



CITY OF BAYTOWN

HEALTH DEPARTMENT

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

220 W. Defee

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 can not 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

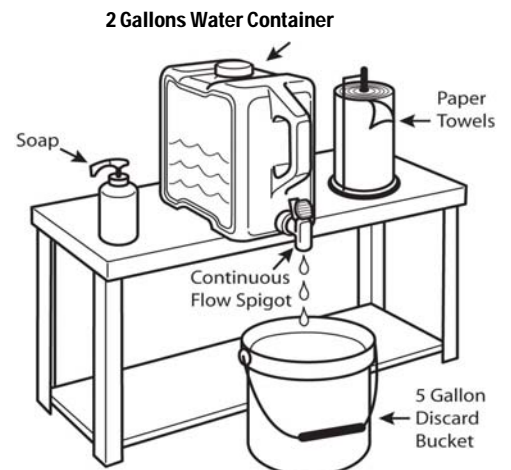
Keep hot foods at 135°F and colds foods at 41°F. Other forms of non-mechanical refrigeration may be authorized upon approval. Provide a metal stem thermometer for foods requiring temperature control and monitoring cooked foods. Crock pots are not sufficient for reheating purposes.

Hygienic Practices

Must wear hair restraints, disposable gloves or use utensils when handling foods that are ready to eat. **Touching foods 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.



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.

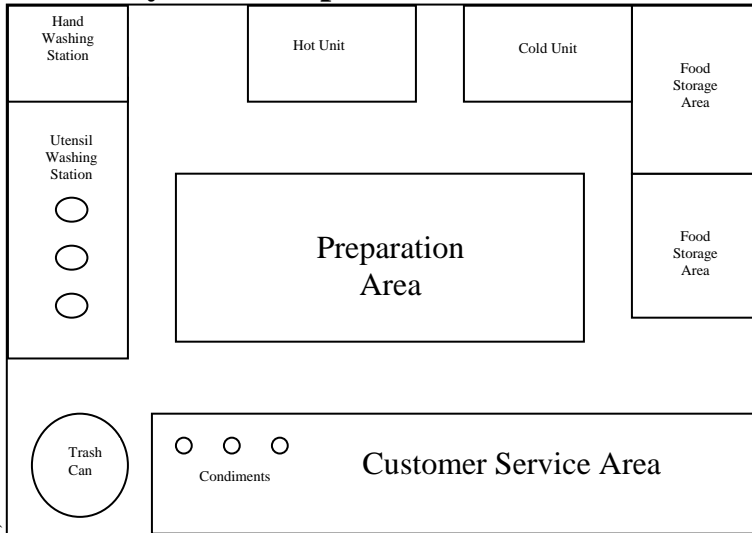
Bake Sales

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 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 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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Temporary Food Booth Application

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

Nonprofit Organizations with copy of IRS 501 c(3) (examples: govt. entity, church, public charity, charitable school organizations)	\$0
Temporary food permit fees	\$15 application fee \$30 per day
If received less than 48 hours from event start date, the required fee will be twice the normal amount as described above. Total amount \$ _____ X 2 = _____	
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: _____ DL #: _____
 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.			

When booth will be ready for inspection: **date** _____ **time** _____

Please Check One of the Following:

- Booth Location: **inside** **outside** materials used _____
- Water Source: **city** **other source** source _____
- Waste Collection: **city** **other source** 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 _____

This paperwork & fees must be submitted to:
Baytown Fire Administration - 281-422-2311
201 E. Wye Dr., Baytown, TX 77521

Office Hours:
Monday – Friday
8 am -5 pm

BAYTOWN FIRE DEPARTMENT OUTDOOR EVENT / FOOD VENDOR'S PERMIT

Company / Vendor Name: _____ Contact Phone #: _____

Name of Event: _____ Contact Person: _____

Address of Event: _____ Date(s) of Event: _____

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

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- Are you a 501.c.3 organization? Yes No
1. Will you be using a heat producing device? Yes No
2. If "yes", will you be using an open flame? Yes No
3. Will you be using a generator? Yes No

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

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

FIRE CODE REQUIREMENTS FOR FOOD VENDORS

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

- All booths with any type of heat-producing or cooking devices must have at least one (1) 2A:40BC rated fire extinguisher with a current inspection tag and pin-seal on it.
- Booths that are deep-frying any food must also have a 'Class K' fire extinguisher within 20 feet of the cooking area.
- All vendors who are cooking with charcoal, wood or gas must do so in a safe and responsible manner.
- All booths using a power source of any type, must position the power source at least four (4) feet from any side or the roof of any tent or canopy. Re-fueling of any power source must be done at least 20 feet from any heat producing device.
- Propane and butane cylinders must be secured to prevent them from being overturned. Tanks must be at least 4 feet from a heat producing device or mounted in an assembly designed to prevent heating of the tank. Line(s) between the tank and the heat producing device must be arranged to prevent thermal or mechanical damage of the line(s).
- All canopies or tents must be fire rated (*a minimum of CPAI-84 fire rated*). Tags stating such rating must be attached to the canopy and legible for inspection.

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)	\$
Copy of this form to Fire Marshal's Office	