



City of Alamo Heights  
**Temporary Food Establishment  
Permit Application**

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT  
6116 Broadway, San Antonio, Texas 78209  
v: (210) 826-0516 f: (210) 822-5181

**The Application Process**

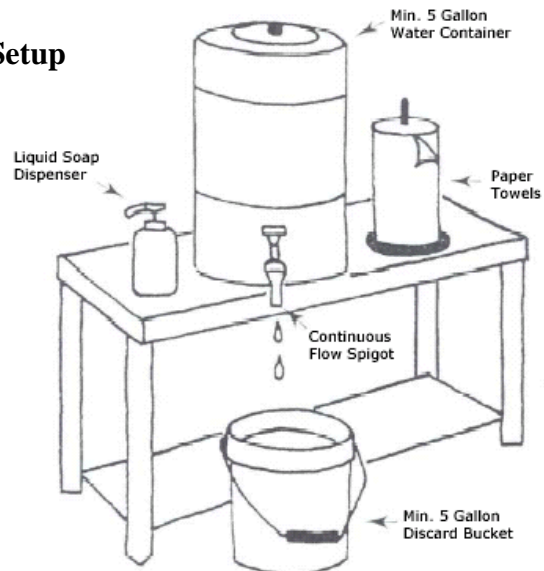
- Read the REQUIREMENTS FOR TEMPORARY FOOD ESTABLISHMENTS.
- Temporary Food Establishment permits shall be required for special events where perishable foods or open containers will be served or provided. (including tents, tables, booths, etc)
- The person responsible for operating each temporary food booth (facility) must complete the attached Application for a Temporary Food Facility Permit for each vendor booth.
- Deliver a completed application and a non-refundable fee to the **Planning and Development Services Department, City of Alamo Heights**. Contact the main office for fee information.
- The City will issue a Temporary Food Establishment Permit for each application, which has been submitted and approved. You may operate your temporary food establishment with the permit as long as your booth construction and operation comply with the guidelines for the type of food preparation for which you are approved. Serve only the foods listed on the permit application.
- Post your temporary food facility permit in a prominent place at your food booth during the event.

**On the day of the event you will be required to:**

- Provide a way to keep foods cold
- Provide a way to keep foods hot
- Provide proper dishwashing and sanitizing set-up
- Provide an approved source of water and waste disposal
- Provide a proper hand-washing set-up (see sketch)
- Provide tables or shelving
- Provide covers for food
- Provide a metal-stem, probe type thermometer for measuring temperatures

**ALL ELECTRICAL, GAS, PROPANE, STERNO, CHARCOAL AND OTHER HEATING DEVICES MUST BE APPROVED BY THE CITY OF ALAMO HEIGHTS FIRE DEPARTMENT.**

**Handwashing Station Setup**



**\*\*Required in Each Food Booth**

## REQUIREMENTS FOR TEMPORARY FOOD ESTABLISHMENTS

The **Temporary Food Establishment Code** requires inspection and licensing of all food and drink stands at special events. The requirements for these stands are as follows:

### OPERATIONS

Food and drinks must be dispensed from a roofed concession stand. Charcoal cookers may be placed outside the stand and away from potential overhead contamination. (Drink Stands dispensing the product in sealed containers do not need roofs.) An impervious floor shall be installed if the booth is not placed on concrete or rolled asphalt. (Cardboard or carpet is not an acceptable floor covering.) All toxic items (i.e. cleaning supplies, lighter fluids, sanitizers, etc.) should be kept away from food.

Each temporary food establishment preparing or serving food, other than drinks, shall have the following items present in the booth before being approved for operation and during operating hours.

1. A handwashing station with running water is required. (**A sketch of the handwashing station is attached\*\*.**) This shall consist of a clean water container with a spigot, filled with potable water, and catch basin to hold the wastewater until properly disposed. (A push button spigot is not approved.) Provide liquid soap and paper towels for handwashing.
2. Provision for sanitizing utensils is required. Provide three containers to (1) wash (2) rinse and (3) sanitize utensils, a small bottle of bleach for sanitizing (2 teaspoons per gal. of water) in the third container. Food handlers should wash and sanitize all contaminated utensils, and food contact surfaces immediately. Provide a small bottle of liquid detergent for utensil washing. Provide a container of potable water if running water is not available.
3. Facilities to maintain perishable foods at temperatures of 41°F or less or 135°F or greater.
4. A scoop for dispensing ice. Handling of ice by bare hands is to be avoided.
5. Facilities for trash: Plastic bags or metal/ plastic waste receptacles with lids.
6. Breather shields (sneeze guards) shall be used if food is to be displayed on the service counter where the public may have access to it. Self-service items such as pickles, onions, hot sauce, etc. shall be stored in containers with flip-top lids or covers.

### FOOD SOURCES

All foods must be from an approved source and/or licensed facility or prepared in the temporary booth. An approved source is considered an establishment that is under inspection and/or licensed by a health authority. **NO** foods prepared in a private home may be sold or served to the public.

- **Hot, potentially hazardous food prepared in advance in a licensed food establishment and refrigerated must be reheated at a fast rate to 165°F before being placed into steam tables or other devices to maintain a temperature of 135°F. Holding devices, such as steam tables, will not heat a refrigerated product fast enough to inhibit the growth of harmful bacteria. Slow cooking devices (crock pots) are unacceptable for reheating of foods.**
- **Frozen foods should be thawed in a refrigerator or walk-in cooler, or, in some instances, under cold running water. Never thaw frozen turkey, chicken, meat or other potentially hazardous foods at ambient temperature.**
- **Potentially hazardous foods left out at ambient temperature for more than four (4) hours, or foods contaminated by flies, roaches, air, coughing, sneezing, or other means, may cause foodborne illnesses due to the fast reproduction of harmful bacteria. Foods found under these conditions must be discarded.**
- **All vegetables and fruits should be washed before processing for cooking and making salads, guacamole, pico de gallo, chili sauces, fruit salads, etc. A small amount of vinegar will help preserve chili sauces.**
- **If shell oysters are used, the tags from the bags or boxes they are packaged in must be kept for ninety (90) days to be able to trace the shipment should an illness such as hepatitis develop. Shucked oysters need to be maintained at 41°F or below in the original container.**
- **If raw meat and other raw products are handled it is best to have a designated person who handles raw products only and does not handle cooked and ready to eat food items. Persons handling raw products must wash their hands prior to handling cooked and ready to eat food items.**

## **SANITATION REQUIREMENTS**

- **Persons working in the booth should wear clean clothes and approved hair restraints to protect the food.** Rings and bracelets should not be worn when preparing foods.
- Food handlers should **wear plastic gloves** when handling food items to be served to the customer. Food handlers should **change plastic gloves** if they come in contact with the body or contaminated items in the booth. **Plastic gloves must be changed frequently.** Food handlers should not eat, drink or smoke inside the booth.
- Food handlers will not handle, prepare, or serve food, **if ill.**
- **Avoid direct hand contact with foods that are ready to eat (cheese, lettuce, tomatoes, pickles, bread). Use suitable utensils, food tissues or wrappers, or plastic gloves.**
- **Food handlers should wash hands frequently**--especially after eating, drinking, smoking, or using the toilet.
- **The booth shall be cleaned at the end of each day, or more frequently if required, to reduce the attraction of rodents and roaches.** After food preparation activities are over clean up your area and place all solid waste in designated receptacles.
- **The water in utensil-washing and hand washing containers must be changed when it becomes dirty. All waste water must be disposed of in an approved manner. Wastewater should not be dumped on the ground.**
- **Store ALL food products and single service articles (disposable) at least six inches above the ground.**