



**CITY OF DECATUR, TEXAS**

1601 S. State St., Bldg. C, Decatur TX 76234

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**TEMPORARY  
FOOD ESTABLISHMENT  
PERMIT APPLICATION**

Permit #: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

Total Fee Collected: \_\_\_\_\_

**Permit fees are non-refundable**

**A COMPLETED APPLICATION MUST BE RECEIVED A MINIMUM OF 3 FULL BUSINESS DAYS PRIOR TO EVENT**

**PERMIT VALID FOR A MAXIMUM 14 CONSECUTIVE DAYS**

**A FIRE DEPARTMENT MOBILE FOOD PERMIT MAY BE REQUIRED. CONTACT 940-393-0230**

**TAX EXEMPTION PAPERWORK MUST BE ATTACHED TO APPLICATION FOR FEE WAIVER**

**PLEASE PRINT LEGIBLY OR TYPE APPLICATION INFORMATION**

**EVENT INFORMATION**

*Food service must be set up minimum 30 minutes prior to start of event*

NAME OF SPECIAL EVENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City State Zip

DATE(S) OF EVENT: \_\_\_\_\_

TIME(S) OF EVENT: \_\_\_\_\_ a.m./pm TO: \_\_\_\_\_ a.m./p.m.

**APPLICANT INFORMATION**

NAME OF FOOD BOOTH OR BUSINESS: \_\_\_\_\_

OWNER/CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City State Zip

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

PERSON IN CHARGE ON SITE: \_\_\_\_\_ PHONE: \_\_\_\_\_

**ALL FOODS MUST BE PREPARED ON SITE OR AT A PERMITTED FACILITY**

**FOOD ITEMS TO BE SERVED\***  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLACE OF PREPARATION AND STORAGE**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\* Note: Only authorized food and beverages listed above may be served.**

I understand any permit granted from this application may be revoked for cause. Failure to comply with the City of Decatur rules and regulations, as well as any notices for correction of violations affecting public health and sanitation, and/or any false or misleading information provided on this application, shall be deemed cause for revocation of the Temporary Food Establishment Permit and **CLOSURE** of the establishment.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

## TEMPORARY EVENT FOOD SERVICE REQUIREMENTS

YOU ARE REQUIRED TO HAVE THE FOLLOWING ITEMS AT YOUR TEMPORARY FOOD UNIT BEFORE YOU WILL RECEIVE A PERMIT:

- 1) **Only approved food products will be permitted.** Preparation or storage of food in the home is NOT permitted. All condiments available for customers, including relish, catsup, mustard etc. shall be in single service packets or dispensed from sanitary dispensers. Single service plates, cups and utensils shall be provided.  
If food is prepared off site and stored hot or cold before service - Name and address where any food preparation or storage is provided. A copy of the most recent health permit for this location shall be submitted.
- 2) **All perishable food products shall be maintained under proper temperature control:** Hot foods: 135 degrees or hotter; cold food 41 degrees or colder No cool-down and re-heat of leftovers is allowed. All food must be processed and sold the same day.  
Have a thermometer available to check internal temperature of foods – (0-220 degrees F).
- 3) **Foods shall be protected at all times.** Open or unprotected displays of food shall not be permitted. All food and food supplies are to be kept a minimum of 6 inches (6”) off the floor.
- 4) **All floor, ceiling and wall finishes must be non-absorbant easily cleanable and light in color.**
- 5) **Ice to be used for human consumption shall be properly stored.** Ice used to refrigerate food, drink bottles or cans shall be stored separately from ice used in food or drinks.
- 6) **All employees shall:** a) wear clean clothes and approved hair restraints b) wash hands with soap and water as frequently as necessary to keep them clean, even when disposable gloves are used c) use disposable gloves, paper, or utensils when handling food; d) one employee per booth shall possess a valid food-handler card or CFM card
- 7) **Eating, and/or the use of chewing tobacco in any form is prohibited** in food preparation or service areas. Beverages are allowed only if they are covered with a tight-fitting lid that has a straw.
- 8) **Have a three (3) compartment sink available for the following uses of water:**  
A) Soapy water for washing utensils or anything that needs washing; b) Clean rinse water to remove soap c) Water with bleach or sanitizer to sanitize things washed ( 1 tablespoon bleach to 1 gallon of water )
- 9) **Have a sink with available warm, clean water for hand-washing.** The hot water tank must be at least 5 gallons and your disposal tank must be at least 15% larger than your freshwater tank. liquid soap; paper towels and disposable gloves must be available at hand sink
- 10) **All trash must be contained** in leak-proof, non-absorbent containers lined with plastic bags; covered when not in constant use
- 11) **Toxic items must be properly labeled and stored** away from food, food prep areas and food supplies
- 12) **A Fire Extinguisher** ( A/B/C type) is required if you are cooking food of any sort. A fire suppression system or a K extinguisher may also be required.
- 13) **A Food Handler card** or **A Certified Food Manager card** is required for the Person in Responsible Charge and they must register with the City as the CFM/FH for the Establishment.