



Community Development

**Health Division**

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## Temporary Event Permit Application

**\*Please submit a copy of Health permit, most recent health inspection if outside city limits, and the Food manager/handlers' certificate(s) with this application.**

\_\_\_\_\_  
Event Date & Name

\_\_\_\_\_  
Address

Setup Time: \_\_\_\_\_ Time Sales Begin: \_\_\_\_\_ Time Sales End: \_\_\_\_\_

**\*Please have your cell phone available during event, so we can reach you.**

Submitted Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Name & Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

**Please list each food item you plan to sell and how it will be prepared & served:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### For Office Use Only

Permit Valid Date(s): \_\_\_\_\_ Permit #: \_\_\_\_\_

Health Inspector Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Building Official Approval: \_\_\_\_\_ Date: \_\_\_\_\_

# Requirements for Temporary Health Permit

(The Permit must be posted in public view)

**FEES** - All fees will be due at the time the permit is issued.

1. Single Day Events: \$75.00
2. NO Expedited Reviews- applications should be submitted at least 3 days prior to event
3. Permit fees are not refundable.

## FOOD

1. All food ingredients must be from an approved source and in sound condition. (Catered from a permitted establishment.)
2. All food preparation, processing, and service shall be located in/on an approved surface (concrete, asphalt, wood).
3. All food items should be from an approved source, properly covered, and never stored on the ground.
4. Food Temperatures:
  - a. Cold Hold – shall not exceed  $-41^{\circ}\text{F}/5^{\circ}\text{C}$  or below
  - b. Hot Hold – shall not be less than  $135^{\circ}\text{F}/57.2^{\circ}\text{C}$
  - c. A metal stemmed thermometer must be provided. ( $0-220^{\circ}\text{F}$ )
5. Cutting or preparation of any food item shall be done on a clean, smooth non-absorbent surface.
6. Only employees of the food booth shall be allowed in the food preparation area. (No children are allowed).

## SANITATION

1. Food handlers must wear hand protection/gloves and hair restraints in in food preparation/service area at all times.
2. Hand wash station must be in use before any food prep begins. Warm water, soap & paper towels must be provided with a waste retention tub.
3. Three (3) separate tubs labeled “Wash”, “Rinse” & “Sanitize” must be on site.
4. Only single service items may be used (cups, plates, utensils, etc,) and must be stored not less than 6” from the ground.
5. Provide a trash receptacle with a lid for waste food items.

## OTHER

1. A fire extinguisher must be present. (Booths are not allowed to share,)
2. Tobacco use is not allowed in food preparation or service areas.