



## *Corsicana - Navarro County Public Health District*

115 W. Collin St. - Corsicana, Texas 75110  
Telephone (903) 874-6711 – Fax: (903) 872-8014  
navarrohd.org

### **Temporary Permit – Pre-Permit** **Requirements Checklist**

**PERMIT FEES ARE NOT REFUNDABLE AND NOT TRANSFERABLE**

These requirements **must** be completed and turned in before you can apply for a Temporary Permit. The fee for a temporary permit is \$100 per booth for day 1 and \$30 for each additional day. We accept cash, checks, and debit/credit cards. If check, make it payable to the Corsicana Health Department. **All applications and documents MUST be submitted to the office TEN days before the event. NO EXCEPTIONS. Temporary Permits are limited to FIVE consecutive days ONLY and ONE temporary permit per month.**

#### **For Events**

- Flyer of the Event
- Location of booth
- Copy of Menu

#### **For Temporary Locations**

- Notarized Letter from property owner/manager giving permission to be at location.
- Copy of Menu

#### **Non-Profit**

*All the above is required for Non-Profit entities in addition to proof of Non-Profit status.*



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# Temporary Food Establishment Inspection Guidelines

This document is a guideline provided for persons interested in a Temporary Food Establishment Permit operating within the jurisdiction of Navarro County. Temporary food establishment equipment and criteria may vary depending on the type of operation.

**REQUIREMENTS FOR FOOD PREPARATIONS:** Food shall be obtained from approved sources and be in sound condition. Food shall be prepared only in permitted or licensed establishments. Food prepared in a private home is not allowed. The Texas Food Establishment Rules (TFER) requires that meat and poultry products be cooked to the following minimum internal temperatures: Poultry-165°F, Ground Meats-155°F, Pork-145°F, and other Meats-145°F. Time/temperature control for safety (TCS) foods (i.e., foods which consist in whole or in part of milk or milk products, eggs, cut tomatoes, cut melon, raw seed sprouts, cooked vegetables, meat, and seafood) shall be held at 41°F or lower, or at 135°F or above. Equipment adequate to cook and maintain foods at the required temperatures shall be provided. An accurate food temperature thermometer (metal stem) shall be used to monitor the proper internal cooking and holding temperatures of TCS foods. Packaged foods shall not be stored in direct contact with water or undrained ice.

**EQUIPMENT:** Food, utensils, and single service articles shall be protected from contamination during storage, preparation, display, and service. Utensils, including ice scoops, shall be provided to minimize handling of foods. Food contact surfaces shall be easily cleanable and washed, rinsed, and sanitized as necessary using three suitably sized basins as follows: wash with warm soapy water, rinse in clean water and sanitize with 50 ppm chlorine or 200 ppm quaternary ammonia. Single-service articles must be provided for use by the consumers.

**PERSONAL HYGIENE:** Personnel shall maintain a high degree of personal cleanliness and conform to good hygienic practices. They shall be free of infections which may transmit foodborne illness. Hands shall be washed as often as needed during food preparation. Handwash facilities shall include an insulated container with a spigot that can be turned on to allow potable, clean, warm water to flow; a wastewater container; soap; disposable towels and a waste receptacle. An approved hand sanitizer must be used after handwashing. Single-use gloves may be used in addition to handwashing. The use of tobacco or eating food in preparation and serving areas is prohibited.

**WATER:** A sufficient supply of flowing water from an approved source shall be provided to prepare food and to clean hands, equipment, and utensils. A closed water container with a spigot may be used.

**TOILET FACILITIES & WASTE DISPOSAL:** Conveniently located toilet facilities shall be provided. All sewage and wastewater shall be disposed of through a sewage system according to law. Adequate, covered containers for refuse and garbage shall be provided.

**BOOTH CONSTRUCTION:** Subflooring shall be graded to drain, and dust shall be controlled. Floors shall be constructed of concrete, asphalt, dirt, or gravel if covered with mats, removable platforms or other suitable materials approved by the regulatory authority, such as but not limited to tarps. Overhead protection above food preparation areas shall be constructed of wood, canvas, or other materials to protect against the weather. Pests (flies, roaches, or rodents) shall be controlled. Doors, walls, screening, and other measures may be required when necessary to restrict the entrance of flying insects.

