



## CITY OF WAXAHACHIE BUILDING & COMMUNITY SERVICES HEALTH INSPECTIONS

### PERMIT APPLICATION

### FEEDING PROGRAM UNIT

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The following items are required to be met to obtain a permit for food service.

1. Application filled out completely and approved by the Director of Building & Community Services.
2. Proof of liability insurance on vehicle used for transportation.
3. Copy of food establishment permit for commissary/kitchen if food items are not prepared on-site in mobile unit or if food items are not pre-packaged.
4. Copy of Certified Food Manager Certification for food preparation units. Feeding Program units serving pre-packaged items will need to have at minimum one (1) person on-site that has obtained the Food Handler Safety Course.
5. Location of service. If the unit will be setting up service in an area owned by an individual/organization that is not the applicant, a letter of authorization must be provided by the said individual/organization. Feeding Program applicants must provide authorization for service area by both the Texas Department of Agriculture and the individual/organization.
6. Copy of valid state issued driver's license of applicant.
7. Units must set up an inspection with the Health Inspector.
8. Pay the necessary fees as follows: **Feeding Program Unit - \$60.00 per site for designated time period.**

**\*\* Additional information may be required at any time during the application review \*\***

The following guidelines will need to be met in order to obtain a permit for food service:

1. Only approved food will be permitted. Any changes regarding operation must be pre-approved before proceeding with service. **HOME PREPARATION OR STORAGE OF FOOD IS NOT ALLOWED. PLEASE PROVIDE MENU OF FOOD TO BE SERVED.**
2. All meat, dairy, and perishable food products must be stored at 41°F or colder or at 135°F or hotter. All equipment used for temperature control must be sanitary and suitable for use.
3. 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.
4. All condiments (including sauces, relish, mustard, catsup, etc.) available for self-service must be available in single self-service packets or be dispensed from sanitary automatic dispensers.



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5. When self-service 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 items from contact with melted ice water.
6. Permitted food units can only operate at the location/area that is designated in the application.
7. Feeding Program Permits are valid during the time frame allowed by the Texas Department of Agriculture and expiring within the same year of issuance.
8. Any food unit who enters upon any premise owned, leased, or rented by another and refuses to leave such premises after having been notified by the owner, occupant, or such premises, or its agent, to leave the same and not return to such premises shall be deemed guilty of a misdemeanor.
9. It shall be unlawful for any person to give any false or misleading information in connection with his/her application for a permit required by the City Code of Ordinances.
10. Every food unit having a permit issued under the provisions of the City Code of Ordinances, and doing business within the City of Waxahachie, shall display the permit upon the request of any person, and failure to do so shall be deemed a misdemeanor.
11. Failure to meet provisions of these regulations may result in a municipal court citation and fines of up to \$2,000 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 & Community Services.



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FEEDING PROGRAM UNIT PERMIT APPLICATION**

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Date of Application: \_\_\_\_\_ Program Dates: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

***Type of Food Service***

Pre-Packaged Only     Food Preparation (Provide Menu)

Site Location: \_\_\_\_\_

Name of Commissary: \_\_\_\_\_

Commissary Address: \_\_\_\_\_

Commissary Permit No. \_\_\_\_\_ Permitting Agency: \_\_\_\_\_

***Vehicle Information***    (Permit is only good for described vehicles.)

**Vehicle 1**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Vehicle Identification No. (VIN): \_\_\_\_\_ Color: \_\_\_\_\_

License Plate No.: \_\_\_\_\_ State: \_\_\_\_\_

**Vehicle 2**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Vehicle Identification No. (VIN): \_\_\_\_\_ Color: \_\_\_\_\_

License Plate No.: \_\_\_\_\_ State: \_\_\_\_\_