

TEMPORARY FOOD SERVICE PERMIT APPLICATION INFORMATION SHEET

A **temporary food establishment** is a food service establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration. In accordance with the City's temporary food establishment permit requirements, only foods which are pre-approved by the sanitarian and require minimal handling will be allowed at a temporary food establishment.

According to the Texas Food Establishment Rules (TFER), food means a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption, or chewing gum. In order to serve food items at a temporary food establishment, each event coordinator and vendor must adhere to the following food safety requirements:

Food Displays:

- Open, unprotected displays of food are not allowed. When using chafing dishes, only the hinged lid types will be allowed so that at least half of the food remains covered at all time. Any consideration to other types of chafing dishes will be pending sanitarians evaluation of the product's being protected from contamination during display.
- All temporary food establishments are required to have approved flooring.
- All booths must have suitable covering over the food preparation and serving areas. Such covering must be non-flammable and/or meet fire code requirement. A skirt is recommended to protect food and utensils.

Food preparation:

- All food preparation must be done in a licensed, permitted facility.
- **Home preparation of food is not allowed.**
- **Home preparation or storage of foods is not allowed.**
- Dicing or cutting of food products is not allowed onsite.

HOME COTTAGE FOOD LAW

Texas Cottage Food Law allows the sale of certain food items that are prepared in residential homes. These products can be sold from the residence, a farmers' market or farm stand, and non-profit events. This type of business is not regulated by a local or state health department unless there is a concern about public health. Under this law, the following are examples of products allowed for sale:

Candy	Coated & uncoated nuts	Cereal (including granola)	Vinegar	Unroasted nut butters
Popcorn snacks	Fruit butters	Pickles	Canned jams & jellies	Mustard
Fruit pies	Roasted coffee or dry tea	Dehydrated fruits & vegetables	Dried herbs & herb mixes	

Please contact the sanitarian if you have any questions prior to the event.

APPLICATION:

A permit received from the Food Inspection Program does not assume approval from other City departments.

For your convenience, please reference to these City Departments who may be involved in your temporary event.

Planning: Zoning Information (281)275-2218 **Parks & Recreation:** Parks permission (281)275-2885

Fire Marshal: Tents and/or propane tanks (281)491-0852

Event Coordinator/Vendor Information:

If you are an **operator of a fixed establishment outside the City of Sugar Land jurisdiction** and participating as a vendor, please include the following with your application:

- ✓ Current copy of the food service establishment inspection report.
- ✓ Current copy of the food service establishment permit issued by your jurisdiction.

If you are an **operator of a mobile unit outside the City of Sugar Land jurisdiction** and participating as a vendor, please include the following along with your application:

- ✓ Current copy of the food service establishment inspection report.
- ✓ Copy of the current mobile permit.

Payment: All Temporary Food Service Permits must be purchased **10** days prior to the event. As of January 1, 2018, any applications submitted within 5 days of the scheduled event will be assessed an additional Expedited Permit Fee for each Producer and Vendor Application.

All payments are made at:

City of Sugar Land

2700 Town Center Blvd, N, Sugar Land, TX 77479

Office Hours: Monday – Friday 8am – 5pm, (in the Permits & Payments Office)

All methods of payment are accepted **except** Discover Credit Cards. Personal and company checks are accepted.

A copy of the receipt of payment will be provided with the permit.

***Permit fees are nonrefundable.**