

# Temporary Food Permit Vendor Checklist

Environmental Health & Sustainability  
1520 K Avenue, Suite 210, Plano, TX 75074  
Email: [envhealth@plano.gov](mailto:envhealth@plano.gov)  
Office: 972-941-7143 | Fax: 972-941-7142  
[plano.gov/environmentalhealth](http://plano.gov/environmentalhealth)



**PLEASE READ THIS DOCUMENT VERY CAREFULLY. ALL FOOD HANDLERS ON-SITE MUST READ AND SIGN THIS DOCUMENT. KEEP THIS FORM WITH YOUR HEALTH PERMIT AT ALL TIMES.**

<b>EVENT NAME:</b>	<b>DATE:</b>
<b>VENDOR NAME:</b>	

## PERMIT

- ☐ Obtain a Temporary Food Permit. **If you or your organization is offering food and/or 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 food booth.**

## FOOD

- ☐ Raw meat, poultry and other foods are obtained from an acceptable government 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.
- ☐ Packaged foods are store 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 greater than 135°F or above.** Ground beef is cooked to a minimum internal temperature of 155°F for at least 20 seconds.
- ☐ 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 plastic barrier) are available to protect food from airborne contaminants such as dust, debris, sneezing, coughing...etc.
- ☐ All food transport vehicles will be covered, protected, and will hold proper holding temperature.

## PERSONNEL

- ☐ Food handlers will wear clean clothes
- ☐ Suitable hair restraints will be worn (hat, 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. Infected, infectious employees and those with open wounds on hands or forearms are not handling food or beverage.
- ☐ Perform visual hand check to ensure food workers are not wearing jewelry on the hand or on the arms; fingernails must be closely trimmed and maintained; sculptured/painted fingernails are not permissible for the food worker.
- ☐ Animals must remain outside of the food booth and areas adjacent to food booth.
- ☐ Employees must have access to restroom facilities. Each facility is equipped with toilet, toilet fixtures and approved hand washing station.
- ☐ Convenient hand washing 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 be located on concrete. The ceiling must be made of wood, canvas, or other similar material that protects the interior of the establishment from the weather.
- ☐ Utensils clean, surfaces clean
- ☐ The three compartment sink is set up as follows:
  1. WASH – 1<sup>st</sup> Basin (soap + warm water)
  2. RINSE – 2<sup>nd</sup> Basin (clean and clear water)
  3. SANITIZE – 3<sup>rd</sup> Basin (sanitizer + water, 50 ppm Chlorine or 200 ppm Quaternary Ammonia)
- ☐ Test strips or a test kit that accurately measure the parts per million (ppm) concentration of the sanitizer solution must be provided, available, and used.
- ☐ Clean wiping cloths are 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.

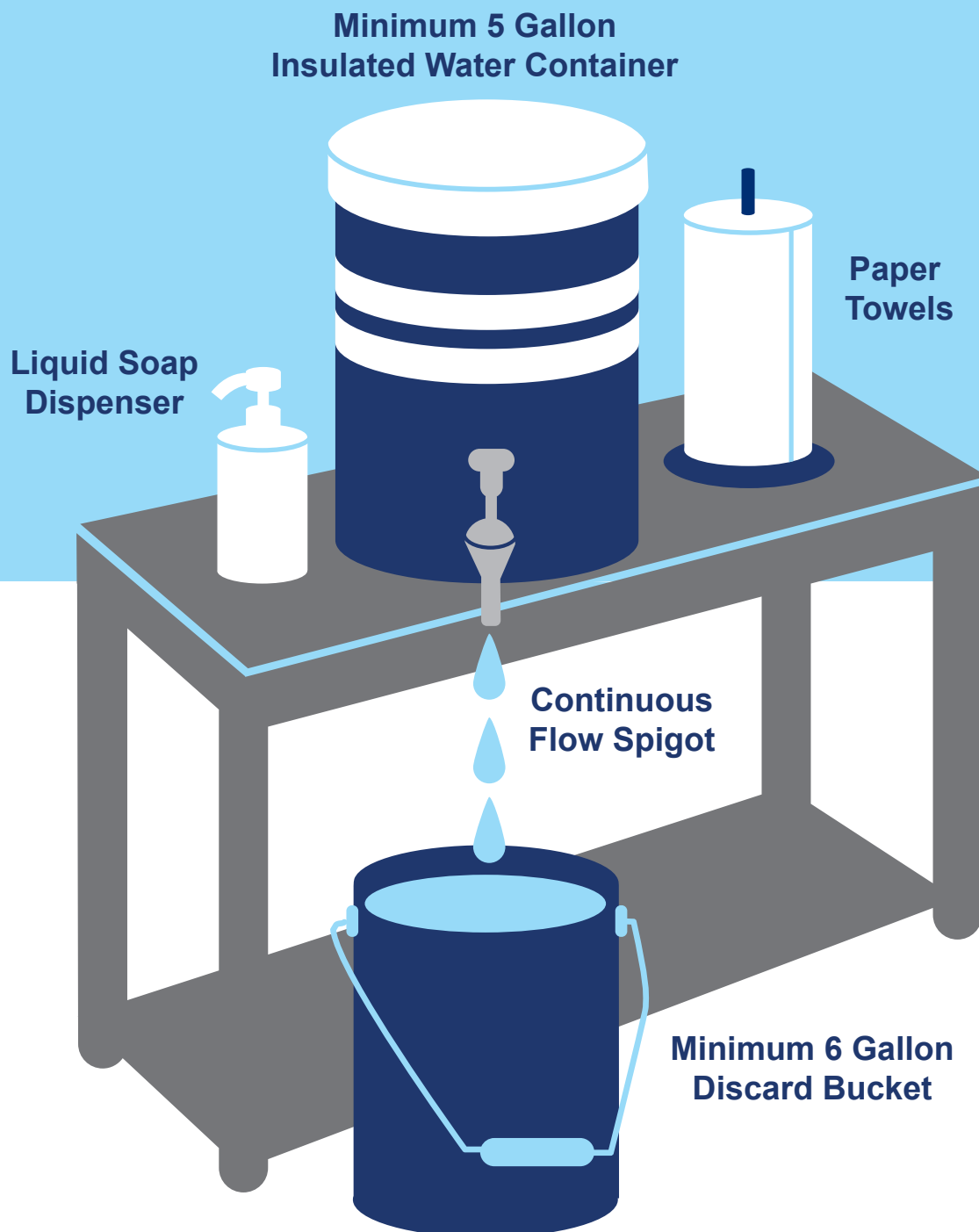
*I have read, understand and agree to comply with the Temporary/Seasonal Food Service Guidelines set forth by the City of Plano Environmental Health Department. I am aware that the regulatory authority may establish additional requirements, as necessary, to ensure that foods sold or sampled to consumers are safe and of sanitary quality. The City of Plano Environmental Health and Sustainability Department will limit the number of potentially hazardous foods or disallow these foods as needed.*

