



DRIPPING SPRINGS
Texas

CITY OF DRIPPING SPRINGS

ENVIRONMENTAL HEALTH DEPARTMENT

Mail: 511 Mercer St., Dripping Springs, TX 78620
Phone (512) 858-4725 / www.cityofdrippingsprings.com
Walk-in: 661 W. Highway 290, Dripping Springs, TX 78620

TEMPORARY FOOD EVENT (TFE) PERMIT APPLICATION

****Submit a minimum of 10 days prior to event date****

Name of Event: _____ Name of Booth: _____ \$30/day = _____
Event Address: _____ Date of Event: _____ ☐ Non-Profit Exemption: Submit 501(c)(3) Documentation

Responsibilities & Acknowledgements **(Initials Are Required Below)**

Responsibilities: *(This includes receiving and reading the "General Guidelines")*

- Either the Temporary Event Organizer or the Individual Food Vendor is required to obtain all necessary Temporary Food Event Permit(s) (TFE) for each day the booth(s) is/are at the event.
- Food booth(s) must be set up and ready for inspection at the hours listed under the Hours of Operation for each day.
- Event organizers are the Responsible Party verifying permitting requirements from other City of Dripping Springs Departments.

NOTE: A Food Permit is required when an operation that is conducted in a mobile, stationary, temporary, permanent facility or location and where consumption is on or off the premises regardless if there is a charge for the food. A current valid Mobile Food Unit (MFU) Permit issued by the City of Dripping Springs does not have to pay the TFE fee, if the food vendor stays within the confinement of the MFU itself. However, the food vendor is required to submit an application for record keeping purposes.

Application Submission

- Applicants submitting in person must submit all required fees at time of submission.
- All applications may only be submitted in person and can only be paid by cash or check to the "CITY OF DRIPPING SPRINGS".
- All applications must include a valid government issued photo ID and a Food Handler card/ CFM can be substituted.

Application Deadline

- Submit completed applications to the department **at least 10 calendar days** prior to the scheduled event start date.
- Applications submitted less than 5 calendar days prior to the start of the event may not be approved; however, will be subject to a **\$50.00 expedited review fee (if able), prior to the event start date.**

Issue & Delivery

- TFE Permits **are non-transferable**
- TFE Permits **must be picked up in person**, at the **Walk-in Location at 661 West Highway 290, Dripping Springs, TX 78620**
- TFE Permits **are available for pick-up Monday through Friday 8:00 AM to 3:30 PM.**

Re-Issues

- Permits may be reissued by the department due to schedule changes, subject to departmental discretion.
- Reissue requests and/or cancellations must be received within **24 hours** of the event date and state a valid reason for the
- reissuance such as a: rain out" or emergency cancellation.

I acknowledge that the completion of this application does not guarantee a permit will be granted by the Health Department. I further acknowledge that any permit granted will be subject to the Local and State Codes under which the permit is granted.

Applicant Initials

Terms & Definitions: A MFU permitted in the City of Dripping Springs can be used in lieu of a booth/stand for a Temp Event, but must follow same requirements. All TFE vendors are required to have Food Handler (or Food Manager card) displayed.

Food Booth/Stand: Any stall or partition stand used to present, prepare, or provide food to the general public. (Typically, 10' ft. by 10' ft. area with a pop-up tent and table set up, see sample page 5).

Temporary Food Event: Any organized event or celebration that serves food or provides open beverage service taking place at a location for **no more than 14 consecutive days** in conjunction with an organized public event or celebration regardless of charge.

1 Booth, 1 Calendar Day, Single Event: A **single event** that lasts only one day and consists of only one booth, not connected to any other event taking place at the same location or same time.

Mobile food unit (MFU) Is a permitted **vehicle-mounted, self or otherwise propelled, self-contained food service operation** designed to be **readily movable** (including catering trucks, trailers, push carts, and roadside vendors) and used to store, prepare, display, serve or sell food. A MFU must completely and always retain its mobility. A roadside food vendor is classified as an MFU. A MFU does not include a stand or a booth.

