

FOR OFFICE USE

Received by: \_\_\_\_\_  
I-Approval: \_\_\_\_\_

Payment: *W, M, Ph.*  
Issue On: \_\_\_\_\_

CC/Check #: \_\_\_\_\_  
Permit: \_\_\_\_\_

Amount: \_\_\_\_\_  
Expires On: \_\_\_\_\_

Receipt: \_\_\_\_\_  
S-Approval: \_\_\_\_\_



# Neighborhood Services Department

## CODE COMPLIANCE – Environmental Health Division

630 East Hopkins, San Marcos, Texas 78666

Phone (512) 393-8440

City website: [www.sanmarcostx.gov](http://www.sanmarcostx.gov) / Email: [Healthinfo@sanmarcostx.gov](mailto:Healthinfo@sanmarcostx.gov)

<http://www.sanmarcostx.gov/574/Food-Protection>

### Temporary Food Establishment (TFE): Permit Application for Individual Booths

PERMIT VALID FOR A MAXIMUM OF FOURTEEN DAYS FROM DATE OF ISSUANCE AND ARE NON-TRANSFERABLE

**NOTE: This application is for a TFE Permit only; is not a "Special Events" application from the City of San Marcos Parks and Recreation Department.**

#### Event Information

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

**Event Name:** \_\_\_\_\_

**Event Address:** \_\_\_\_\_  
Street (Include Suite/Unit) City State Zip Code

**Fee Exempt:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** *If yes, must attach 501(c) (3)*

**Date(s) of event: Begin** \_\_\_\_\_ **End** \_\_\_\_\_

**Hours of operation for the event:** \_\_\_\_\_

**NO FOOD MAY BE PREPARED AT AN UNPERMITTED LOCATION or RESIDENCE**

#### For a Single Booth only: Contact Information *(Note: Print names as they appear on government issued photo ID(s) submitted)*

**Booth Operator:** \_\_\_\_\_ **Booth Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
Street (Include Suite/Unit) City State Zip Code

**Government ID / Driver's License:** \_\_\_\_\_ / \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
(Submit copy per booth) DL/ID # State (###) ### - #### Most current and accurate email address

**Food Types Prepared \ Vended:** \_\_\_\_\_

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

#### Food Handler Information *(Required to operate booth)*

**Food Handler Certificate (FHC) Information**

**Certificate Holder Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Mailing Address:** \_\_\_\_\_  
Street (Include Suite/Unit) City State Zip Code

**FMC #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
Certificate number on card (###) ### - #### Most current and accurate email address

**\*\*\*Attach a clear copy of government issued photo ID & FHC\*\*\***

#### DO NOT MAIL CASH PAYMENTS

**Payment Forms Accepted: Cash, Check, Money Order, Visa, Mastercard, Discover cards accepted**  
**Make checks and money orders payable to: City of San Marcos**

*Mailed payments must accompany completed applications with all required documentation. No incomplete applications will be processed. Payment applications submitted by mail to Neighborhood Services Department – Code Compliance - Environmental Division, 630 E Hopkins St. San Marcos, TX 78666, or in person at same location. For customers submitting via email please note that a representative will contact you by phone to collect a credit card payment within 2 business days of submission (please do not write any credit card information on the email application). For email questions: [Healthinfo@sanmarcostx.gov](mailto:Healthinfo@sanmarcostx.gov) All CPF and Application fees are non-refundable. Must fill signature line completely.*

**Signature below is required for processing.**

Applicant's Signature (Or signer for Owner) \_\_\_\_\_ 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 San Marcos, and all of the provisions of the codes, statutes and rules adopted under the codes and statutes of the State of Texas governing food establishments.**

# Temporary Food Event Application

**\*\* Submit at least 7 calendar days before the event date. \*\***

**No Home-Prepared  
Foods Allowed**

## Responsibilities & Acknowledgements

### Application Submission

- Applications may be submitted in person (630 East Hopkins) or by email ([healthinfo@sanmarcostx.gov](mailto:healthinfo@sanmarcostx.gov)).
  - Applicants submitting in person must pay at time of submission.
  - Applicants submitting by email will be contacted by phone for a credit card payment within **2 business days**.
- Application Deadline
  - Submit completed applications to the department at least 7 calendar days prior to the scheduled event.
  - Applications submitted less than 7 calendar days prior to the start of the event may not be approved or be may be subject to additional fees.

### Issue & Delivery

- Permits are non-transferable.
- Permits must be picked up in person from the Walk-in Location (630 East Hopkins).
  - Permits are available for pick-up Monday through Friday **8:30 AM – 4:30 PM**.

### Re-Issues

- Permits may be reissued by the department due to schedule changes; subject to departmental discretion.
- Rain-out Event cancellations may be granted if the department is notified within 24 hours of the cancellation.

***I acknowledge that completion of this application does not guarantee a permit will be issued by the 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

**Food Booth:** A **covered** stall or partitioned stand used to present, prepare, or provide food to the general public.

