



Town of Prosper - Health Division  
250 W. First Street  
Prosper, TX 75078  
Phone: 972-346-3502  
[health@prospertx.gov](mailto:health@prospertx.gov)

PERMIT #: TEMP-\_\_\_\_\_

FOOD TRUCK       BOOTH  
 TRAILER       OTHER

### TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION

**Please submit the following documents with this application for consideration to obtain a Temporary Health Permit:** 1. A legible photocopy of the owner or responsible person's Texas driver's license, 2. Copy of State of Texas Sales Certificate 3. A legible photocopy of the Certified Food Protection Manager(s). 4. Copy of the menu. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

**\*\*All Temporary Food Establishments must have at least one certified Food Protection Manager on site during the event. All foodhandlers are required to have their certificates on site. You may operate for a period not to exceed 14 days in conjunction with a single event. Submit application a minimum of 14 days prior to event. If applying in conjunction with a Special Event Permit where the attendance will be greater than 500, application must be submitted 30 days prior to the event. Applicant must be on time for scheduled inspection, or permit may not be issued.**

#### TEMPORARY FOOD ESTABLISHMENT PERMIT (\$52.00 Per Food Booth/Vendor)

NAME OF FOOD TRUCK/VENDOR/BOOTH: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

EVENT LOCATION (ADDRESS): \_\_\_\_\_

EVENT DATE(S)/TIME(S): \_\_\_\_\_

**\*\*HOME PREPARATION OR STORAGE IS NOT PERMITTED\*\***

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

I certify that the submitted information is correct, and I fully understand that any deviation from the above without prior permission from the Town of Prosper and the regulatory authority may nullify the permit. Application forms are valid only if all required information is completed. Applicant acknowledges that the Temporary Food Establishment Health Permit may be revoked or temporarily suspended if the Temporary Food Establishment fails to comply with the applicable Town Code of Ordinances, State, and Federal laws. I understand that if this application is filed, the permit fee will not be refunded, regardless of approval or denial of permit.



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## Temporary Event Checklist

- ✓ A valid permit issued by the Town of Prosper.
- ✓ One person with a Food Managers Certificate shall be on-site during the event at all times.
- ✓ Overhead covering (extend to cover food prep areas, service areas, hand wash station and ware wash stations).
- ✓ Non-absorbent surface.
- ✓ Food handler certificates for all personnel during event.
- ✓ Food received from an approved source (Food prepared in a private home is not allowed). \*\*Proof of an origination or purchase of food products may be requested onsite. \*\*
- ✓ Potable water from an approved source.
- ✓ Hand wash station provided, warm water, waste receptacle, gravity spigot spout, and a catch basin.
- ✓ Liquid Hand soap, disposable towels, wiping cloths, detergent, and sanitizing chemicals provided.
- ✓ Three basins provided and labeled to Wash, Rinse, Sanitize (Large enough to clean largest equipment/utensil).
- ✓ Test strips to measure sanitizing concentration.
- ✓ Equipment adequate to cook and maintain foods at the required temperatures.
- ✓ Equipment for hot holding and cold holding, sufficient enough to maintain Time/Temperature Control for Safety (TCS) foods at required temperatures and provide thermometers.
- ✓ Equipment installed so that it is easily cleanable and is in clean, sound condition.
- ✓ Personnel maintaining personal cleanliness and conform to good hygienic practices. (Beard covers, hair restraints, no jewelry, fingernails neatly trimmed, outer clothing clean).
- ✓ Gloves may be worn or suitable utensils may be used. (i.e. tongs, deli tissue paper, etc.) Bare hand contact with food is prohibited.
- ✓ Personnel may not eat, smoke or drink in food preparation areas.
- ✓ Employees must be free from any diseases and infections that can be transmitted.
- ✓ Condiments provided for the customer's use shall be dispensed as single service packets or squeeze-type or pump type, shelf stable contained.
- ✓ Convenient solid waste containers, preferably with plastic liners.

Please note this list does not serve as the entire list of requirements. The items mentioned are only minimal requirements.

