

CITY OF ROSENBERG HEALTH DEPARTMENT

2240 4th Street
Rosenberg, Texas 77471
(832)595-3550

INSTRUCTIONS FOR TEMPORARY FOOD PERMIT APPLICANTS

- **NO FOOD SHALL BE PREPARED AT HOME.** All food should be prepared on site at the event or be provided by an inspected, licensed food facility.
- **Non-profit organizations** need to be prepared to **show confirmation** of their non-profit status.
- Your permit **application should be submitted at least a week in advance** to provide time for the processing of the application.
- The **source** column is to be filled out with where the food product is to be purchased. All foods must come from an approved licensed food facility. Failure to provide this information could result in denial for a permit.
- Be prepared with information about how the food is to be maintained at **135° F** or above or at **41° F** or below during the serving time and during the transport of the food time.
- A metal stem type **thermometer** that registers from 0° F to 220° F should be provided to assure the product is maintained at the proper temperatures.
- **Ground cover** and **overhead** cover shall be provided to protect food from road or ground dust and from overhead contaminants.
- The temporary food dealer's packet contains information on what you are **required** to have on site and how to provide a safe food product. **YOU ARE RESPONSIBLE FOR READING THIS MATERIAL AND FOLLOWING INSTRUCTIONS.** Failure to do so could result in the loss of the food product and/or closure of the temporary facility.
- You must obtain your temporary food permit at the **Rosenberg City Hall Annex** located at **2220 4th Street**. Permits will not be issued at the event site and payment will not be accepted on site. Failure to **obtain the permit prior to the event** will result in refusal to allow you to operate.
- This department **will not** mail permits to the applicants. They must be obtained at the **City Hall Annex, 2220 4th Street**.

IMPORTANT NOTE: The Fire Marshal's office conducts safety inspections of temporary events. See attached handout for fire safety guidelines.

CITY OF ROSENBERG HEALTH DEPARTMENT

2220 4th ST., ROSENBERG, TEXAS 77471
(832) 595-3550

TEMPORARY FOOD SERVICE ESTABLISHMENT REQUIREMENTS

GENERAL: A temporary food establishment is required to comply with the Texas rules for food service establishments. 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 potentially hazardous foods and when no health hazard will result, may waive or modify requirements of these rules.

RESTRICTED OPERATIONS: Temporary food services are restricted to those potentially hazardous foods that require limited preparations such as hamburgers, frankfurters, etc. Other potentially hazardous foods may be prohibited. If you have a question concerning your particular products, call (832) 595-3550.

TEMPERATURE: The internal temperature of cold food must be maintained at **41° F or below**. The internal temperature of hot food must be maintained at **135° F or above**. You are required to have **thermometers** to monitor the internal temperature of the food products and of the refrigeration units.

ICE: Ice that is consumed or that comes into contact with food shall have been made under conditions meeting manufacturer requirements. Ice intended for human consumption shall not be used as a cooling medium for other items and shall be stored and dispensed in a way that protects it from contamination.

PROTECTION FROM CONTAMINATION: Food and equipment shall be protected from contamination by consumers and other contamination sources. Where necessary to prevent contamination, *effective sneeze guards* for food and/or equipment shall be provided. Consumers **can not** help themselves in a common bowl of chips or other food that could be contaminated by the hands. All food and supplies shall be kept at least six (6) inches off the ground.

CLEANING: Equipment and the general area shall be kept clean at all times.

WATER: Enough potable water shall be available for food preparation, cleaning and sanitizing of equipment and for handwashing.

WAREWASHING: Alternative manual warewashing equipment, such as receptacles that substitute for the compartments of a multi-compartment sink may be used for washing, rinsing and sanitizing. Label each container with **wash, rinse and sanitize**. The procedure is as follows:

Wash - Hot water and detergent to remove gross food particles.

Rinse - Clear hot water to remove the detergent.

Sanitize - Mix $\frac{1}{2}$ oz. (1 Tbs.) *liquid bleach for every 1 gallon of warm water*. Allow the Utensils to soak in this solution for *one (1) minute*. After sanitizing, *do not Rinse*. Allow utensils to air dry. **Do not use scented bleach**.

SINGLE-SERVICE ARTICLES: Single-service articles *only* shall be provided to the consumer. *Single-service articles shall not be reused.*

WATER: Water from an approved source shall be made available for food preparation, handwashing, and for cleaning and sanitizing utensils and equipment. Water need not be under pressure but shall come from approved sources.

WET STORAGE: *Packaged food may not be stored in direct contact with ice or water* if the food is subject to the entry of water because of the nature of its packaging or its positioning in the ice or water.

