

Phone: (806) - 378-9472
 TDD: (806) - 378-4229
 Fax: (806) - 378-3585
 ehealth@amarillo.gov



Receipt Number	_____
Date Paid	_____
Date Expires	_____
Amount Paid	_____
CC Type	_____
MSF	_____
Auth #	_____

Amarillo Area Public Health District

Application for a Permit to Operate a Temporary Food Establishment

Name of Celebration _____

Site: location and address _____

Is the proposed event taking place indoors? Yes No If yes, how many people are estimated to attend the event? _____

Event Coordinator _____ Number _____

Name of business/person requesting permit _____ Number _____

Email address _____

Date of the event: _____ Time that food will be prepared/served: _____

FOOD

Describe or list all the foods you will serve: **ONLY THE FOODS AND BEVERAGES LISTED WILL BE AUTHORIZED**

Will any foods be prepared at home? Yes No

Are all foods prepared in the booth? Yes No

If no, when and where will food be prepared? _____

Where will you obtain all food products that will be served in your booth? _____

Where will you buy ice? _____ NA

Where will water for hand washing, ware washing or food preparation be obtained? _____ NA

Will any alcohol be served? If yes, approval from Texas Alcoholic Beverage Commission must be submitted with this application. Additional requirements per city ordinance may be required Yes No NA

Will any cooking be conducted indoors? Yes No NA

If yes, the Fire Marshal's office must be contacted to obtain additional information. (806)378-4238

EQUIPMENT

Is there a hand sink in the booth for hand washing? **If no, then a portable hand washing station must be used, ex. Cooler with spigot filled with warm water, 5 gallon bucket for gray water, soap and paper towels.** Yes No Portable HW

What equipment will be inside the booth to keep cold foods at 41°F or below? _____

What equipment will be inside the booth to keep hot foods at 135° or above? _____

What equipment will be inside the booth to rapidly heat or cook foods? _____

Do all smokers, cookers, fryers, and roasters have lids? Yes No NA

If you fry foods or use grease, how will the grease be disposed of and where? _____

Do you have hot and cold running water under pressure available in the booth? Yes No NA

Will electricity be provided onsite? If event is longer than 4 hours, mechanical refrigeration must be used. Yes No NA

How will you wash utensils if they become dirty or contaminated? _____

Will a thermometer be available for checking cooking temperatures? Yes No NA

Do you have bleach, or another chemical available for sanitizing utensils and counters? Yes No NA

BOOTH CONSTRUCTION

Floors (No grass or dirt) Concrete Asphalt Wood Other _____

Walls Metal Canvas Wood Other _____

Ceilings (Required) Metal Canvas Wood Other _____

Are all food preparation areas, windows, doors and counter openings screened? Yes No NA

Required June 1st- Nov 1st

IF THE APPLICATION IS NOT RECEIVED IN OUR OFFICE TWO (2) FULL WORKING DAYS PRIOR TO THE EVENT, A LATE PERMITTING FEE WILL BE ADDED TO THE COST OF THE PERMIT. APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 PM.

Applicant understands that if a permit is issued, then all provisions of the City ordinances and state laws must be complied with whether herein specified or not.

IF YOU ARE NOT READY TO OPERATE WITHIN ONE HOUR OF THE ARRIVAL TIME OF THE SANITARIAN AND READY FOR AN INSPECTION, YOU MAY NOT BE PERMITTED TO OPERATE

Applicant's signature _____ Daytime phone number _____

Permit fees: *Fees are charged per number of <u>food</u> booths per day- Fees are non-refundable*	
# of Booths	Fee Amount per day per booth
0-5	\$32.00
6-12	\$29.00
13-20	\$26.00
21-40	\$23.00
41-80	\$20.00
81 or more	\$16.00

***Late Permitting: \$60.00 Added To Daily Permitting Fee- Fees are non-refundable**

*** Licensed Caterers:** Licensed caterers must obtain a permit but are exempt from fees (EXCLUDING LATE PERMITTING FEES).

*** Advanced Preparation:** If you are cooking or preparing food items prior to your event, an additional permit will be required for the proposed location. An inspection is required during the cooking or food preparation process. If advanced preparation is being conducted in a licensed food establishment, then the additional permit fee may be waived.

*** Pre-Packaged Non-TCS Vendors:** If you are only serving pre-packaged Non-TCS food items (Ex: chips, cokes, candy bars in the original packaging) you will be exempt from permitting.

