



# CITY OF WAXAHACHIE BUILDING & COMMUNITY SERVICES HEALTH INSPECTIONS

## CATERING PERMIT APPLICATION NON-PERMANENT TEMPORARY FOOD ESTABLISHMENT

The following guidelines are required to obtain a permit for food service.

1. Applications for and issuance of Non-permanent Temporary Food Establishment Permits are at 401 S. Rogers in the Building & Community Services. **Applications and fees should be made at least 48 hours in advance of the event. Applications and fees will not be accepted at the time of the event.**

**\*\*Payments for permits must be received (in advance) only between 8:30 a.m. – 4:30 p.m., Monday through Friday.**

2. The Non-Permanent Temporary Food Establishment can operate at a designated fixed location within the City limits only and is permitted based on the calendar year of January 1 through December 31.
3. Only approved food will be permitted. All personnel handling food must obtain a food handler safety course certification and have one certified food manager on-site at all times.
4. **HOME PREPARATION OR STORAGE OF FOOD IS NOT ALLOWED.**
5. All Non-Permanent Temporary Food Establishments must work in association with a commissary that is inspected and permitted by a regulatory agency (i.e.: state, county, or municipal) or in a facility that meets the requirements set forth by the 25 Texas Food Establishments Rules.
6. Suitable hair restraints, including hairnets, caps, or hairsprays, are required in food preparation and serving areas.
7. Use of tobacco in all forms is prohibited in food preparation and/or service areas.
8. All foods, food containers, utensils, napkins, straws, and single service materials must be stored well above the floor and adequately protected from splash, dust, insects, weather, or other contamination.
9. All condiments, including onions, relish, sauces, peppers, catsup, mustard, etc., available for customer self-service must be available in single self-service packets or be dispensed from sanitary automatic dispensers.
10. Non-Permanent Temporary Food Establishments can prepare potentially dangerous food items (potentially dangerous food item is a food that requires temperature control; this includes food of animal origin that is raw) if the following provisions are met:
  - a. Must have a person on site at all times during operation of the establishment that possesses a certified food manager certificate..
  - b. Facilities used for operation of the temporary establishment must meet the provisions listed under item 12 of these guidelines in addition to the following:
    1. Cooking, refrigeration, and all other required equipment must be located inside a concession trailer unit designed specifically for food preparation;
    2. Refrigeration equipment must be manufactured for its specific use (coolers with ice or containers using dry ice are not acceptable);
    3. Food preparation must take place inside the concession trailer unit.
11. All meat, dairy, and perishable food products must be stored at 41° degrees Fahrenheit or colder or at 135° degrees Fahrenheit or hotter.



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12. **PREPARING OR DISPLAYING FOOD IN AN OPEN UNPROTECTED AREA IS NOT ALLOWED. THIS INCLUDES PREPARING FOODS IN/ON OPEN-PIT BARBECUES, CHARCOAL GRILLS, BUTANE OR PROPANE COOKERS, OR SIMILAR METHODS. Adequate protection is required.**
13. All establishments that handle or prepare unpackaged foods are required to have convenient hand washing and utensil washing facilities. The number, type, and size of sinks required will be determined by the type of operation to be conducted. Disposable gloves are recommended and may be utilized. The requirements are as follows:
- Multi-compartment sink;
  - Hot and cold running water from an approved source;
  - Available sanitary sewer facilities or a system that complies with liquid waste disposal code requirements;
  - Suitable flooring (i.e.: asphalt, concrete, removable platforms, duckboards, or other suitable materials approved by the director that effectively control dust and mud);
  - Overhead covering and a minimum of three (3) walls; and
  - Hot and cold holding equipment with thermometers readily available.
14. Establishments which do not have conveniently available hot and cold running water and sanitary sewer facilities **MUST FURNISH THE FOLLOWING FACILITIES**, when all food items are not pre-packaged.
- At least (5) gallons of portable water in a sturdy plastic dispensing container to be used for hand washing, utensil cleaning and sanitizing; if portable water replenishment is not readily available, additional containers of portable water may be required.
  - One (1) sturdy pail or tub with soap, water, and a small amount of chlorine liquid bleach (approximately ¼ ounce) for hand washing.
  - Disposable paper towels, hand cleaning soap, or detergent.
  - Two (2) sturdy plastic pails or tubs of at least two gallons capacity; one for washing and one with chlorine liquid bleach/water solution of fifty (50) parts per million or greater for sanitizing.
  - An adequate size container of household liquid chlorine bleach and chlorine test strips for verifying a chlorine concentration of at least fifty (50) parts per million.
  - A sturdy five (5) gallon plastic container with a small opening and a funnel to receive and store liquid wastes until proper disposal can be made to a sanitary sewer system.
  - Convenient solid waste containers, preferably with plastic liners.
15. When self-services ice dispensers are not provided, ice scoops are required. Ice used for human consumption must be stored separately from ice used to refrigerate drink bottles, cans, or cartons. Ice storage units must have open drains to prevent submergence of chilled drink cartons, cans, or bottles from contact with melted ice water.
16. All wastewater from sinks, steam tables, etc. must be drained or disposed of into the sanitary sewer system or in a manner that is consistent with liquid waste disposal code requirements.
17. Animals are prohibited in all food establishments.
18. **FAILURE TO MEET PROVISIONS OF THESE REGULATIONS MAY RESULT IN A MUNICIPAL COURT CITATION AND FINES OF UP TO \$1,000 FOR EACH VIOLATION. All food establishments will be required to comply with all of the guidelines listed unless written permission is given by the Director of Building and Community Services.**