Submit the following required document & pages:

- ☐ 1. Temporary Food Event (TFE) Application
☐ 2. Individual Food Booth Vendor
☐ 3. Food Handler Certification Card (FHC)
☐ 4. Valid Government Issued Photo ID

[The list below is for the person submitting the application]

- ☐ * An **Organizer must submit: Pg. 1, 2 & 3; List all food vendors on Pg. 4**
☐ * **Individual must submit: Pg. 1 & 3; One per food vendor**
☐ * **Submit one FHC per food booth (a CFM may substitute)**
☐ * **Submit a clear copy for FHC verification & Organizer ID**

➔ NOTE: KEEP PAGE 5, IF USING A BOOTH/STAND ➔



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TEMPORARY FOOD EVENT (TFE) PERMIT APPLICATION

****Submit at least 10 days prior to event date****

Event Information

Note: Incomplete applications will not be processed and will be returned

Name of Event: _____		Total Booths/Stand: _____	
Event Address: _____			
Street	City	State	Zip
Event Dates: _____ - _____		Event Hours: _____ Set-up Date/Hours: _____	
Start Date (MM/DD/YYYY) End Date (MM/DD/YYYY)		(Preferably day before)	

For Event Organizer

Print full legal names as they would appear on a Government Issued Photo ID(s)

Organizer or Individual's name: _____			
First	Middle	Last	
Organization Name: _____		Are you a Charitable Feeding Organization? ☐ Yes ☐ No	
		*If yes, Additional documentation required	
Mail Address: _____			
Street	City	State	Zip
Driver's License: _____		Date of Birth: _____	
DL #	State	MM/DD/YYYY	
Phone Number: _____		Email: _____	
(###) ### - #####		Email addresses will not be distributed. (Internal use only)	

NOTE: Organizer, please supply a site plan of the event indicating the location of the all the food vendors.

****** Attach a Clear Copy of a Valid Government Issued Photo ID ******

Information: All temporary food establishment application fees are nonrefundable. Number of Days/Booth: 1 booth, 1 Calendar day ☐ \$30/day - Individual/Fundraiser/Benefit Roadside vendor/Stand ☐ \$30/day - up to 3 consecutive days TFE's - Associated with an Event ☐ \$30/day - up to 14 consecutive days	Reasons requesting exemption: (case-by-case basis) ☐ Social Service Contract ☐ City of Dripping Springs sponsored ☐ Non-Profit Organization ☐ Dripping Springs Schools ***Supporting documentation are required***
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DO NOT MAIL CASH PAYMENTS!

Payment Forms Accepted: Cash or Checks only

Make checks payable to: City of Dripping Springs

NO EMAILED APPLICATIONS ARE ACCEPTED!

EMAILED DOCUMENTS ARE ONLY ACCEPTED WHEN REQUESTED BY THE CITY OF DRIPPING SPRINGS ON A CASE-BY-CASE BASIS.

Payments must accompany applications submitted by mail to the City of Dripping Springs Environmental Health Department
511 Mercer St., Dripping Springs, TX 78620 or in person at 661 W Hwy 290, Dripping Springs, TX 78620

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED OR PROCESSED.

Applicants Signature

Printed Name

Date

I acknowledge that all information supplied above is true and correct to the best of my knowledge and belief. I further acknowledge that the permit, for which I am applying, is subject to all provisions of the orders and ordinances of the City of Dripping Springs, and all the provisions of the codes, statutes and rules adopted under the codes and statutes of the State of Texas governing food establishments.



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CITY OF DRIPPING SPRINGS

ENVIRONMENTAL HEALTH DEPARTMENT

Individual Food Booth Vendor Application

Mail: 511 Mercer St.,
Walk-in: 661 W. Highway 290
Dripping Springs, TX 78620

(Fill out the appropriate box below for either Mobile Food Unit or a Food Booth/Stand)

Each individual food booth operator or responsible party is required to complete and submit the following form as part of a complete application.
Please print and use additional sheets if applicable.

