, transporting, preparing and holding food or drink items (ie .temperature control). Temporary food establishments proposing to use kitchen facilities of any public/private school must provide documentation of permission from the Independent School District.

GENERAL:

1. All food service preparation areas must be clean and well maintained.
2. Employees must be free from any diseases and infections that can be transmitted. Employees must maintain a high degree of personal hygiene.
3. Employees must have access to adequate restroom facilities. A notarized letter may be required of an owner providing restroom facilities.
4. Suitable hair restraints, including hairnets, ball caps or other hats, are required in food preparation areas.
5. Personnel may not eat, smoke or drink in food preparation areas.



FOOD SAFETY:

1. All food items must be handled with a serving utensil.
2. Gloves may be worn. **Bare hand contact with food is prohibited.**
3. Food service thermometers must be present in the food preparation area. Thermometers must be metal stem and accurate within 2°F. Thermometers shall also be located in all refrigeration and freezer areas.
7. Potentially hazardous food products shall be held in dry mechanical refrigeration that is maintained at 41°F degrees or less. Frozen products must be held at 0°F or less. Food products may be stored in ice only if approved and the duration of the event and the items offered is limited, typically less than four (4) hour duration. Regardless of event duration, ice shall not be used as a coolant for uncooked animal products (including, but not limited to hamburger, chicken or eggs). Ice chests will be allowed to store commercially bottled or canned products only.
8. Condiments provided for the customer's use including onions, relish, sauces, peppers, catsup, mustard, etc., shall be dispensed as single serve packets or from squeeze-type, shelf-stable containers.
9. Baked goods shall be portioned and wrapped prior to sale.
10. **Home preparation of food is not permitted.** Proof of origination or purchase of food products may be requested on site.
11. No ice will be allowed to be given to the consumer. Ice will only be allowed for use with snow cones. Ice for snow cones must remain in original bags until use. Ice storage containers of chilled cans or bottles must have open drains to prevent submergence in melted ice.

HAND WASHING:

1. A convenient hand washing facility shall be available within the food preparation area or in approved location. This facility shall consist of an insulated container with a spigot that can be turned on to allow potable, clean warm water to flow; a wastewater container; soap; disposable towels; and, a waste receptacle.
2. An approved hand sanitizer may also be required to be used in conjunction with hand washing. Sanitizer is not a substitute for proper hand washing.
3. 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.

FOOD CONTACT SURFACES:

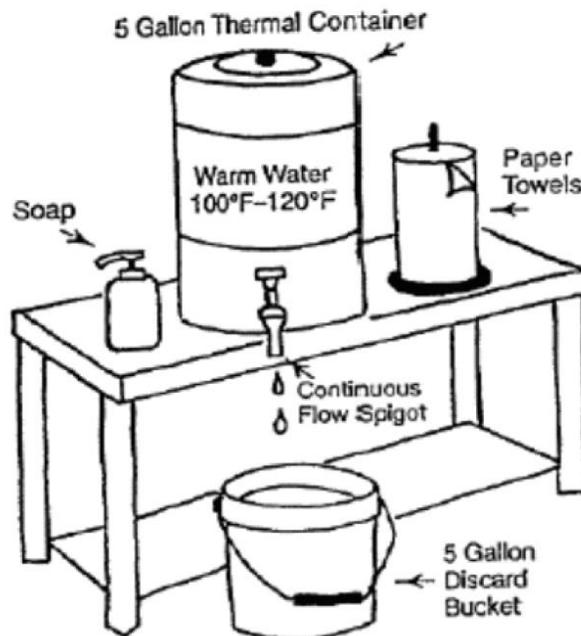
Food contact surfaces of equipment shall be protected from contamination by the environment, consumers and other contaminating agents. Where helpful to prevent contamination, effective shields or covers shall be provided. The shields or sneeze guards must meet NSF Standard 2.



WATER SOURCE:

1. Enough potable water shall be available in the establishment for food preparation, cleaning and sanitizing utensils and equipment, and for hand washing.
2. Temporary food service establishments must have access to potable water from an approved source. Approved sources include: commercially bottled drinking water, closed portable water containers, enclosed vehicular water tanks, on-premise water storage tanks, or piping, tubing or hoses connected to an approved source approved by the plumbing regulatory authority.