**Temporary 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 event or celebration. *(This includes ice and beverages)*

**1 Day Event with Single Booth:** An event that lasts one day and consists of only one booth.

## What to submit with the Application for an individual food booth

- |                                             |                                                                 |
|---------------------------------------------|-----------------------------------------------------------------|
| 1. Temporary Food Event Application         | <i>Submit Pages 1, 2, &amp; 3</i>                               |
| 2. Food Handler Certification               | <i>Submit 1 per food booth (to be present at all the times)</i> |
| 3. Valid Government Issued Photo ID(s)      | <i>Submit a clear copy for booth operator &amp; FHC</i>         |
| 4. Application fee                          | <i>\$50.75 per application</i>                                  |
| 5. Non-profit documentation (if applicable) | <i>IRS form - 501 (c) (3)</i>                                   |

## Responsibility requirements for Temporary Food Establishment's (TFE's)

I, \_\_\_\_\_, am the operator of the temporary food service booth named:  
Print Your Name

\_\_\_\_\_, providing food at the following temporary event named:  
Booth's Name from Page 1

\_\_\_\_\_, on this date, \_\_\_\_\_  
Temporary Event Name from Page 1 Date(s) of the Event

List the types of food/beverages to be served: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The food will be obtained from the following approved sources (Check all that Apply):

I operate from/own a permitted food facility (such as a restaurant).

➤ Food Facility Name: \_\_\_\_\_ Permit #: \_\_\_\_\_

➤ Food Facility Address: \_\_\_\_\_  
Address City State Zip

I will purchase food from a permitted food facility (such as a grocery store or restaurant) on the day of 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.***

➤ Food Facility Name: \_\_\_\_\_

➤ Food Facility Address: \_\_\_\_\_  
Address City State Zip

Contact Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

I hereby certify that I have received the guidelines for temporary food service requirements provided by the Code Compliance – Environmental Health Division,

\_\_\_\_\_  
Print Name of Applicant

**No Home-Prepared  
Foods Allowed**

***I understand that, as a condition of my operation at this event (booth), I am responsible to insure that these guidelines are strictly adhered to at all times. I will conform to these guidelines and insure 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 legal notice being filed against me in the Municipal Court of the City of San Marcos for a violation of these TFE guidelines, the Code of the City of San Marcos and State Code requirements. I understand that such a complaint may result in a fine of up to \$2,000 on conviction.***

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Address City State Zip

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Date of Birth: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Figure 1

**Danger Zone**

**No Home-Prepared Foods Allowed**

**PROPER FOOD TEMPERATURES**

Cooking:

- Raw Chicken – 165° F or greater
- Raw Hamburger Meat – 155° F or greater
- Raw Pork & WHOLE Beef – 145° F or greater

Hot-holding: 135° F or greater

- Electric or grill
- No sterno(s) (*they do not maintain temperatures in outside wind*)

Cold-holding: 41° F or less

- Pack in ice up to the rim of container or REFRIGERATED at 41° F or less.

**\*\*\* A "Stem" type thermometer must be present for checking temperatures.**

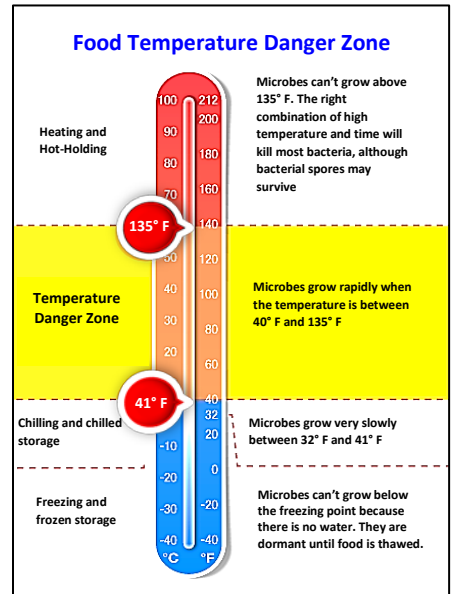
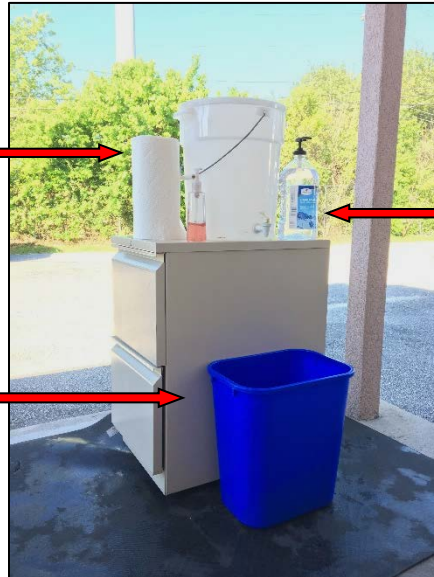


Figure 2

**Handwashing Station (Setup)**

Disposable towels must be available at all times during

Waste water catch container (no water allowed on



Hand soap and sanitizer to be provided at all times during operation

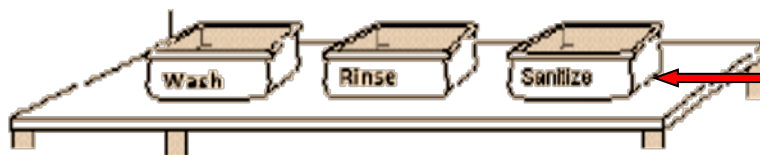
Spigot must remain open during handwashing



Figure 3

**Three containers required, labeled Wash, Rinse and Sanitize.**

- Each container must be large enough to fully submerge largest piece of ware \ equipment



Sanitizer used at 50-100 parts per million

Figure 4

**Sample Booth configuration**

Wall and ceilings shall be made of wood, canvas or other materials that protect the interior from weather, windblown dust, birds and debris (*recommend using walls if possible*).

Flooring may be concrete, asphalt, dirt or gravel covered with mats, ply-wood, removable platforms, duckboards if covered with mats to effectively control dust and mud.

