



TEMPORARY FOOD ESTABLISHMENT GUIDELINES

What is a temporary food service operation?

- A temporary food service operation is defined as a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

When do I need a temporary food service operation permit?

- If you offer food to the public, other than pre-packaged food that does not require temperature control (ex. individually packaged baked goods, candy, bottled or canned drinks), whether give-away or for a fee, you will need a permit. This includes Cottage Food Operations.

How many temporary food service permits can I get each year?

- Per event, there is currently not a limit on the number of permits you can apply for per year.

When do I have to submit the application and fee?

- The application and supporting documentation must be received **3 business days** before the event takes place. Applications **will not** be accepted if not received within the 3 business days. This allows time to review applications and schedule set up inspections, where applicable, for the date(s) of the temporary food service operation.

What is the permit fee?

- The permit fee is \$50.00 for each event of celebration sought if submitted at least 10 business days prior to the event. If not, **a late fee of \$50.00 will apply.**
- No fee for Cottage Food Operations with no sampling and Nonprofit Organizations with written proof of status. Vendors that are exempt from fees will be subject to review only and allowable requirements to ensure food safety.
- *Other permits may be required such as a Special Event Permit, Plumbing or Electrical permit, or a Sidewalk Sales Permit from Building Inspections. Contact Building Inspections at 972-292-5301.*

Application Submittal: Please submit together a completed [Temporary Food Establishment Permit Application](#) with applicable supporting documents. **A vendor must submit a new application with required documents for each event.**

1. Drawing Showing Layout at event of food preparation areas, all equipment, hand washing station, and warewashing station (where applicable)
2. List all food items including drinks and condiments
3. List separately all items sampled and detail method of sampling
4. Written approval from property owner or event host inviting food establishment to event
5. Food label(s) for pre-packaged foods and Cottage Food Vendors
6. Food Handler Certification (if non-time/temperature control for safety foods)
7. Food Manager Certification (If providing time/temperature control for safety foods)
8. Proof of Origin (e.g., Receipts, Commercial Kitchen Agreement, Health Permit)
9. Food Manufacturer License / TABC temporary permit (if applicable)
10. Manufacturer specification sheets or pictures of equipment used to maintain product temperature. **Events greater than four (4) hours long in duration shall use approved mechanical equipment.*

For additional information: [Mobile & Temporary Food Vendors](#)

Please contact Health & Food Safety at (972)292.5304 or e-mail to health@friscotexas.gov if you have any questions.



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COTTAGE FOOD OPERATIONS AT A TEMPORARY EVENT

A cottage food operation is defined as an individual, operating out of the individual's home who produces non-time and temperature control for safety food (TCS food). A cottage food operation sells the food directly to the consumer and delivers products to the consumer at the point of sale or another location designated by the consumer. Items allowed include, but are not limited to; breads, cakes, fruit pies, cookies, candy, coated and uncoated nuts, jellies, jams, dehydrated fruit or vegetables, dried beans, popcorn, dry mixes, vinegar, pickles, mustard, roasted coffee or dry tea, dried herbs and dried herb mixtures, frozen uncut fruit or vegetables*, canned acidified plant-based foods, fermented vegetables, or pickled fruit or vegetables with a pH of 4.6 or less**. Product labels must include name and complete address of cottage production, major allergens, batch number (if applicable), and the following statement *"This food is made in a home kitchen and is not inspected by the Department of State Health Services or a local health department."*

Texas Department of State Health Services - Cottage Food Production Operations

- Batch Testing requirements:

- (1) For each batch of pickled fruit or vegetables, fermented vegetable products, or plant-based acidified canned goods, a cottage food producer must:
 - (a) Label the batch with a unique number; and
 - (b) For a period of at least 12 months, keep a record that includes:
 - (i) The batch number;
 - (ii) The recipe used by the producer; and
 - (iii) The source of the recipe (include book reference and page number) or testing results, as applicable; and the date the batch was prepared.
 - (iv) A copy of all must be maintained onsite.