Please email [health@prospertx.gov](mailto:health@prospertx.gov) for more information or call 972-346-3502.

## Temporary Event Guidelines

### PERMIT

- ❑ Obtain a Temporary Food Permit. **If you or your organization is offering food and beverage for consumption to the general public in conjunction with a special event or celebration, then a temporary food permit must be visibly displayed at each foodbooth.**

### FOOD

- ❑ Raw meat, poultry, and other foods are obtained from an acceptable government-regulated approved source and is in sound, clean, and safe conditions.
- ❑ Ice is dispensed by an automatic dispenser or by a food handler using a clean, approved scoop.
- ❑ Home-canned, home-cooked, and/or home-prepared foods are not allowed. (CottageFoods)
- ❑ Packaged foods are stored in a sealed container with an appropriate label.
- ❑ Menu items are approved by the Regulatory Authority.

### FOOD PROTECTION

- ❑ **Cold food is held at an internal temperature of 41°F or below. Hot food is held at an internal temperature higher than 135°F or above.** Ground beef is cooked to a minimum internal temperature of 155°F for at least 20seconds.
- ❑ Foods that are time and temperature controlled for safety (TCS) are transported on-site via holding units (i.e., cambro, ice chest...etc.).
- ❑ **A sneeze guard(s) (i.e., plastic wrap, foil, lids, or a barrier) are available to protect food from airborne contaminants such as dust, debris, sneezing, coughing...etc.**
- ❑ **Slicing, dicing, and/or cutting of food products will be completed at an off-site location as approved by the Regulatory Authority.**
- ❑ **Foods served at the event are those menu items which are fast cooking such as pre-formed hamburger patties; beef/chicken fajitas; sausage and hot dogs are allowed to be cooked on-site from their raw state.**
- ❑ **Thawing of meat is only allowed when the product is cooked directly from the frozen state.**
- ❑ Foods, including ice, are kept off the floor, stored covered, and protected.
- ❑ **Ready to eat foods are handled with tongs, gloves, or non-wood utensils.**
- ❑ Ice (used for consumption or used to cool beverages) is stored in a basin and is continually drained to prevent submergence of containers into melted ice or stored in a freezer. Food may not be directly stored on ice.
- ❑ Styrofoam storage used for food containers is not allowed unless for bottled beverages.
- ❑ Condiments shall be dispensed from single service packages or dispensers.
- ❑ All food transport vehicles will be covered, protected, and will hold proper holding temperatures.

### PERSONNEL

- ❑ One person with a food manager certificate shall be on-site during the event at all times
- ❑ Food handlers will wear clean clothes.
- ❑ Suitable hair restraints will be worn (baseball cap, hairnet...etc.).
- ❑ Food workers may not eat, drink, chew gum, or use tobacco products in food preparation areas. Eating, drinking, and smoking must be confined to designated areas away from food.
- ❑ First Aid Kit.



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## Temporary Event Guidelines - continued

- ❑ Infected, infectious employees and those with open wounds on hands or forearms are not handling food or beverage.
- ❑ Perform visual hand checks to ensure food workers are not wearing jewelry on the hands, nor the arms; fingernails must carefully be trimmed and maintained; sculptured/painted nails are not permissible for the foodworker.
- ❑ Animals must remain outside of the food booth and areas adjacent to the food booth.
- ❑ Employees must have access to restroom facilities. Each facility is equipped with a toilet, toilet fixtures, and an approved handwashing station.
- ❑ A convenient handwashing facility shall be available within the food booth. State law requires an insulated container with a spigot that can be turned on to allow potable, clean, warm water to "flow" for hand washing. Provide use of a wastewater container, soap, disposable towels, and waste receptacle. Disposable gloves are not a substitute for proper, frequent hand washing.
- ❑ Food handling personnel must wash their hands frequently to maintain clean hands.

### BOOTH REQUIREMENTS

- ❑ The floor must be constructed of concrete, asphalt, tight wood, or other cleanable material. It is recommended that food booths located on the pavement or non-absorbent surface. The ceiling must be made of wood, canvas, or other similar materials that protect the interior of the establishment from the weather.