**ADVISORY:** Section 228.222 (a) of the Texas Food Establishment Rules provides that “The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment, may prohibit the sale of some or TSC foods, and when no health hazard will result, may waive or modify requirements of these rules.” Failure to comply with these requirements may result in the immediate suspension of the permit and assessment of penalties as provided by the Texas Health and Safety Code, Chapter 437.

# Corsicana-Navarro County Public Health District

115 W. COLLIN ST. - CORSICANA, TX 75110  
TELEPHONE (903)874-6711 - FAX (903)872-8014

## Food Application

PERMIT FEES ARE NOT REFUNDABLE AND NOT TRANSFERABLE. ALL FOOD PERMITS EXPIRE ON DECEMBER 30TH

Business Name: _____	Business Phone #: _____
Business Address: _____	Email Address: _____
Business Owner: _____	Phone #: _____
Mailing Address: _____	Driver's License #: _____
Corporate Name: _____	Corporate Phone #: _____
Corporate Address: _____	Corporate Fax #: _____

Please check the appropriate blanks that apply to your food business.

- |  |         |  |
|--|---------|--|
| <input type="checkbox"/> Application Fee (New Business or Change of Ownership)   | \$50    | Plus items marked below.   |
| <input type="checkbox"/> Plan Review (New or Remodel)  | \$100   |  |
| <input type="checkbox"/> Annual Food Service Fee   | \$200 + | \$5.00 x ____ (number of employees + owners)                                       |
| <input type="checkbox"/> Grill/Kitchen   | \$200   | Additional to Annual Food Service Fee  |
| <input type="checkbox"/> Alcoholic/Nutrition/Coffee Bar  | \$200   | Additional to Annual Food Service Fee  |
| <input type="checkbox"/> Catering/Mobile   | \$300   | Additional to Annual Food Service Fee  |
| <input type="checkbox"/> Grocery/Convenience Store - Annual Fee  | \$200 + | \$5.00 x ____ (number of employees + owners)                                       |
| <input type="checkbox"/> Bakery (within grocery store)   | \$200   | Additional to Grocery/Convenience store Fee  |
| <input type="checkbox"/> Deli (within grocery/convenience store)   | \$200   | Additional to Grocery/Convenience store Fee  |
| <input type="checkbox"/> Grocery (within grocery/convenience store)  | \$200   | Additional to Grocery/Convenience store Fee  |
| <input type="checkbox"/> Meat Market (within grocery store)  | \$200   | Additional to Grocery/Convenience store Fee  |
| <input type="checkbox"/> Produce (within grocery store)  | \$200   | Additional to Grocery/Convenience store Fee  |
| <input type="checkbox"/> Seafood (within grocery store)  | \$200   | Additional to Grocery/Convenience store Fee  |
| <input type="checkbox"/> Sushi (within grocery store)  | \$200   | Additional to Grocery/Convenience store Fee  |
| <input type="checkbox"/> Catering Units (within grocery store)   | \$200   | Additional to Grocery/Convenience store Fee  |
| <input type="checkbox"/> Mobile Food Units (MFU) - General & Push Cart   | \$400 + | \$5.00 x ____ (number of employees & owners)                                       |
| <input type="checkbox"/> Snow Cone Businesses  | \$300 + | \$5.00 x ____ (number of employees & owners)                                       |
| <input type="checkbox"/> Day Care  | \$300 + | \$5.00 x ____ (number of employees & owners)                                       |
| <input type="checkbox"/> County Jail   | \$300 + | \$5.00 x ____ (number of employees & owners)                                       |
| <input type="checkbox"/> Community Temporary Event   | \$100   | Per Booth - 1st Day (do not add application fee)<br>+ \$30 for each additional day |
| Event Name: _____  |         |  |
| Event Location: _____  |         |  |
| Event Date & Time: _____   |         | List of Food to be Prepared/Sold: _____  |
| License Plate of Trailer: _____  |         | _____  |
| <input type="checkbox"/> Re-Inspection Fee (per Re-Inspection)<br>(includes failed new business inspections, failed regular inspections) | \$125   |  |
| <input type="checkbox"/> Late Fee  | \$100   |  |

**Total Amount Due:** \_\_\_\_\_

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

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

\_\_\_\_\_  
Date