*Requires Safe Handling Instructions on label and must be stored at a temperature maximum of 32°F.

** Requires approved recipe or laboratory testing. If recipe is not state approved, must submit laboratory test results or written proof of each batch test performed. Each batch must be tested with a calibrated pH meter to confirm the finished product has an equilibrium pH value of 4.6 or less.

COTTAGE FOOD OPERATIONS APPLICATION SUBMITTAL:

The City of Frisco will do a courtesy review of documents for compliance at no cost. Permit fee for vendors that do not fall under state law exemptions is \$50.00. **A vendor must submit a new application with required documents for each event.** Please submit together a completed [Temporary Food Establishment Permit Application](#) with applicable supporting documents.

1. Drawing Showing Layout of food preparation areas, all equipment, hand washing station, and warewashing station (where applicable)
2. List all food items
3. List separately all items sampled and detail method of sampling
4. Written approval from property owner or designee
5. Food label(s)
6. Approved recipes (reference source and page number), laboratory results, or batch testing records for acidified foods. Must submit safe handling instructions for frozen and uncut fruit or vegetables (if applicable).
7. Food Handler Certification

CLEAN WATER:

1. Enough potable water shall be available at the establishment for food preparation, cleaning and sanitizing utensils and equipment, and for handwashing. All water used in the temporary food service operation must be obtained from an approved source. An approved source 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.
2. Water connections through a community spigot must be protected from the backflow of water with an ASSE-approved backflow prevention device, such as ASSE 1011.
3. Water hoses, if used, must be food-quality or drinking water quality hoses (NOT green garden hoses). Approved hoses can be clear – or – white with a blue stripe.



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EMPLOYEES:

1. Employees must be free from any diseases and infections that can be transmitted.
2. 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.
6. Employees may not smoke or eat anywhere inside the food booth.

FIRE SAFETY:

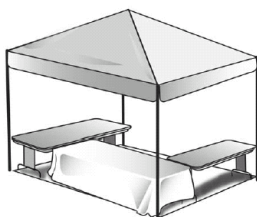
1. A Class C fire extinguisher must be provided within the tent and easily accessible.
2. All open flames must be pre-approved through the Fire Marshal's office of the Fire Department (972.292.6300).
3. Grease and drippings from grills must be contained and properly disposed.
4. Tents and awnings, if used, are subject to a separate permit. A flame-retardant letter must be submitted with permit application.
5. (Fire Code 3104.15.5 Cooking Tents): When cooking is performed under a tent, the tent must have sidewalls or drops and be separated from other tents or structures by not less than 20 feet. A designated cooking tent shall be for cooking only. Sides of tent must be open or have open meshing to allow for adequate ventilation.
6. (Fire Code 3104.15.3 Location): Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.
7. Cooking equipment must be placed on a noncombustible surface and 10' away from any exit.
8. A noncombustible lid must be immediately available. The lid shall be of sufficient size to cover cooking well completely.
9. Public access shall not be allowed in tent.
10. Tent must be separated from other tents by no less than 20 feet.
11. LP Gas equipment such as containers (propane tanks) shall be located outside tent with pressure relief valve pointed away from the tent and located no less than 10 feet away from tent (IFC, 2018, 3106.5.2 – Protection).
12. Warming of foods that use solid flammables, butane, propane, or other similar devices that do not pose an ignition hazard, shall be approved.
13. LP Gas equipment such as containers (propane tanks) shall be located outside tent with pressure relief valve pointed away from the tent and located no less than 10 feet away from tent.

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.

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FOOD PREPARATION AND PROTECTION:

1. All areas of the temporary food service operation must be protected from the weather and environment using a tent, covering, or building. Protection must be extended to (at least) the food preparation areas, service areas, the hand wash station, and the warewash station.
2. 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.**
3. Food must be kept covered and away from areas of contamination.
4. Food preparation areas must be set-up near the back of the food operation, away from the public or approved sneeze guards may be required.
5. All food, drink, and service utensils must be kept at least 6 inches off the ground. Utilize tables, crates, boxes, pallets, skids, or other acceptable means to keep items off the ground.