### EQUIPMENT & UTENSILS

- ❑ Utensils stored on a clean surfacesclean.
- ❑ The three-compartment sink shall be set up in the following:

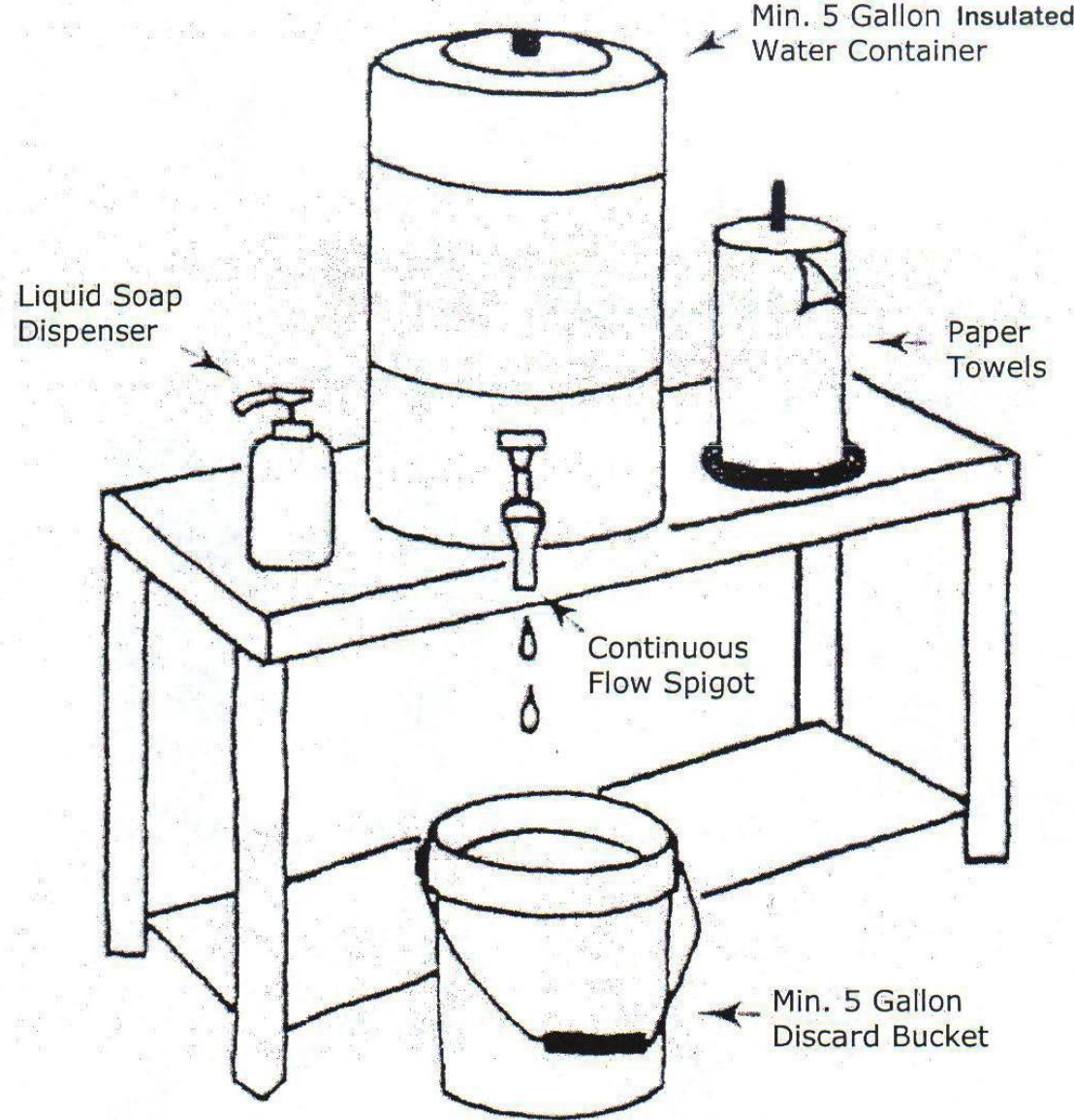
WASH-1<sup>ST</sup> BASIN  
(soap + warm water)