SEWAGE: All wastewater and sewage generated shall be disposed of through an approved sanitary sewage system. Any *hose* attached to a water faucet *shall have a hose Bibb backflow preventer (vacuum breaker) attached.*

HANDWASHING: Handwash facilities shall include an insulated container with a spigot that can be turned on to allow portable, clean, warm water to flow; a wastewater container; soap; disposable towels; and a waste receptacle.

FLOORS: A floor may be concrete or machine-laid asphalt. If dirt or gravel, it shall be covered with mats, removable platforms, duckboards, or other suitable materials that are effective to control dust and mud.

OVERHEAD PROTECTION AND OUTER-OPENINGS: *Overhead protection* shall be provided for food preparation and service. The interior shall be protected from the weather, windblown dust, birds, and debris.

GARBAGE: Each food concession must have *a covered garbage container*. It is recommended to have at least one inside the booth for employees and one outside for the patrons.

FOOD PROTECTION: Samples offered to the public shall be protected by a *sneeze guard*, or offered in a manner that protects the food from potential contamination. All food workers shall wear *disposable plastic or latex gloves* when handling *ready to eat food*. All food workers shall wear an effective hair restraint such as a *cap, hat, scarf or net* when working in the food concession. If chips, crackers, pretzels, or other like foods are dispensed to the public in a common bowl, *suitable utensils* or other protective means must be provided to prevent potential contamination.

RECOMMENDED Safe Food Temperatures

Using a food thermometer is the **ONLY** reliable way to ensure food safety.

165° F ... Poultry, ground poultry
Stuffing with poultry, meat & fish
Microwave cooking & reheating
Reheating leftovers

155° F ... Ground meat & fish
Injected meat (i.e. tenderized)

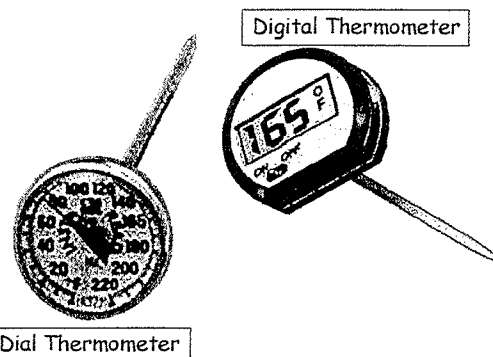
145° F ... Meat, fish & raw shell eggs

135° F ... Hot holding of foods

41° F ... Cold holding of foods

Meat = beef, pork & lamb

Poultry = chicken, turkey, duck & goose



Dial Thermometer

Digital Thermometer

These are the minimum safe food temperatures required by the Texas Food Establishment Rules.

www.dshs.state.tx.us/foodestablishments



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City of Rosenberg
Fire Marshal

1012 5th St * Rosenberg, TX 77471 * (832) 595-3600 * FAX (832) 595-3601



TEMPORARY FOOD VENDING RESTRICTIONS

1. **Smoking** shall not be permitted in tents, canopies or membranes structures. Approved "No Smoking" signs shall be conspicuously posted.



2. **Open flame or other devices** emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking that releases grease laden vapors **shall not** be permitted inside or located within 10 ft of the tent, canopy or membrane structures while open to the public.

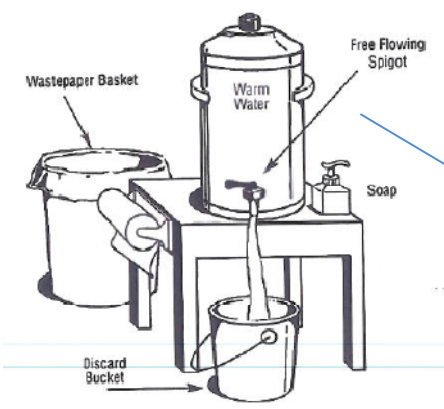
EXCEPTION An approved flame retardant canopy or tent will be approved with proper identification submitted with permit application. Membrane structures, tents or canopies shall have a permanently affixed label bearing the identification of size and fabric or material type approved by the Fire Marshal.**

3. **Heating devices** which include microwaves, crock pots, roasters are approved devices that may be located inside the tent, canopy or membrane structure.
4. **Portable Fire Extinguishers** shall be provided. A minimum 2-A; 10-BC multi-purpose fire extinguisher shall be currently inspected and tagged by a Licensed Technician.
 - If frying any items, one fire extinguisher must meet the requirements as in 7 below for Type K extinguishers.
5. **Generators and other internal combustion power sources** shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means
6. **Extension Cords** may be used with the following restrictions:
 - Extension Cords shall be maintained in good condition without splices, deterioration or damage.
 - Extension Cords shall be placed where they are not subject to environmental damage or physical impact.
 - The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.
7. **Mobile Vending (Trailer/Truck)** shall have a Type 1 hood installed at or above all commercial cooking appliances and domestic cooking appliances which include flat grills, fryers, char grills, pits used for commercial purposes that produce grease vapors. Type 1 hood systems shall be installed with an approved and inspected Fire Suppression System. A Type K Fire Extinguisher is also a requirement in the installation of a Fire Suppression System. **See Mobile Food Vendor Fire Prevention Checklist**
8. When required by the Fire Marshal in the interest of public safety, one or more Fire Inspectors or other approved personnel may be required to be on duty at an event.

