



CITY OF BAYTOWN

HEALTH DEPARTMENT

Community Service, Environmental Health, Mosquito Control,
Neighborhood Protection, Stormwater, and Animal Services

220 W. Defoe
P.O. Box 424
Baytown, Texas 77522-0424
Phone: (281) 420-5384
Fax: (281) 420-7184

Temporary Food Booth Requirements

(Fire Department Application Follows)

A Temporary Food Booth is associated with a special event operating up to 14 consecutive days for the purpose of providing entertainment, promoting a business or a fundraiser. A permit is required when an event is open to the public, persons other than members of the organization and family members can attend, advertising event in newspapers, on the radio, posted bulletins or mailed out flyers, tickets being sold to the public, and a permitted facility serving food from a different location that is open to the public.

(CH.42-149)

The Health Department may impose additional requirements and/or exclude certain foods in order to protect public health. An inspector may contact you for further information. Please read the requirements prior to event.

Booth Construction

Booth should have side protection on both sides (i.e. – hanging tarps or tables placed where no access is available from outside booth) as well as overhead protection and approved hard surface flooring. Booths can not be placed directly on grass or dirt unless plywood is used as floor.

Food Source

Food must come from a permitted food facility. Keep all receipts. Any prepared food must accompany a receipt from a permitted facility. All food must be prepared onsite except for commercially prepackaged items.

NO HOME PREPARATION ALLOWED. YOU WILL BE REQUIRED TO REMOVE IT OR THROW IT OUT.

Food Preparation

Foods are restricted to *limited* preparation. Check with the health department for approved foods.

Food Protection

Food preparation must take place under a covered area. Use single service tableware and condiments in closed containers or single serve packages. Leftover foods must be discarded. All food items must be protected and cannot sit directly on ground. A minimum of 10 gallons of potable water must be kept at each booth preparing temperature-controlled foods.

Equipment

Use stainless steel, plastic, laminated wood, or polymer cutting boards or equivalent. Use approved hot holding device with sufficient capacity to maintain hot foods.

Temperatures

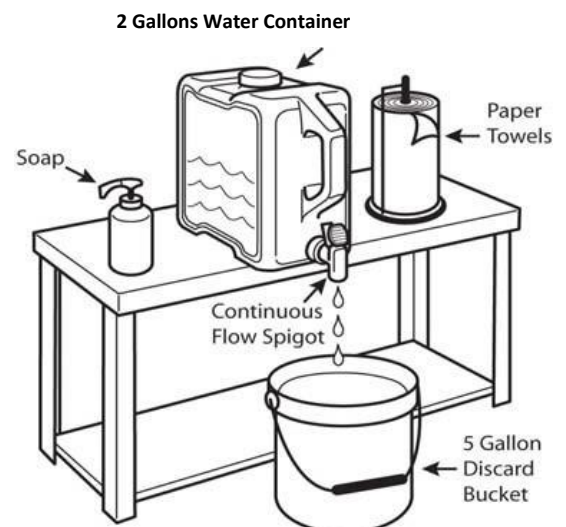
Keep hot foods at 135°F and colds foods at 41°F. Other forms of non-mechanical refrigeration may be authorized upon approval. Provide a metal stem thermometer for foods requiring temperature control and monitoring cooked foods. Crock pots are not sufficient for reheating purposes.

Hygienic Practices

Must wear hair restraints, disposable gloves or use utensils when handling foods that are ready to eat. **TOUCHING FOOD WITH BARE HANDS IS NOT PERMITTED. NO SMOKING ALLOWED IN FOOD BOOTH.**

Hand Washing Station

A minimum of 2-gallon capacity of potable, running water with spigot, soap dispenser, paper towels and catch pan for wastewater. (SEE PICTURE)



Utensil Washing Station

A station must be provided for booths preparing foods and using food equipment. For sanitizing chlorine solutions, use 2 tsp. household bleach per gallon of water.



Toilet Facilities

Toilet facilities shall be available and no greater than 300 feet from preparation areas and NOT ALLOWED in booth area.

Waste Disposal

An adequate number of leak proof trash cans with lids must be conveniently located and properly maintained. Waste discharge of any type is not permitted.

Prepackaged Food Booths Only

Food booths with prepackaged items from an approved facility may not have to meet certain requirements. Check with health department for prior approval.