RINSE-2<sup>ND</sup> BASIN  
(clean and clear water)

SANITIZE-3<sup>RD</sup> BASIN  
(sanitizer water) 50ppm-Chlorine or 200ppm-Quaternary Ammonia

- ❑ Test strips or a test kit that accurately measures the parts per million (ppm) concentration of the sanitizer solution must be provided, available, and used.
- ❑ Clean wiping cloths stored in proper strength sanitization (50ppm-Chlorine, 200ppm-Quaternary Ammonia).
- ❑ Screening, when required by the Regulatory Authority, must be 16 mesh per inch and provide food protection.

## Temporary Handwashing Station

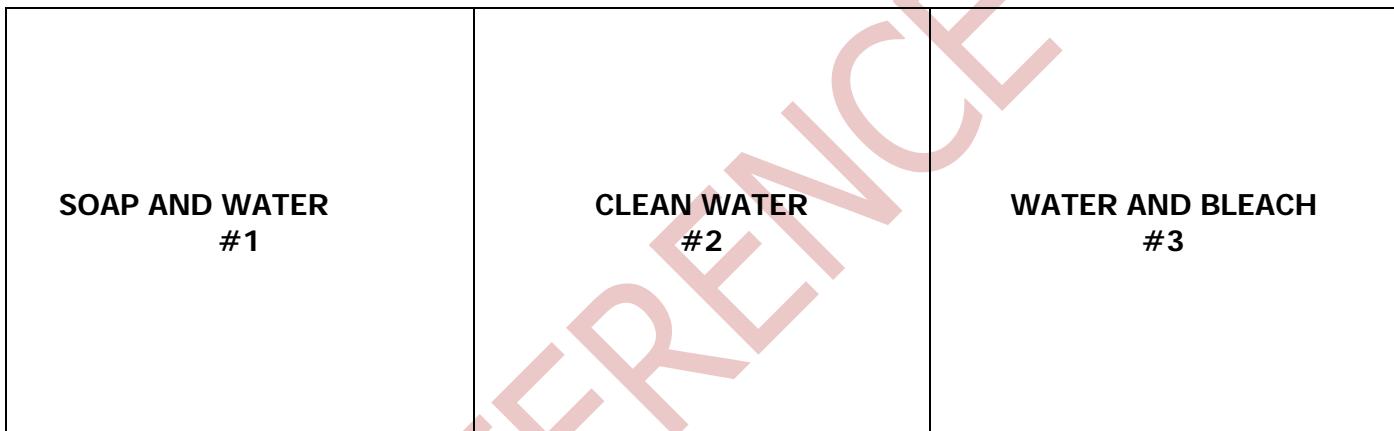




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## TEMPORARY DISHWASHING SETUP

(Must be set up before food preparation begins)



STEP #1                    ADD WATER AND SOAP IN BASIN #1

STEP #2                    ADD PLAIN CLEAN WATER TO BASIN #2

STEP #3                    ADD 1 TEASPOON OF BLEACH PER GALLON OF WATER

**NOTE: HAND SANITIZER IS NOT A SUBSTITUTE FOR HANDWASHING. YOU MAY ONLY USE HAND SANITIZER AFTER WASHING YOUR HANDS.**

### **REQUIRED EQUIPMENT**

- ✓ Liquid hand soap
- ✓ Paper towels
- ✓ Minimum 5 gallons insulated water container
- ✓ Approved sanitizer(bleach)
- ✓ Sanitizer test strips
- ✓ Three pails or tubs/basins
- ✓ Plastic gloves
- ✓ Electric food warmer or grill
- ✓ Electric refrigerator or ice chest/cooler
- ✓ Stem type thermometer
- ✓ Minimum 5- gallon discard bucket



OVERHEAD COVERING



STEM THERMOMETER



HANDWASH/DISHWASH  
STATION SETUP



MECHANICAL WARMER



ICE CHEST/COOLER



SANITIZER TEST STRIPS

- No stereo's allowed at temporary events.
- No food preparation is to begin until hand wash/dish wash station is set up.
- All equipment can be purchased at the local restaurant supply warehouse.