Please contact the Rosenberg Fire Marshal's Office at 832-595-3600 with any questions.

Justin Jurek, Fire Marshal

Sample Minimum Hand Wash Set-up



Required Hand Wash Station (Location Optional)

Required 3 compartment sink, or 3 wash basins for washing food contact equipment on site. WASH / RINSE / SANITIZE.

BBQ Grill (Location Optional)

BBQ pit area shall be restricted from public access. A minimum 10' set back shall be maintained from all combustibles including the booth. No open flame grills permitted.

Required Fire Extinguisher (Location Optional)

Overhead cover and restriction of access to public is required. Groundcover must be concrete, asphalt, wood, or other approved ground cover.

Sample Booth Layout

APPLICATION FOR TEMPORARY PERMIT

**City of Rosenberg Health Department
2220 4th Street; Rosenberg, Texas 77471**

EVENT:	
LOCATION ADDRESS OF EVENT:	
DATES OF EVENT:	TIMES OF EVENT:
BUSINESS NAME:	
BUSINESS ADDRESS:	
BUSINESS TELEPHONE NUMBER:	
APPLICANT'S NAME:	
APPLICANT'S ADDRESS:	
APPLICANT'S TELEPHONE NUMBER:	

TEMPORARY ESTABLISHMENT FEE PER ESTABLISHMENT \$ _____
 (\$50.00 for 1st 72 hrs; \$20.00 for additional 72 hr terms) x NUMBER OF ESTABLISHMENTS OPERATING AT THIS EVENT: _____

NON-PROFIT \$40.00 (attach copy of 501-C3 status) \$ _____

TOTAL DUE: \$ _____

WHAT FOODS WILL BE COOKED /PREPARED AT THE SITE (list below):
 Describe how each food item will be prepared on site. Use additional pages as needed.
 (Only those potentially hazardous foods requiring limited preparation shall be prepared.)

LIST ALL FOOD AND BEVERAGES TO BE SERVED AND HANDLED					
Food Served	Source	Preparation Place	Transport Facilities	Cooking Equipment	Holding Equipment

INSTRUCTIONS TO APPLICANT: If applying by mail, return this application and remittance immediately to City of Rosenberg Health Department, 2220 4th Street, Rosenberg, Texas 77471. Phone Number: (832) 595-3550. Make check or money order payable to City of Rosenberg. No cash payments by mail. Payable in person at 2220 4th Street, City Hall Annex. **** APPLICATIONS MUST BE SUBMITTED AT LEAST ONE WEEK IN ADVANCE, NO EXCEPTIONS**

I HAVE READ ALL THE REQUIREMENTS FOR OBTAINING A TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT. I UNDERSTAND AND WILL CARRY OUT THESE REQUIREMENTS OR BE SUBJECT TO IMMEDIATE CESSATION OF OPERATION AND/OR REVOCATION OF THE PERMIT.

APPROVED BY:

Signature of Applicant:

SANITARIAN
TEL.: 832- 595-3550, FAX: 832-595-3501

Date: _____

Date: _____



CITY OF ROSENBERG HEALTH
DEPARTMENT
2220 4th Street; Rosenberg, Texas 77471
Phone: 832-595-3550 Fax: 832-595-3501

PRINT OR TYPE ALL INFORMATION

OWNER/APPLICANT PROPERTY AGREEMENT: (Complete all parts of letter.)

Date: _____

I, _____, for _____
("Owner or Representative") ("Business Name")

located at _____, hereby give permission to _____
("Business Address")

_____. Applicant is responsible for putting on the
("Applicant")

following event _____.
("Event Name")

Applicant will conduct temporary food service activities from _____ through
("Date/Time")

_____.

_____ will be responsible for the proper
("Applicant")

disposal of all rubbish, trash, and garbage and for maintaining the property free from litter and nuisance during the total period of operation up to and including the clean up time required to remove all trash, rubbish, garbage and litter resulting from the food service.

Owner or Representative's name (sign and print): _____

Owner or Representative's address: _____

Owner or Representative's phone number: _____

Applicant's name (sign and print): _____

Applicant's address: _____

Applicant's phone number: _____

***Note: Person signing letter must be the property owner or someone with the legal authority to authorize property use on behalf of owner.**