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## Temporary Food Establishment (TFE) Application

- **Incomplete applications will not be accepted. If an item is not applicable enter N/A.**
- Submit completed application with the appropriate fee to our WCCHD office at 303 Main, Georgetown, or 211 Commerce Blvd, Ste. 111, Round Rock, two (2) weeks prior to the event to allow time to mail your permit prior to the event. After that time you will be required to deliver the application and fee in person to obtain your permit.
- Operating a food establishment without a valid permit is a violation of City and County regulations.
- Failure to meet the minimum requirements for food safety as defined in the Texas Food Establishment Rules (TFER) will result in our refusal to issue a permit or void an existing permit.
- Permit applications must be submitted by noon of the last business day prior to the event.

**NAME OF EVENT:** \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Time of event: \_\_\_\_\_

Event Location/Address: \_\_\_\_\_

City: \_\_\_\_\_

Date and time TFE will be set up and ready for inspection: \_\_\_\_\_

Event Coordinator / Phone: \_\_\_\_\_

**NAME OF BOOTH:** \_\_\_\_\_

Owner name: \_\_\_\_\_

Owner phone: \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_

If a Central Preparation Facility (CPF) is used for any part of the preparation of food for the event provide the following information:

CPF Name: \_\_\_\_\_

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

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

If any food product is prepared or cooked at a CPF in another jurisdiction you must provide a copy of the current permit of that facility and their last inspection report.

If the food being sold and/or sampled is produced under a Manufactured Foods Permit issued by the Texas Department of State Health Services, a copy of that permit must be on site at each event.

List ALL food and drinks to be prepared, cooked, held under temperature control, and/or served

**\*Temporary Food Establishment (preparation takes place on site)**

| Food to be Prepared, Cooked, or Sold (indicate whether prepared at CPF or TFE*) | Thaw (How and Where) | Cut/Wash Assemble (Where) | Cold Holding (How and Where) | Cook (How and Where) | Hot Holding (How and Where) | Reheating (How and Where) | Commercial Pre-portioned Package |
|---|----------------------|---------------------------|------------------------------|----------------------|-----------------------------|---------------------------|----------------------------------|
|   |                      |                           |                              |                      |                             |                           |                                  |
|   |                      |                           |                              |                      |                             |                           |                                  |
|   |                      |                           |                              |                      |                             |                           |                                  |
|   |                      |                           |                              |                      |                             |                           |                                  |
|   |                      |                           |                              |                      |                             |                           |                                  |
|   |                      |                           |                              |                      |                             |                           |                                  |
|   |                      |                           |                              |                      |                             |                           |                                  |
|   |                      |                           |                              |                      |                             |                           |                                  |
|   |                      |                           |                              |                      |                             |                           |                                  |

TCS foods requiring hot or cold hold will be transported to ensure proper temperature control

\_\_\_\_\_ in ice chest(s) with cold packs and thermometer (41°F)

\_\_\_\_\_ in ice chest(s) with hot pack and thermometer (135°F)

\_\_\_\_\_ if other, describe: \_\_\_\_\_

The following foods will be purchased at an approved facility for preparation on site (circle all that apply):

\_\_\_\_\_ Beef                      Raw                      Precooked                      Frozen

\_\_\_\_\_ Chicken                      Raw                      Precooked                      Frozen

\_\_\_\_\_ Fish                      Raw                      Precooked                      Frozen

If baked goods are to be sold, where were they prepared or purchased? \_\_\_\_\_

\_\_\_\_\_

Will drinks be served (circle one):                      in cups with ice                      in original containers

An approved water source will be available for use during the event:                      Yes                      No

If no, what is your source for water? \_\_\_\_\_

The **handwashing station** must consist of minimum 2 gallon

Describe the location and set-up for **washing/rinsing/sanitizing of utensils**: \_\_\_\_\_

\_\_\_\_\_

How will you collect, store, and dispose of waste water and/or grease? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant / Representative Signature

\_\_\_\_\_  
Date

-----OFFICE USE ONLY BELOW THIS LINE-----

Amount Due - \$50

Permit # - TF - \_\_\_\_\_

Date Paid \_\_\_\_\_

Receipt Number \_\_\_\_\_

Check \_\_\_\_\_ Money Order \_\_\_\_\_

Cash \_\_\_\_\_ Credit Card \_\_\_\_\_

\_\_\_\_\_ Paid in person, permit issued

\_\_\_\_\_ Paid in person, permit mailed (date): \_\_\_\_\_

\_\_\_\_\_ Received in mail, permit mailed (date): \_\_\_\_\_

\_\_\_\_\_ Paid in person to be picked up later

Permit picked up at office by \_\_\_\_\_ on \_\_\_\_\_  
Name Date