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## Temporary Food Establishment (TFE) Application

Permit fee - \$35

- **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) and time (open to close) of event: \_\_\_\_\_

Event Location: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

List ALL food and drinks to be prepared, cooked, held under temperature control, and/or served  
(Additional information may be added on chart at end of application)

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

\*CPF – Central Preparation Facility  
\*\*TFE – Temporary Food Establishment

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

How will TCS foods requiring hot or cold hold be transported to ensure proper temperature is maintained?

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How often will temperatures be verified? \_\_\_\_\_

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Where will the following foods be purchased: meat, poultry, seafood, ice? \_\_\_\_\_

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

Will drinks be served \_\_\_in cups with ice? \_\_\_\_in original containers?

Will an approved water source be available for use during the event?      Yes              No

If yes, how will water be distributed and stored at the TFE? \_\_\_\_\_

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

Describe the location and set-up for handwashing within your booth: \_\_\_\_\_

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-----

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

Date Paid \_\_\_\_\_ Receipt Number \_\_\_\_\_ Check Number \_\_\_\_\_ Cash \_\_\_\_\_

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

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

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

Name

Date

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(continued)

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