**For Further Assistance Please Call (469) 309-4130**



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PLEASE CIRCLE WHICH PERMIT YOU ARE APPLYING FOR:

ANNUAL PERMIT (CIVIC CENTER) - (\$120.00) ONE-TIME PERMIT (\$60.00)

Please complete the following information; please print clearly

Texas DSHS or Other Agency Permit No: \_\_\_\_\_ Date Issued & Expiration Date: \_\_\_\_\_

Name of Establishment: \_\_\_\_\_

Event Operator: \_\_\_\_\_

Owner (if different from operator): \_\_\_\_\_

Address of Establishment: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Establishment Phone: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

**CERTIFIED FOOD MANAGER (CFM) CERTIFICATION INFORMATION**

Name of CFM On-Site: \_\_\_\_\_ (Attach copy of CFM)

Certification #. & Exp. Date: \_\_\_\_\_

**FOOD PREPARATION**

On Site: Yes \_\_\_\_\_ No \_\_\_\_\_ If NO, list where food items will be prepared and by who:

Prepackaged: Yes \_\_\_\_\_ No \_\_\_\_\_ If NO, list commissary location(s) or supplier:

**FOOD STORAGE & TRANSPORTATION**

Refrigeration Units: Number \_\_\_\_\_ Location(s) \_\_\_\_\_

Freezer Units: Number \_\_\_\_\_ Location(s) \_\_\_\_\_

Hot Holding Units: Number \_\_\_\_\_ Location(s) \_\_\_\_\_

I understand that giving false information will be grounds for denial/revocation of this permit.

Applicant's Signature \_\_\_\_\_



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Special Event Title \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Time of Operation: From \_\_\_\_\_ To \_\_\_\_\_

Location of Event: \_\_\_\_\_

Organization \_\_\_\_\_ Responsible Person \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Food Items To Be Served	Place of Preparation & Storage

**NOTE: ONLY LISTED FOODS & BEVERAGES MAY BE SERVED**

I acknowledge receipt of a copy of the City of Waxahachie Guidelines for Temporary Food Establishments and understand that failure to meet provisions for a Temporary Food Establishment can result in citations for violations and penalties that will be assessed in court. I certify that all facts stated in this application are true and correct to the best of my knowledge.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Applicant's Phone # \_\_\_\_\_

**REMIT APPLICATION TO: BUILDING & COMMUNITY SERVICES – HEALTH INSPECTIONS  
401 S. ROGERS (CITY HALL) OR  
P.O. BOX 173, WAXAHACHIE, TX 75168**

**PLEASE RETURN ALL PAGES FILLED OUT COMPLETELY AT THE TIME OF APPLICATION ALONG WITH A COPY OF A VALID STATE ISSUED DRIVER'S LICENSE OR I.D. AND ANY OTHER DOCUMENTATION REQUIRED. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

Approval Signature \_\_\_\_\_ Date \_\_\_\_\_