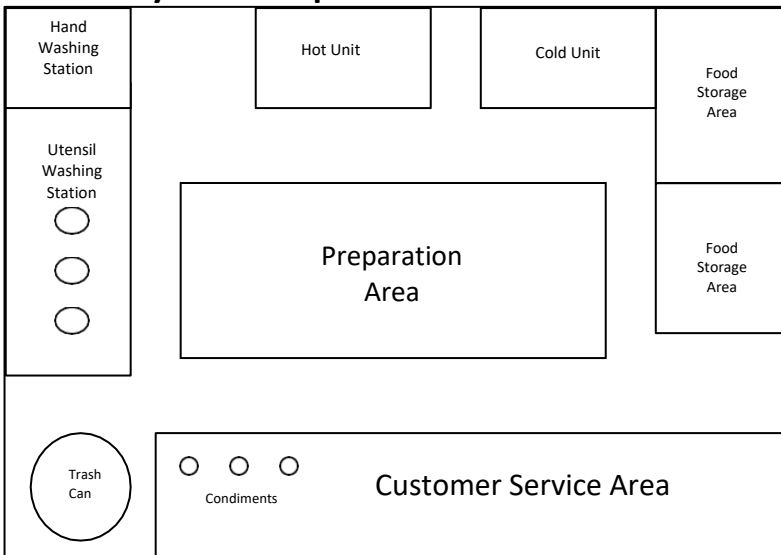
Bake Sales

Bake sales are limited to non-profit organizations and sponsoring organizations (i.e. – food establishment, school, or religious organization, etc.) only. Bake sale foods that do not require refrigeration (i.e. – cakes, cookies, etc) may be prepared in a private kitchen but all portions must be individually wrapped, labeled with sponsor’s name, address, and phone number and event at which item is offered. By City ordinance, a clearly visible placard (sign) at the location must state food was prepared in a kitchen not subject to regulation and inspection. Maintain a master list with the name, address, phone number of the persons providing the baked food products. **CREAM or CUSTARD-FILLED FOODS and HOME CANNED PRODUCTS ARE PROHIBITED.**

Permit Display

Permit may be issued on the day of the event. The temporary permit must be displayed in public view.

Booth Layout Example



Self-Inspection Checklist

- Booths constructed from approved materials
- Food not prepared at home
- Food listed on application only
- Hair restraints/ disposable gloves
- Equipment can maintain hot foods at 135°F, cold foods at 41°F
- Ice, water & food from an approved source
- Metal stem thermometer
- Food not stored directly on ground
- Food & equipment protected from contamination
- Hand washing station

Fire Code Requirements

Each temporary event set up is subject to an inspection. Contact the Baytown Fire Marshal’s office at (281) 422-2311 regarding fire code requirements and inspection times. Inspection fees may apply.

If you are unsure whether your function requires a permit, please call the health department. The Director of the Health reserves the right to rescind, waive, alter or otherwise change any part of these requirements depending upon the circumstances.



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220 W. Defee
P.O. Box 424
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Phone: (281) 420-5384
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Temporary Food Booth Application

May not exceed 14 consecutive days and not renewable within 30 days of expiration.

<input type="checkbox"/> Nonprofit Organizations with copy of IRS 501 c(3) (examples: govt. entity, church, public charity, charitable school organizations)	\$0
<input type="checkbox"/> Temporary food permit fees	\$15 application fee \$30 per day
<input type="checkbox"/> If received less than 48 hours from event start date an additional \$15 fee will be added	
<input type="checkbox"/> Fire Dept. food vendor information provided, you must pay those fees directly to the Fire Dept. at 201 E. Wye Dr.	

Event Information

Event: _____ Location: _____
 Event Date(s): _____ Event Time(s): _____
 Event Coordinator: _____ Phone#: _____
 Address of event: _____

Booth Applicant Information

Organization/Booth Name: _____
 Contact Person: _____ TDL #: _____
 Contact Address: _____ Phone #: _____
 Food Source: _____ Email: _____

	Authorized Food Items to be Served	Prepared at : booth or facility	Equipment used to maintain temperatures at event
1.			
2.			
3.			
4.			

Booth will be ready for inspection on: *date* _____ *time* _____

Please Check One of the Following:

- Booth Location: **inside** **outside** materials used: _____
- Water Source: **city** **other source** name source: _____
- Waste Collection: **city** **other source** name source: _____
- Hand Washing Station: **temporary set up** **plumbed hand sink**
- Utensil Washing Station: **temporary set up** **plumbed 3 compartment sink**
- Toilet Facilities Provided (*must be within 300ft.*): **portable facility** **inside**
- Does your food require temperature control? **yes** **no** If yes, complete preparation plan on next page.

Preparation Plan

Food Item	Where/When was it purchased?	What equipment is being used to transport to site? How will food be kept hot/cold on site?	How long will transport take to event?	Give brief description of preparation & food storage	Where & how long will preparation take? Time between prep & service?
<i>Example: pre-cooked beef brisket</i>	<i>Patterson Meats Dallas, Texas July 2, 2009</i>	<i>partially frozen in coolers containing dry ice; hot – crock pot/grill cold - ice chest</i>	<i>2 hours</i>	<i>directly from cooler, add seasonings, then place on grill</i>	<i>Prep will be on site at event for 40 minutes; 15 min between prep and service</i>

Application

Reviewed by: _____

Approved / Denied _____

Baytown Fire Department
 201 E. Wye Dr.
 Baytown, Texas
 281-422-2311
 Monday - Friday 8:00am – 5:00pm