Name of Event: _____ Applicant name: _____

Event Address: _____ Event Dates: _____ - _____

Start Date (MM/DD/YYYY)

End Date (MM/DD/YYYY)

Event Hrs.: _____ - _____ Set-up Date/Hrs.: _____ (Preferably day before event)

Food Handler name (in booth): _____ Food Handler Card (or CFM) #: _____

Booth/Stand Name: _____

(Ex. Business Name of booth/stand)

Using Mobile Food Unit (MFU) permitted by the City of Dripping Springs? ☐ Yes ☐ No - If yes, DS MFU Permit #: _____

Mobile Food Unit VIN: _____ If checked Yes above, no fee applies; If checked No then TFE fee applies

Will your MFU need additional space outside the unit? ☐ Yes ☐ No - If checked no, then no TFE fee is required, and fee is waived. If checked yes for additional space, then the \$30/day per space for a TFE permit fee is required

If you are applying for a single booth/stand Temporary Food Event (TFE) permit a \$30/day per space fee is required for permit.

Type of food/beverages to be served (check all that apply) Please be general i.e. (BBQ Meats, Condiments)

☐ Hot food: _____

☐ Cold Foods: _____

☐ Beverages: _____

NO EMAILED APPLICATIONS ARE ACCEPTED.

EMAILED DOCUMENTS ARE ONLY ACCEPTED WHEN REQUESTED BY THE CITY OF DRIPPING SPRINGS ON A CASE-BY-CASE BASIS, ONLY!

The food will be obtained from the following approved sources (check all that apply, either one or both):

☐ I operate from/own a **Permitted Food Establishment**, such as a restaurant or central prep facility (supply copy of permit).

Permitted Food Establishment Name: _____ Food Permit #: _____

Permitted Food Establishment Address: _____
Address City State Zip

☐ I will purchase my food from a permitted food establishment (such as a grocery store or restaurant) for the event and bring the food directly to the event. I will maintain my receipts from the purchase on-site at the event for verification.

Permitted Food Establishment Name: _____ Date purchased: _____

Permitted Food Establishment Address: _____
Address City State Zip

****** Attach a Clear Copy of a Valid Government Issued Photo ID ******

I hereby certify that I have received the guidelines for temporary food event application requirements provided by the City of Dripping Springs (pg. 1). I understand that, as a condition of my operation at this event, I am responsible for ensuring that these guidelines are strictly always adhered to. I will conform to these guidelines and ensure that all individuals involved in this operation conform to these guidelines. Failure to do so may result in the immediate suspension of my operation at this event and may result in a complaint being filed against me in the Municipal Court of the City of Dripping Springs for a violation of these guidelines and the Code of the Dripping Springs, Hays County Precinct Court, or municipality where the event is held. I understand that such a complaint may result in a fine on conviction.

Signature: _____ Printed Name: _____ Date: _____

Mailing Address: _____
Address City State Zip Phone: _____

State's Driver's License: _____ Date of Birth: _____ Email: _____

For Event Organizer: Individual Booth Listing

“Food & Beverage Booth Information”

Event Organizer must list each booth participating in the event, by name and provide a list of the food and/or beverages the booth will offer to the public. Print additional copies of the “Food & Beverage Booth Information” sheet, if necessary. This sheet will help in keeping booths organized.