MAIL APPLICATION AND PERMIT FEE TO
Environmental Health Department
PO Box 1971
Amarillo, TX 79105-1971

PHYSICAL ADDRESS
Environmental Health Department
808 S. Buchanan
Amarillo, TX 79101



Amarillo Area Public Health District

Cities of Amarillo, Canyon, the Villages of Timbercreek Canyon, Lake Tanglewood, Palisades, the Town of Bishop Hills, and Potter and Randall County CITY OF AMARILLO, P. O. Box 1971, Amarillo, TX, 79105-1971

Temporary Event Check List

When participating in a Temporary event ensure the following:

- All cold foods must be held at 41F or below
 - If the event is longer than 4 hours, a mechanical refrigerator is needed for cold holding.
- All hot foods must be held at 135F or above
- All foods must be cooked to the proper temperature
 - Chicken/Poultry- 165F
 - Ground Meat- 155F
 - Fish, Meat, Pork, Eggs- 145F
- All foods must be prepared on site or at a permitted location unless alternative location is approved, permitted, and inspected by the E.H. Department. **NO FOODS CAN BE PREPARED OR COOKED AT HOME**
- All foods and food service items must be stored at least 6" off the ground.
- All food that is being served must be constantly covered inside a temperature-controlled device with lids (Chaffing dishes, electric warmers, etc.).
- Hair must be restrained.
- Floor of booth must be concrete, asphalt, painted/sealed wood, metal, or a tarp must be laid down and cover the entire booth. **No grass or dirt**
- All events with outdoor booths that take place between **June 1- November 1** must be fully screened in where food preparation takes place.
- No eating or drinking in your booth. A drink with a lid and straw is acceptable.
- All liquids must be disposed of in restrooms or a sanitary sewer line (not on the ground).

IF ONSITE COOKING WILL BE TAKING PLACE:

- Each booth that is cooking/heating food shall have one 2A:10BC fire extinguisher on hand.
- Cooking equipment involving solid fuels or vegetable, or animal oils and fats shall be protected by a Class K rated portable extinguisher.
- All smokers, grills, fryers, and roasters must have lids (foil is not an acceptable lid for outside cooking).
- Outdoor cooking equipment must be at least 10 feet from any structure.
- **If cooking indoors:** fryers and/or other appliances that produce grease laden vapors must be under a Type I Hood with an approved fire suppression system.

MAKE SURE YOU BRING:

- Thermometer
- Gloves (wash hands before putting on gloves)
- Sanitizer- EX: bleach, quaternary ammonia, sanitizer wipes (i.e.-Clorox Wipes)
- Sanitizer test strips are needed if sanitizer buckets are being used.
- Hand washing Station- This must consist of a container with a spigot and a catch bucket for gray water, soap, and paper towels. **No hand washing station is required when only commercially pre-packaged food is being provided. *No basins may be used for hand washing***
- Spare utensils or basins set up for washing utensils. If basins are used there must be 3, one for washing, rinsing, and sanitizing.

Frequently Asked Questions:

Why must my booth be screened in and what part of my booth is required to be screened in?

The requirement to screen in a "food preparation" area is set forth in 6-202.15(D) of the 2017 FDA Food Code. These rules actually require this screening to be used year-round but allows for municipalities to modify this requirement based on the absence of flying insects. The City of Amarillo has adopted the June 1-November 1 time frame due to this being fly season in the geographical area. To clarify, the food preparation area is only where actual food preparation is being conducted on site, E.g. Slicing or cutting meats, wrapping burritos, cutting vegetable and so on and so forth. Once the food preparation has been completed in an area that is screened in then it can be removed and placed in a serving location in covered pans for example. The serving area must still have at minimum overhead protection.

What is a temporary food establishment?

Per the FDA Food Code:

1-201.10(B) Temporary food establishment--A food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

Why do I need a temporary permit?

Per City of Amarillo Municipal Code, Sec. 8-5-16:

- Any person or association whether incorporated or unincorporated who operated a Food Establishment at a fixed location for a period of time no more than fourteen (14) consecutive days in conjunction with a single event of celebration shall obtain a Temporary Permit for each separate location prior to the commencement of any such operation.
- A permit for a temporary Food Establishment is required for each day and each booth. Failure to obtain a Temporary Permit when required constitutes an offense in accordance with Section 8-5-4 of this code.

Do I need a temporary permit if the food is prepackaged?

No, if you are only serving pre-packaged Non-TCS food items (Ex: chips, water bottles, cokes, candy bars in the original packaging) you will be exempt from permitting.

If you have any questions prior to the event, please call our office at (806)378-9472