Proper Hand Wash Station



FOOD CONTACT SURFACES:

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WASTEWATER AND TRASH DISPOSAL:

1. Wastewater must be disposed of in the sanitary sewer or an approved on-site sewerage system. Wastewater cannot be disposed of in the grass or on the ground.
2. Covered trash containers must be provided, made of non-absorbent material and rodent-proof. All trash must be bagged.
3. Trash collection areas and servicing must be approved by the City.

SINGLE SERVICE ARTICLES: All temporary food establishments shall provide only disposable single service articles for use by consumers. No plates or non-disposable utensils may be used. No reusable items such as ceramic plates or metal silverware may be provided for consumer use.

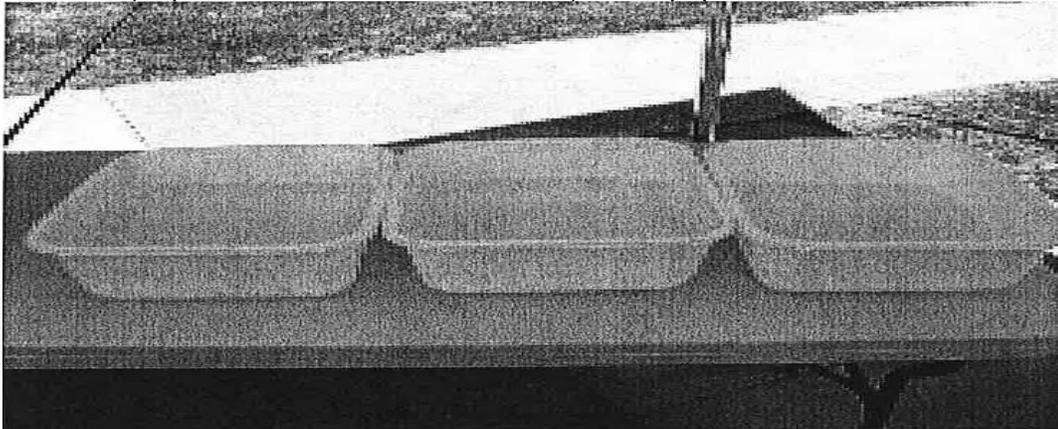


FLOORS: Floors shall be constructed of concrete, asphalt, tight wood or other similar cleanable materials kept in good repair. Dirt or gravel, when graded to drain, may be used as a sub-flooring when covered with clean, removable platforms or buckboard, or covered with wood chips or other suitable material effectively treated to control dust.

EQUIPMENT: Equipment shall be approved by the Regulatory Authority and be adequate in number and capacity to provide food temperatures as specified above. Equipment shall be installed and located in a way that prevents food contamination and that also facilitates cleaning. All events greater than four (4) hours long shall provide food equipment that is ANSI-sanitation approved and that carries a certification listing such as NSF, ETL-sanitation or UL-sanitation. Events that are less than four (4) hours may use alternate equipment however; all equipment and processes must be approved.

SANITIZING WATER:

All temporary food service establishments must use the three- (3)-step process for proper washing, rinsing and sanitizing of food service equipment and utensils used in the preparation process where required. A 3-compartment sink or other approved basin-type set up is recommended to accomplish this process. Other processes may be approved for sanitizing and ware washing. Sanitizing solution must be 50ppm if chlorine is used and 200ppm if quaternary ammonia is used (or per manufacturer's instructions). Test papers must be available on site.



WASH

(Soap and warm water)

RINSE

(Hot water)

SANITIZE

(Bleach and warm water at 50ppm)

RODENT CONTROL: All temporary food service establishments must provide for proper fly and rodent control as outlined by the Texas Department of State Health Services rules on food safety.

FIRE SAFETY: A fire extinguisher must be provided. All open flames must be pre-approved through the Fire Department. Grease and drippings from grills must be contained and properly disposed. Tents and awnings, if used, are subject to a separate permit. A flame-retardant letter must be submitted with permit application.

PERSONNEL KNOWLEDGE: Food safety training is highly recommended for all temporary food establishment workers. Food service workers may obtain a list of approved courses from the Texas Department of State Health Services website. Depending on duration of event and the extent of the food service offered, a Food Handler Certification or a Certified Food Manager's Certification may be required for a minimum of one or maximum of all personnel during the event.