1. Booth Name & #: _____
Food/Beverage: _____

2. Booth Name & #: _____
Food/Beverage: _____

3. Booth Name & #: _____
Food/Beverage: _____

4. Booth Name & #: _____
Food/Beverage: _____

5. Booth Name & #: _____
Food/Beverage: _____

6. Booth Name & #: _____
Food/Beverage: _____

7. Booth Name & #: _____
Food/Beverage: _____

8. Booth Name & #: _____
Food/Beverage: _____

9. Booth Name & #: _____
Food/Beverage: _____

10. Booth Name & #: _____
Food/Beverage: _____

11. Booth Name & #: _____
Food/Beverage: _____

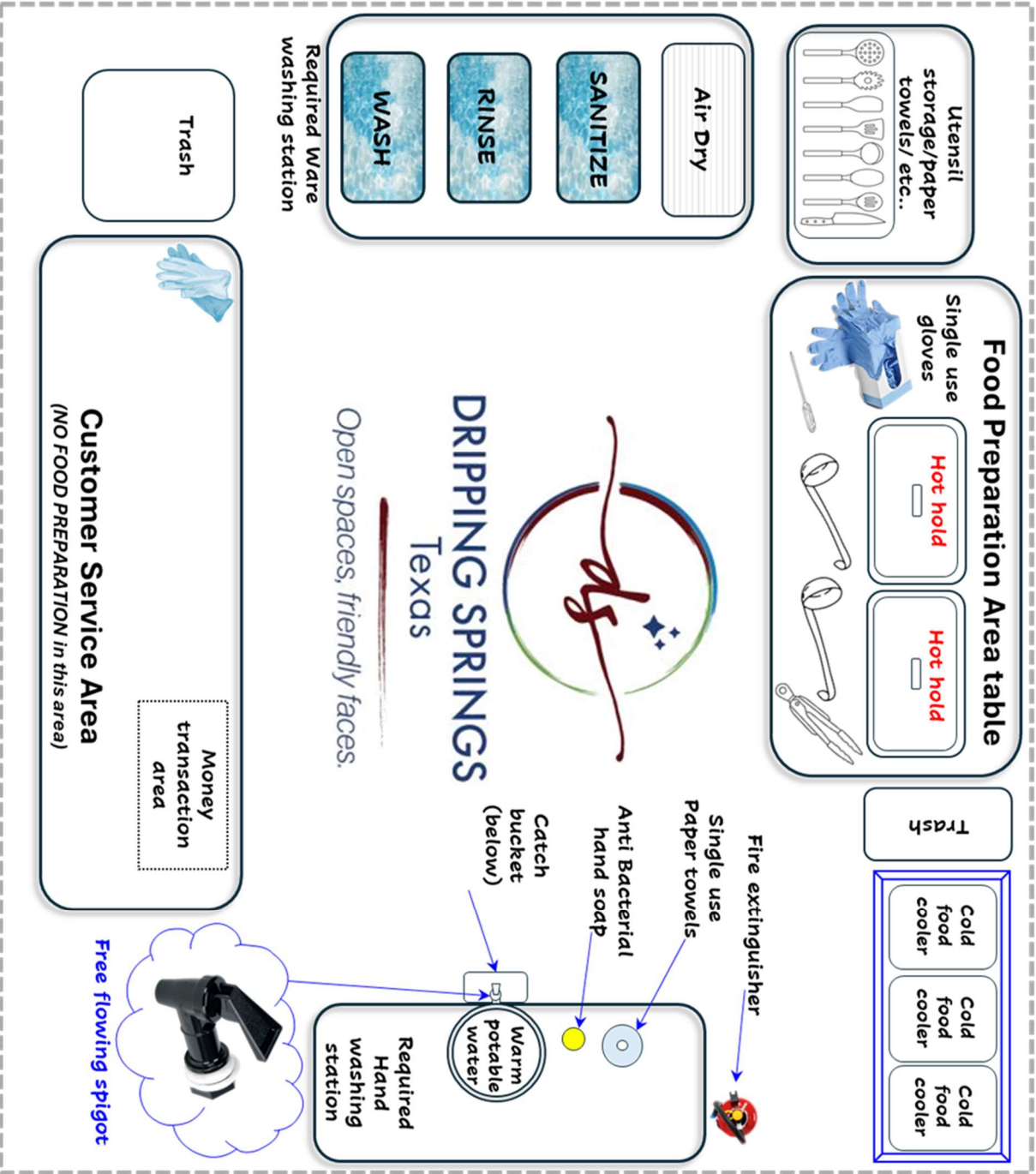
12. Booth Name & #: _____
Food/Beverage: _____

13. Booth Name & #: _____
Food/Beverage: _____

14. Booth Name & #: _____
Food/Beverage: _____

15. Booth Name & #: _____
Food/Beverage: _____

SAMPLE BOOTH LAYOUT



NOTE: Disregard if using a MFU as a booth for the Event.