FOOD SAFETY:

1. All food service preparation areas must be clean and well maintained.
2. All food items must be handled with a serving utensil.
3. **Bare hand contact with food is prohibited.**
4. 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.
5. Pre-cooked foods that are pre-packaged from a commercial manufacturer should be heated to at least 135°F. The best example of this is hot dogs.
6. Time/Temperature control for safety (TCS) foods formerly known as 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 frozen state. 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) hours. 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.**
7. Ice shall be from an approved source and held in the original packaging.
8. Equipment shall be approved by the Regulatory Authority and be adequate in number and capacity to proper food temperatures. All events greater than four (4) hours long shall provide food equipment that has ANSI-sanitation certification and used as manufacturer intended. (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.
9. 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.
10. Ice storage containers of chilled cans or bottles must have open drains to prevent submergence in melted ice.
11. Only disposable single service articles shall be provided 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.
12. All food must come from an approved source. If you have a question about a source, please contact us. We will require a copy of the Health Permit and/or Manufacturer's License of the business where food is obtained or packaged.

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HAND WASHING:

1. A convenient hand washing facility shall be available within the food preparation or in a location approved by Health & Food Safety. Example below.
2. Flowing water must be provided. The set up shall consist of an insulated container with a spigot that can be turned to allow potable, clean warm water to flow, a wastewater container, soap, and disposable towels and a waste receptacle. You may not use cloth towels for hand drying.
3. Hand sanitizer is not a substitute for hand washing. You may only use hand sanitizer **after** washing your hands.

Proper Hand Wash Station



PERSON-IN CHARGE RESPONSIBILITY AND DEMONSTRATION OF KNOWLEDGE:

1. The Person-In-Charge (PIC) is directly responsible for the safe and sanitary operation of the temporary food establishment to protect public health. The PIC is responsible for complying with all applicable food service requirements and for training support staff or volunteers.
2. The PIC must be able to identify the eight major food allergens and any foods they sell/serve that contain allergens. The major food allergens are milk, egg, fish (including crustaceans), tree nuts, wheats, peanuts, soybeans, and sesame.
3. The Environmental Health Specialist may ask the PIC to demonstrate knowledge of food safety focusing on the items in this packet. As the PIC, you should be capable of answering questions about the rules, requirements, and temperatures in this packet. If the inspector determines during the inspection that the PIC is not knowledgeable of the food safety rules or presents a danger to public health, the license may be suspended or revoked.
4. Depending on duration of event and extent of food service offered, a Food Manager Certification may be required. At minimum, a Food Handler Certification is required for a minimum of one or maximum of all personnel during the event if determined in the application review. A list of approved courses can be found from the Texas Department of State Health Services website.

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WAREWASHING:

1. A three (3) step process must be used for proper washing, rinsing and sanitizing of food service equipment and utensils. Three plastic basins, large enough to immerse your largest dish/utensil, is suggested for ease of use.
2. Warewashing stations shall not be used for any other purposes.
3. An approved sanitizer must be used. The most common sanitizer is unscented household bleach (chlorine). Using 1 cap-full of regular unscented bleach per one gallon of water is equal to about 100ppm free chlorine.
4. Please check required concentration with test strips that match the sanitizer used.

Temporary 3-Bay Sink Set-up

Wash, Rinse, Sanitize and Air Dry



NOTE: Containers must be large enough for complete immersion of utensils. Empty and refill containers as often as needed to keep the water clean.

WASTEWATER, SOLID WASTE AND TRASH:

1. Collect and dispose of all wastewater (gray water) from your hand wash station, dish wash station, fruit/vegetable rinse station, and any other place where water is used in approved location. 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 Environmental Services Department of the City of Frisco (972.292.5900).