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**Floors:** Floors shall be maintained in a sanitary condition. Floors shall be covered with an approved material to protect from contamination. Accepted materials include concrete, asphalt, wood racks, duct boards, plywood, etc. The use of sawdust or similar dust-producing material is prohibited.

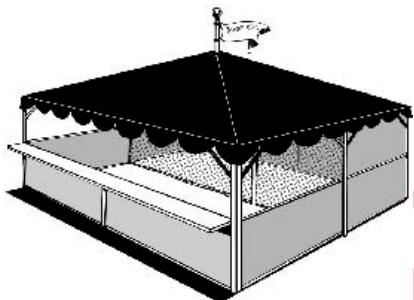
**Location:** No food stand may be located within 100 feet of an area where animals are housed. It is important to remember to keep animals and food separated. Animal waste should not run off or drain towards food areas. The slope and accessibility from the potential contamination source are as important as the separation distance.

See below for an example of a proper food stand setup. Also, see below for an example of the adequate tent set up for food preparation areas.

## PROPER TENT SETUP FOR FOOD PREPARATION

### Overhead Covering

- an entire booth



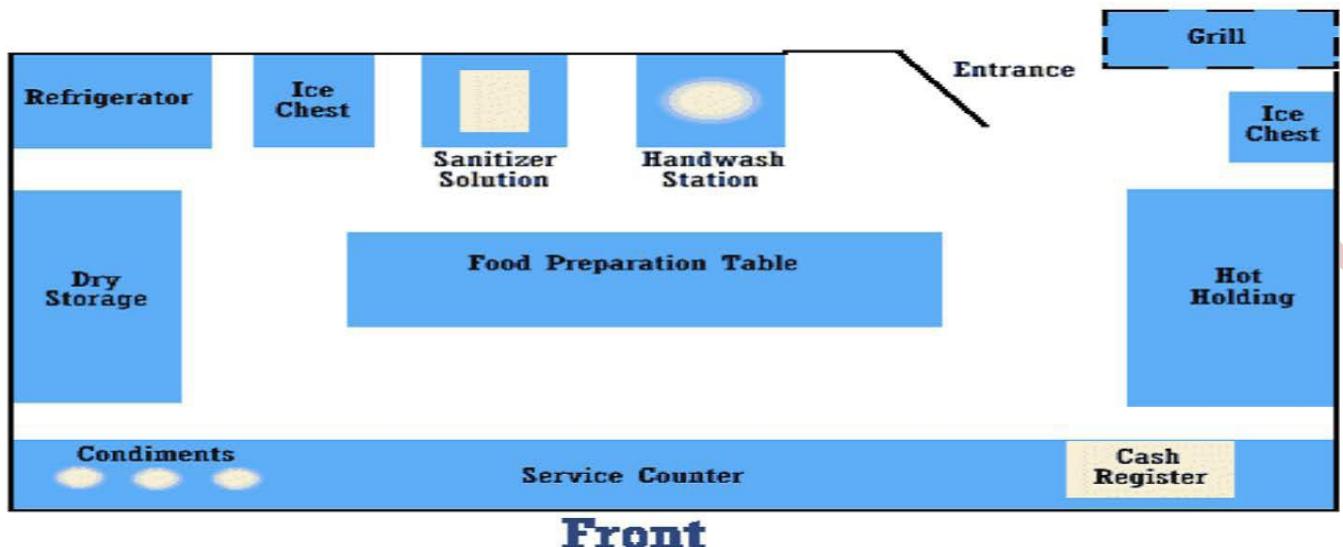
### Food Preparation Area

- enclosed on all sides from top to bottom and front to back
- fine mesh covering recommended for visibility

### Service Counter

- covered along all sides from ground level to a minimum height of 30 inches

## FOOD STAND SET-UP EXAMPLE



FOR REFERENCE