Front of booth
(Public side)

See City Ordinance Sec. 16.02.066. - Canopy safety. (for acceptable canopy weights)

REQUIRED NOTE:

- Overhead cover and tables used to prevent public from entering food preparation area required.
- Ground cover must be of concrete, asphalt, wood or other Dept. approved ground flooring/cover.

REQUIRED NOTE:

BBQ cooking/grilling area shall be restricted from Public access. A minimum 10' ft. setback shall be maintained from all combustibles including the booth. No open flame grills permitted, and no open flame "Sterno" are allowed.

THREE COMPARTMENT SINK		
WASH	RINSE	SANITIZE
HOT SOAPY WATER	HOT CLEAN WATER	50 ppm CHLORINE or 200 ppm QUAT.
MINIMUM 95° F		75° F



Handwashing water bucket with free-flowing spigot (example)

City of Dripping Springs

General Guidelines

for
Temporary Food Events
(TFE)



DRIPPING SPRINGS
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A TFE Permit is required for:

- ✓ Each physically separated booth, stand, tent, table, truck, or trailer.
- ✓ If all operations are within a stand, booth, tent, table, truck, or trailer are **not** under the supervision and control of the same person, then a **separate permit is required** for any portion of the activities within the stand or booth under the control of another person.

SAFE FOOD HANDLING GUIDELINES FOR FOOD PREPERATION & DISPLAY

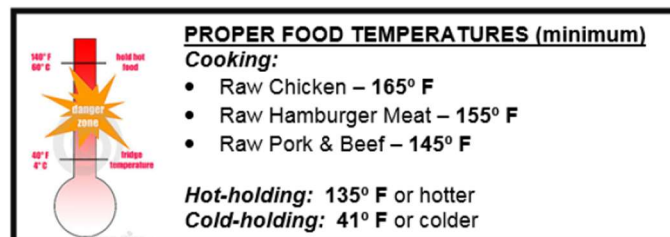
Store, prepare and serve all food from an Environmental Health Department Licensed and Approved site, Central Prep Facility (CPF) or Commissary. **NEVER AT HOME!**

Note: The FDA calls the temperature range between **135° F and 41° F** the “**DANGER ZONE**” because this is the temperature range where bacteria that can cause foodborne illness multiply most rapidly, making it the most critical area to avoid when storing food to prevent contamination and potential illnesses.

- **Maintain Time and Temperature Control for Safety(TCS) Foods** (*originally called potentially hazardous food*):
 - Hot Foods at **135° F** or above (*Keep Hot foods Hot*)
 - Cold Foods at **41° F** or below (*Keep Cold foods Cold*)
- Food in transit must be protected from contamination and must meet the temperature requirements noted above.

Note: This will require sufficient **equipment** necessary to cook and maintain the required temperatures for all **Temperature Control for Safety Foods (TCS)** (*potential hazardous foods/perishable foods*), (e.g. steam tables, chafing dishes, refrigerators, coolers, etc...).

- When storing **raw meat**, **fish**, and **poultry**:
 - Always store below cooked foods (*on the lower shelves in refrigerators*).
 - If stored in mobile coolers with ice, they should be stored separately from cooked food products.
- Provide a **food thermometer** (metal dial stem type **0-220° F**).
- Protect displayed **unpackaged food** from possible contamination.
- Display a sample serving, always serve customer plates, or portion servings from a rear table.
- Use an approved **sneeze guard** or **cover** for open food.
- Display any uncovered food platters at least **12” inches from the front table edge**.
- Use **tongs**, disposable plastic **gloves**, single use **tissues**, or an approved hand **sanitizer** when handling food.
- Provide a **utensil-washing** sink or setup for multiple use serving utensils.
- Provide **smooth, easy cleanable, and non-absorbent material** for food preparation surfaces such as commercial cutting boards made of hard, white plastic where food is prepared.
- Ice used for cooling food **may not** be used for human consumption. The Ice used should be obtained from approved sources; and no home-prepared product should be offered.
- Store all food at least **6” inches off the ground**, except for large or bulky food containers.



FOOD HANDLERS

- **Do not work if you are ill** with any infectious disease or have symptoms such as incessant coughing/sneezing/nasal discharge.

