



City of Sugar Land — Food Inspection Program

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TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION
EVENT PRODUCER

THIS APPLICATION WILL NOT BE ACCEPTED IF IT HAS NOT BEEN RECEIVED WITHIN 15 DAYS PRIOR TO THE EVENT. ALL VENDOR APPLICATIONS MUST BE SUBMITTED WITH THE EVENT PRODUCER APPLICATION. ALL CORRECTIONS MUST BE SUBMITTED TO THE SANITARIAN BEFORE YOUR APPLICATION IS APPROVED.

Event: \_\_\_\_\_ Event Date(s) \_\_\_\_\_
Location: \_\_\_\_\_

EVENT RESPONSIBLE PARTIES: Name the person(s) who is/are in charge of the event, not the temp food establishment.

Establishment/Group Name: \_\_\_\_\_
Event Responsible Group/Person: \_\_\_\_\_
Mailing Address: \_\_\_\_\_
Phone(s): \_\_\_\_\_ Fax: \_\_\_\_\_

FOODSERVICE CONTACTS/INFO: Name the person(s) who is/are in charge of coordinating the food/beverage vendors.

Foodservice Establishment Name/Group/Team: \_\_\_\_\_
Foodservice Person(s)-in-Charge/Contact: \_\_\_\_\_
Certified Food Manager/Food Handler: \_\_\_\_\_ Certification #/Expiration Date: \_\_\_\_\_
Mailing Address: \_\_\_\_\_
Phone(s): \_\_\_\_\_ Fax: \_\_\_\_\_
Email: \_\_\_\_\_
Date(s) of foodservice operations: \_\_\_\_\_

PAYMENT INFORMATION: Fees are \$34.50 + 22.75 for each day of operation, including first day.

Temporary Food Establishments are limited to 14 days of operation per permit.

Table with 4 columns: Event duration (1-14 days), Fee amount, and Total Due. Includes an expedited fee of \$25.00.

\*\*\*\*\*RETURN THIS APPLICATION TO SANITARIAN \*\*\*\*\* DO NOT ATTEMPT TO PAY FOR THIS PERMIT UNTIL SANITARIAN HAS CONTACTED YOU AND STATED THAT IT IS APPROVED & PAPERWORK IS READY\*\*\*

IF PRINTING THIS APPLICATION, PLEASE ADJUST MARGINS/FONTS AS NEEDED TO PRINT OUT IN 4 PAGES ONLY.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Inspector Signature \_\_\_\_\_ Date \_\_\_\_\_
Applicant Printed Name \_\_\_\_\_ Inspector Printed Name \_\_\_\_\_

# City of Sugar Land Temporary Food Establishment Application Page 2

**\*\*\*THIS PAGE MUST BE SIGNED AND DATED AT THE BOTTOM FOR YOUR PERMIT TO BE APPROVED\*\*\***

**TEMPERATURE** Time/temperature control foods (often referred to as perishables) must be kept at proper temperatures to reduce the growth of microorganisms, which can cause foodborne illness. If you are not sure if a food is potentially hazardous, treat it as though it is. **Cold items shall be kept at or below 41°F and hot items at or above 135°F. Food may not be out of temperature for more than four (4) hours—it shall be consumed or discarded within 4 hours.** Consuming food items that have been out of temperature for more than 4 hours is dangerous.

**Cooking Temperatures:** Different foods require various cooking temperatures. To simplify, when cooking, you should **heat food to a temperature of at least 165°F in all parts of the item**, and this will ensure safe cooking. If reheating a precooked item such as hot dogs, you should heat to an internal temperature of 165°F as well.

**Proper thermometers are required. Have alcohol swabs available to sanitize probe thermometers.**

**HANDWASHING** Each temporary establishment shall have a handwashing station available. **Water must be running and not stagnant. Therefore, buckets of water for handwashing are NOT allowed.** An easy solution is to provide a cooler or a container of water with a hands free spigot to provide running water. **A catch basin is required**—water may not be discharged onto the ground. Soap and paper towels must be available. Employees may use chemically treated towelettes for handwashing. Hand sanitizer is a good extra, but is NOT a substitute for handwashing—it should be applied after hands are thoroughly washed and dried.

**You must wash your hands after using restroom, after touching hair or handling money, between different food prep tasks, and when coming into the food prep area/booth and at all other appropriate times.**

**GLOVES/OTHER BARRIERS & HAIR RESTRAINTS** **No contact is allowed between bare hands and ready-to-eat food items (anything not thoroughly cooked between this point and consumption.)** Therefore, you must use tongs, wax paper, gloves or some other adequate barrier.

**Hair restraints are required on anyone who is in any food handling area or is handling clean wares.** It is best to require all workers to wear a hair restraint at all times. Acceptable hair restraints are hairnets and ball caps. Visors by themselves are not adequate—they are allowed only if a hair net is also worn.