[illegible]

Signature/Print of Food Handlers

Title (Owner/Food Handler/Person in Charge)

# Temporary Handwashing Station



# TEMPORARY DISHWASHING SETUP

(Must be set up before food preparation begins)

<b>SOAP AND WATER #1</b>	<b>CLEAN WATER #2</b>	<b>WATER AND BLEACH #3</b>
------------------------------	---------------------------	--------------------------------

- |         |  |
|---------|--|
| 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 |

## **REQUIRED EQUIPMENT**

- ✓ Hand gel soap
- ✓ Paper towels
- ✓ Minimum 5 gallon insulated water container
- ✓ Approved sanitizer (bleach)
- ✓ Sanitizer test strips
- ✓ Three pails or tubs
- ✓ 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**



**HAND WASH / DISH  
WASH STATION SETUP**



**MECHANICAL WARMER**



**ICE CHEST/COOLER**



**SANITIZER TEST STRIPS**

No food preparation is to begin until hand wash/dish wash station is setup.

All equipment can be purchased at local restaurant supply warehouses.

## Example #1: Temporary Event (1 – 4 Booths)

Application and fees must be submitted no later than five (5) working days prior to the event if less than five (5) booths are permitted for the same event.

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9 APPLICATION & FEE MUST BE RECEIVED IN HEALTH DEPT.	10	11	12	13 APPLICATION FOR EVENT ON THE 14 <sup>TH</sup> WILL NOT BE ACCEPTED	14 DATE OF EVENT
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APPLICATIONS WILL NOT BE ACCEPTED ON THE DAY IMMEDIATELY PRECEEDING THE EVENT.

## Example #2: Temporary Event (5 or more booths)

Application and fees must be submitted no later than fourteen (14) working days prior to the event if five (5) or more booths are permitted for the same event.

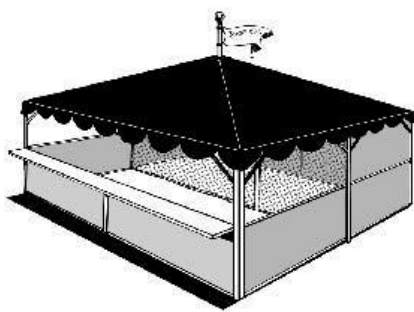
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10 APPLICATION & FEE MUST BE RECEIVED IN HEALTH DEPT	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 APPLICATIONS FOR EVENT ON THE 28 <sup>TH</sup> WILL NOT BE ACCEPTED	28 DATE OF EVENT
29	30	31				

**Floors:** Floors shall be maintained in sanitary condition. Floors shall be covered with approved material to provide protection from contamination. Approved 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 is as important as the separation distance.

See below for an example of proper food stand setup. Also, see below for an example of proper tent setup for food preparation areas.

### PROPER TENT SETUP FOR FOOD PREPARATION



Courtesy of the  
City of Milwaukee Health Dept.

**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