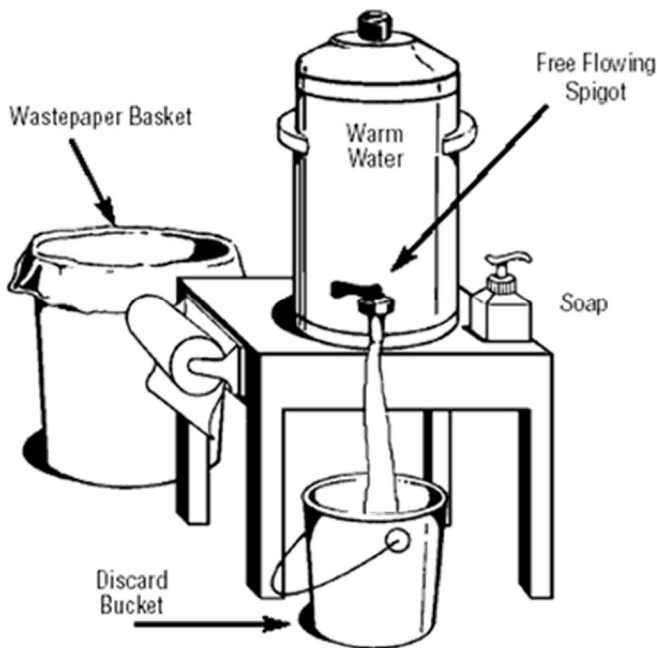
Provide easy access to handwashing facilities (*single use soap and towels*) in each food booth or food preparation area before handling food.

- **Wash your hands** before starting food preparation, after visiting the restroom, smoking, eating, drinking, and at the beginning of your shift.
- Wear clean outer garments/aprons and restrain hair with hats/scarves.
- Do not smoke, eat or drink in food areas.
- Maintain a list of food handlers involved in the event including telephone number and address.

HAND-WASHING AND UTENSIL WARE WASHING REQUIREMENTS FOR TEMPORARY FOOD EVENTS

Hand-Washing Facilities - Handwash facilities with water, soap and individual disposable towels should be provided for employee handwashing. The handwash facility may consist of a container of ambient temperature water (*warm*) with a spigot and catch pan. When food exposure is limited and handwash facilities are not available, the regulatory authority may permit the use of chemically treated towelettes for handwashing.

Suitable containers, such as the Reliance Hideaway-Spigot Water Carrier, are available at discount departments stores and outdoor stores.



HANDWASHING STATION

FREE-FLOWING NOZZLE

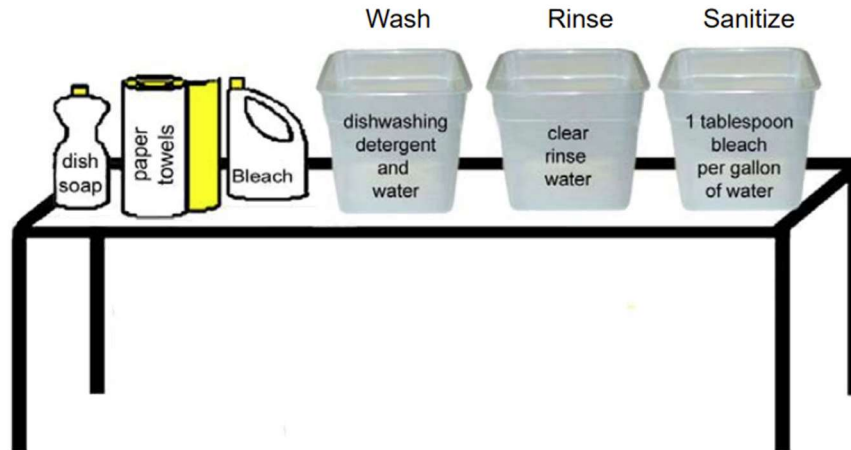
Utensil-Washing Facilities:

- Booths with food preparation require a minimum of three **5-gallon containers** for the cleaning of equipment, utensils and for general cleaning purposes.
 - 1st container shall contain Soapy Water,
 - 2nd container shall contain clear Clean Water, (*if not clear, replenish with clean water*)
 - 3rd container shall contain Sanitizer solution of either:
 - Bleach/water mixture solution (100 PPM),

- Quaternary ammonia mixture solution (200 PPM), or
- Iodophor mixture solution (25 PPM).