**WAREWASHING & SURFACE SANITIZING** **Even if you think you are only using disposable items, you may have non-disposable tongs, spoons, pans, etc that you are using that may need to be washed on-site. ONLY DISPOSABLE ITEMS SHALL BE OFFERED FOR DIRECT PUBLIC USE. (Plastic ware instead of silverware, paper plates instead of reusable, etc)** For most temporary events, the best solution is to obtain 3 inexpensive plastic containers. Wash with soap and water in the first container, rinse with plain water in the second, and sanitize with 50-100 ppm chlorine in the third container. This solution can be achieved by placing approximately 1 standard capful (about ½ to ¾ Tablespoon) of unscented bleach per gallon of lukewarm water. Immerse the item in the sanitizing solution for at least 1 minute, then let it air dry. **Please contact us to discuss options if you feel your situation is such that you do not need on-site ware washing.** Surfaces should be sanitized with a 50-100 ppm sanitizing solution also. Keep wiping cloths immersed in a bucket or bin with proper solution between uses.

**CONTAMINATION** **Food and food-contact surfaces must be protected from contamination from dust, dirt, chemicals, and insects.** Food is to be covered & stored appropriately at all times. Public self-serve of food should be limited, and food and utensils shall be presented in such a way that the public cannot contaminate them. Chemicals shall be stored only below and separate from food and food contact items. Pesticides are not allowed. Adequate measures shall be taken to eliminate pests from any food prep, storage, and/or service area by covering food & cleanliness.

**ON-SITE PREP/ PERMIT DISPLAY** **You may not offer or sell any “potentially hazardous food” which requires time and temperature control to prevent spoilage that is prepared or stored at home.**

**Permits shall be displayed clearly during the temporary food establishment operation.**

**By signing below, I attest that I have read the information above completely and agree to abide by these guidelines completely when operating my temporary foodservice establishment.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

### City of Sugar Land Temporary Food Establishment Application Page 3

1. Do you understand all the regulations on page 2? \_\_\_\_\_
2. Briefly describe your event, including the main purpose (parade, fun walk, etc), the general set up in terms of food vendors (i.e. all food vendors under one tent OR food vendors scattered throughout event with non-food vendors):
- \_\_\_\_\_

3. Will the group in charge of the event/coordinating the event also provide food or beverages to the public (for free or for sale?) \_\_\_\_\_. If so, place your info in the table below in addition to the info for any other food/beverage vendors AND ALSO COMPLETE PAGE 4 OF THIS APP.

4. List out contact info for all persons or groups who are offering (for sale or free) any food or beverages to the public at your event. PLEASE NOTE: If your group is the only food/beverage vendor, you may be the only one listed on the table below, and will only turn in this application.

VENDOR/TEAM NAME	PERSON-IN-CHARGE NAME	PHONE NUMBER(S)	EMAIL ADDRESS	FAX NUMBER(S)
EXAMPLE: ABC ICE CREAM	JANE JONES	H: 281-111-1111 C: 281-222-2222	jane1jones@yahoo.com	281-333-3333

5. When you make payment for this permit, you will receive copies of the approved applications. Do you agree to review the APPROVED applications and, on event day, to check the vendors to ensure they are in compliance with their APPROVED application? \_\_\_\_\_
6. When you make payment for this permit, you will also receive a general Temporary Food Establishment Permit as well as Temporary Food Establishment Permits for each vendor. These are pieces of paper listing the event name and the vendor's name. Will you post the general Permit at the main entryway/ticket booth, etc to the event? \_\_\_\_\_ Will you ensure each vendor posts their Permit? \_\_\_\_\_ THESE MUST BE POSTED CLEARLY IN PUBLIC VIEW. *\*If the group coordinating the event is the only vendor, only one permit is given. In this case, it should be placed near the food/beverage area.*
7. Do you understand that you cannot make payment for this permit until the Sanitarian has approved all applications and contacts you to let you know that you can make payment? \_\_\_\_\_ Do you realize that all food/beverage vendor applications will need to be approved prior to your application being approved and ultimately, you will need to ensure that all vendors act in a timely manner to submit corrections as needed? \_\_\_\_\_. (The Sanitarian will alert you if a vendor is not responding to requests for corrections.)