**BAYTOWN FIRE DEPARTMENT
 OUTDOOR EVENT / TEMPORARY FOOD VENDOR'S PERMIT**

Name of Event: _____ Company / Vendor Name _____

Address of Event: _____ Contact Name: _____

Date(s) of Event: _____ Contact Phone #: _____

Date ready for Inspection: _____ Time ready for Inspection: _____

FIRE CODE REQUIREMENTS FOR FOOD & OUTDOOR VENDORS

The City Of Baytown Fire Department has established the following requirements and criteria for all vendor booths:

- ___ Yes ___ No 1. *Are you a 501.c.3 organization?*
- ___ Yes ___ No 2. *Will you be using a tent /Canopy?*
 ✓ All canopies or tents must be fire rated (a minimum of CPAI-84 fire rated). See page 2 for instructions
- ___ Yes ___ No 3. *Will you be using a heat producing device OR an open flamed device?*
 ✓ All booths with any type of heat-producing or open flame cooking devices (grill, fryer, etc.) must have at least one (1) 3A:40BC rated fire extinguisher
- ___ Yes ___ No 4. *Will you be frying in grease or cooking meats that produce grease (beef, chicken, pork)?*
 ✓ Booths that are deep frying any food (french fries, funnel cakes, etc) must have at least one (1) 3A:40BC rated fire extinguisher and a "Class K" fire extinguisher.
- ___ Yes ___ No 5. *Will you be using a generator?*
 ✓ All booths with any type of fuel-fired generator must have at least one (1) 3A:40BC rated fire extinguisher.

If the answer is 'NO' to questions 1- 3, then a fire inspection is not required.

Fire Department Permit / Inspection Fee is \$25 per booth / location. (City Ordinance Sec. 2-595.c)

I acknowledge that I have read and meet all of the above requirements (Signature) _____

If there are any questions regarding these requirements, please contact an Inspector from the Fire Marshal's Office at 281-422-2311.

FOR OFFICE USE ONLY	
Number of Booths	
Total Fee (# Booths X \$25)	\$
Staff member initials	

See Page 2 for more Guidelines.

Temporary Outdoor Event / Food Vendor Permit Checklist



Mobile Food Vehicles (MFV's) or food tents using a gasoline, diesel or electric generator, propane or compressed natural gas, or any type fuel-fired cooking device shall be inspected by the Fire Department after each set-up or at least annually. The following is a fire inspection checklist that has been derived from the 2009 International Fire Code to assist you in preparing for your inspection.

Check off each item as you check your food tent or vehicle for compliance prior to the Fire Marshal's arrival.

Extinguisher Requirements

All cooking vendors are required to have at least one extinguisher.
At least one class "ABC" extinguisher with a minimum of a 3A-40BC rating.
Fire extinguisher can be purchased at Lowes or Home Depot or Walmart.
Tape receipt to the outside of the extinguisher.



- Visible current inspection tag (receipt) inspected by a licensed inspector.
- Fully Charged (gauge indicates full)
- Located within 10 feet of cooking equipment.

Does your cooking operation produce grease-laden vapors? (grills, fryers, woks, etc.)
If so, in addition to the portable extinguisher listed above, your operation requires;
A "Class K" rated portable extinguisher.



- With a current inspection tag,
- It must be properly secured and Fully Charged (gauge indicates full)
- Located within 10 feet of commercial type cooking equipment or frying equipment.

Compressed Gas

LP/Propane cylinders must be properly secured and remain secured at all times.

- Must be stored on the exterior of the vehicle.
- Must be secured to a fixed object.
- Minimum of 10-foot clearance between other vehicles or other combustible materials.



Emergency Egress

- The means of egress (aisle or walkway) must remain unobstructed at all times.

Miscellaneous

- Multi-plugs are prohibited.
- Use of power strips with overcurrent protection (built-in circuit breakers) are acceptable.
- All wiring must be in good working condition and all switches, outlets and junction boxes must have covers.
- All vendors who are cooking with charcoal, wood or gas must do so in a safe and responsible manner.
- General Housekeeping – All areas must be free from trash and grease build-up.

Tents / Canopy

- All tents and canopies must have a fire retardant label on it.

INHERENTLY FLAME RETARDANT
"DO NOT REMOVE THIS TAG"
Additional detail in the manufacturer's literature meets the flame retardant requirements of Chapter 1, Section 1, Division 1, Section 101.1 of the California Fire Code.
WARNING: KEEP ALL FLAME & HEAT SOURCES AWAY FROM THIS ITEM
This tarpaulin is made with a flame-retardant coating which meets CPALRA Section 4 specifications.
IT IS NOT FIREPROOF! The flame-retardant nature of this cover is intended to increase the length of time it takes for the material to catch fire; however, the fabric will burn if left in continuous contact with any flame source.
It is the sole responsibility of the end user to determine the suitability of the product for their intended usage.
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This checklist only covers some of the most common concerns with mobile food vendors, but additional codes within the 2009 International Fire Code or the NFPA Standards are subject to inspection. This checklist does not include Health Department, Building Department, Licensing or State vehicle and trailer inspection and safety regulations.

If you have any questions about these or other requirements, please call the Baytown Fire Marshal's Office at 281-422-2311.

See Page 2 for more Guidelines.