NOTE: Additional facilities, such as a sink with running water, may be required where there is extensive food preparation, or where water, power, and sewer connections are available.

Alternative manual ware washing equipment, such as receptacles that substitute for the compartments of a multi-compartment sink, may be used when there are special cleaning needs or constraints, and the regulatory authority has approved the use of alternative equipment.



POTENTIAL PROBLEMS AT SPECIAL EVENTS

UNSAFE TEMPERATURES (Highly perishable/Potentially hazardous food)

- **Rented Equipment** Can be improperly operated, for example, a pastry display refrigerator).
- **Improper Thawing** Sitting boxes of frozen meat outside the rear of the booth in the sun (*example*).
- **Chaffing Dishes** “Sterno” can blow out on a windy day, so they are not really recommended. Full booth enclosures should minimize this or enclose the lower end of the chaffing dish.
- **Electrical Access** At some events individual food booths must order and pay for electrical access. Some booths do not order an adequate quantity causing the fuse to blow. This sometimes results in several adjoining booths losing their electricity. The electricity usually powers mechanical refrigerators and electric food warmers.
- **Refrigerated Trucks** They can be found at improper temperatures- over 41° F. Food Vendors might neglect to throw the switch on the truck to change the power source to the portable generator. On other occasions a truck operator might turn off the truck in response to a noise complaint.

FOOD CONTAMINATION EXAMPLES

Bulk bags of Ice stored directly on the ground, sidewalk or street can result in chemical or microbial cross contamination. (*Things to think about, was there a dog on the grass before the bag of ice was dropped there? Was there motor oil on the street? Both can be unsanitary.*)

- **Outside Food** Chopping/cutting/ mixing etc. outside the rear or side of the booth.

Preparation Only food awaiting immediate barbecuing is allowed outside.

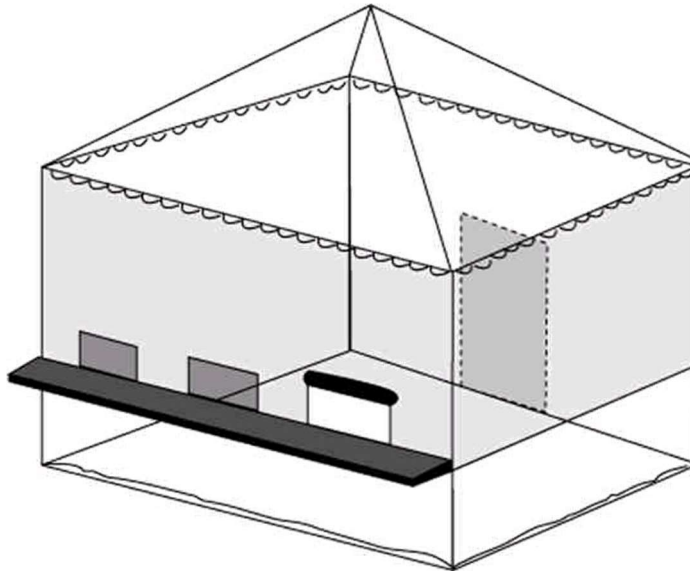
- **BBQ Grills** Must be secured off, to prevent contamination of the food by the public and to protect the public from being accidentally burned.
- **Displayed Food** Must be protected from the public coughing, sneezing, etc. onto the food and from contamination by dust or insects. **Sneeze guards**, display cases or full front fine screen enclosures with pass-through windows are solutions.
- **Fresh Produce** Must be properly pre-washed or washed on site before use.