***By signing below, I attest to the following: I have answered all questions honestly, and the list of participating restaurants/foods offered submitted here is accurate. I will not allow anyone to offer items prepared at home. I WILL NOT ALLOW ANYONE WHO IS NOT LISTED HERE TO OFFER (FOR FREE OR FOR SALE) ANY FOOD OR BEVERAGE PRODUCTS AT MY EVENT. I understand that if I am found to be operating differently than I have stated above, or if I am operating on different dates or times than I have stated above, my permit may be revoked without refund and I may be issued a citation without additional warning.***

***I am aware that a permit received from the Food Inspection Division does not assume approval from other City departments, and it is my responsibility to obtain necessary approval from all applicable departments. I understand that I cannot pay for my food permit until the sanitarian has contacted me and stated that it is ready for payment.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**City of Sugar Land Temporary Food Establishment Application Page 4 – COMPLETE ONLY IF EVENT GROUP IS ALSO A FOODSERVICE VENDOR. DO NOT USE THIS PAGE FOR OTHER FOOD/BEVERAGE VENDORS—THEY MUST COMPLETE THEIR OWN FULL “VENDOR TEMP FOOD ESTABLISHMENT APPLICATION”**

1. Briefly describe the facility or setting utilized for this temp food establishment. (EXAMPLE ONLY: picnic tables covered by a canopy or inside the concession stand kitchen.) \_\_\_\_\_

2. Do you understand that you must provide a hand washing facility for your own foodservice area/booth and the requirements for it? \_\_\_\_\_  
 (CHECK NEXT TO EACH ITEM): Will you provide: a clean container with a flip spigot for continual flowing water \_\_\_\_\_? SEE PAGE 2 FOR DETAILS

Briefly describe this container (EXAMPLES ONLY: Beverage urn with flip spigot) \_\_\_\_\_  
 pump hand soap \_\_\_\_\_ disposable paper towels \_\_\_\_\_ catch basin to prevent pooling \_\_\_\_\_ extra water/water supply \_\_\_\_\_

3. Unless otherwise agreed upon by Sanitarian, you must provide a ware washing set up. Do you agree to this? \_\_\_\_\_  
 (CHECK NEXT TO EACH ITEM): Will you provide: 3 clean containers for washing, rinsing and sanitizing \_\_\_\_\_ dish detergent \_\_\_\_\_  
 bleach for sanitizing @3/4 Tablespoon per gallon of water \_\_\_\_\_ clean area for air drying items \_\_\_\_\_

If you believe you do not need a ware wash set up, describe how you will keep wares clean (scoops, tongs, etc.): \_\_\_\_\_

4. What type(s) of hair restraints will be used? \_\_\_\_\_

5. How will you prevent contact between bare hands and ready-to-eat foods? \_\_\_\_\_

6. Will you exclude from handling food or food contact items, and exclude from the food storage or prep area, any persons who are ill or have cuts or lesions that are not properly covered/treated? \_\_\_\_\_

7. Arrival time at site \_\_\_\_\_ and clean up ends at \_\_\_\_\_. Offering food/beverages to public begins at \_\_\_\_\_ and ends at \_\_\_\_\_.

8. Is this the same for each day of the event? \_\_\_\_\_ If not, list setup and service time frames for each day that is different.

9. List all cooking, reheating, hot hold and cold hold equipment you will be using \_\_\_\_\_

10. Please provide your travel time to the event and your method of transportation \_\_\_\_\_

11. List below ALL food and beverage items sold or offered to the public and answer all questions. Use additional pages as needed.

Food Item	Source (where will you buy the item or ingredients)	Will you cook or reheat this item? If so, indicate which or both, and where the activity is occurring (at restaurant or at event site.)	To what temp will you cook the item?	To what temp will you reheat the item?	After cooking or reheating, at what temp will you hold the	At what temp will you hold the item during cold	When will this item be discarded?
EXAMPLE ONLY: Baked chicken	Sysco	Cook (Cook at restaurant, hold hot during	165 F	N/A	135 F	41 F (prior to cooking at	At end of the event
EXAMPLE ONLY: Beef Meatballs	Sysco	Cook at restaurant and reheat at event site	165 F	165 F	135 F	41 F	Within 1 hour of cooking
EXAMPLE ONLY: Hamburger patty	H.E.B.	Cook at event site	165 F	N/A	135 F	41 F	Within 2 hours of cooking
<b>THE ABOVE ARE EXAMPLES ONLY. FILL IN THE BOXES COMPLETELY, WITH THE EXACT TEMPERATURES AND DETAILS. REFER TO PAGE 2 AS NEEDED TO ENSURE YOU HAVE THE PROPER TEMPERATURES. COMPLETE EACH BOX-- DO NOT USE CHECKMARKS, ETC. INDICATE N/A WHERE NEEDED.</b>							

**By signing below, I attest to the following: I have answered all questions honestly, and the list of participating vendors/foods offered submitted here is accurate. Food items prepared at home are not allowed. VENDORS NOT LISTED WILL NOT BE ALLOWED TO PARTICIPATE IN THE EVENT. If found operating differently than stated above, or operating on different dates or times, the permit will be revoked without refund and citation issued.**  
**Approval may be required from all applicable department prior to the issuance of the permit.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date