TEMPORARY FOOD FACILITY CHECKLIST

During the event, the Health Department will do their best to check for the following requirements:

I. Food Booth Construction

The booth must have a ceiling and floor. Ceilings should be made of wood, metal, waterproof canvas, or plastic that protects the interior of the establishment from the weather, windblown dust, birds, and debris. Outer openings should protect against entry of insects and rodents. Booths operating on grass or dirt must use plywood, tarps or similar material for the floor surface. If graded to drain, a floor may be concrete or machine-laid asphalt; dirt or gravel is acceptable if it is covered with mats, removable platforms, or other suitable materials approved by the regulatory authority that are effectively treated to control dust and mud. No carpet should be used unless it is indoor/outdoor. Equipment and utensils should be designed and constructed to be durable and to retain their characteristic qualities under normal use conditions.



II. Food Handling-Sanitary Requirements

A. Food Handling

- ☞ All food handling and storage shall take place within the food booth (unless food is prepackaged).
- ☞ Food contact surfaces must be made of a smooth, durable, easily cleanable, and nonabsorbent material.
- ☞ Food prepared or stored at home is **PROHIBITED**.

B. Temperature Control

- ☞ Cold food must be stored at **41° F** or below (potentially hazardous food).
- ☞ Hot food must be held at **135° F** or above (potentially hazardous food).
- ☞ Food in storage must be protected from contamination.
- ☞ Cold food must have an adequate amount of ice above the food.
- ☞ Equipment for cooling or heating food, and holding cold or hot food, shall be adequate in number and capacity to provide food temperatures at the above specifications at all times of the event.

C. Utensil Washing Facility

- ☞ Wash utensils in clean water with detergent.
- ☞ Sanitize with any of the following:

- ☒ A Bleach/water solution (**100 PPM**),
- ☒ Quaternary Ammonium Solution (**200 PPM**),
- ☒ Iodophor Solution (**25 PPM**).

III. Handwashing Facilities

- ☞ Provide a 5-gallon water container with a dispensing valve to leave hands free for washing; under the valve should be a waste container.
- ☞ Provide a soap dispenser and paper towels for hand washing.

IV. Wastewater

- ☞ Water and other liquid waste, including beverage ice, must be contained in, or drained into a leak proof container.
- ☞ Dispose liquid waste into an approved sewage system or holding tank.
- ☞ All wastewater and sewage generated from the establishment shall be disposed of through an approved sanitary sewage system that is constructed, maintained, and operated according to law.

☹ WASTEWATER MUST NOT BE DISCHARGED ON THE GROUND OR A WATERWAY!

☹ WASTEWATER MUST BE ULTIMATELY DISCHARGED IN A SANITARY SEWER!

A. Food Handlers

- ☞ A minimum of one food handler on duty during all operating hours is to have taken the Food Handler Training Course. Any food handler must wash their hands with soap and water prior to handling food and after breaks.
- ☞ Food handlers must have a copy of their certification.
- ☞ Food handlers must wear clean clothes and hair must be retained. Food handlers must be in good health.
- ☞ Whenever practical, food handlers should use tongs, disposable gloves or tissues when handling food.
- ☞ Smoking is prohibited in food booths. Food Handlers must wash their hands after smoking.

B. Food Protection

- ☞ Condiments shall be in pumps, squeeze containers, or have self-closing covers or lids; or preferably in service packets are best.
- ☞ Ice used for refrigeration **cannot** be used for consumption.
- ☞ All food and beverages should be stored, displayed, and served so as to be protected from contamination.
- ☞ Food-contact surfaces of equipment shall be protected from contamination by consumers and other contamination sources. Where necessary to prevent contamination, effective shields for such equipment should be provided.
- ☞ Equipment should be located and installed and cleaned in a way that prevents food contamination and that also facilitates cleaning of the establishment.

C. Garbage and Refuse

- ☞ Garbage and refuse must be stored in leak-proof and fly-proof containers. Lids must be kept on garbage containers (use of plastic bags is recommended).

☹ Non-compliance with Health Regulations may result in denial of operation privilege and closure of your temporary food booth until corrections are made.



THANK YOU FOR PARTICIPATING IN OUR WONDERFUL CITY'S EVENT!

WE CAN'T WAIT TO HAVE YOU BACK!