

CITY OF IRVING INSPECTIONS - TEMPORARY FOOD EVENT APPLICATION Permit # FT-

Private events not open to the general public do not require a food permit. If unsure, contact the phone # or email below

To obtain a permit: submit this completed application and fees (\$50 fee + \$5 a day per booth) & late fees if applicable

BY MAIL: City of Irving - Inspections Department, P. O. Box 152288, Irving TX 75015-2288

IN PERSON: Inspections Department, 825 W. Irving Blvd., 2nd Floor, Irving TX 75060

BY EMAIL: irving-permits@cityofirving.org

Inspections phone: **972-721-2371**

EVENT INFORMATION \$50 late fee assessed (application was received less than 3 full business days prior to the event)

Event name	Event location address
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Reason for event: festival carnival fund-raiser public exhibition celebration sporting event _____

Dates & times of the event	Food vendor set up time	# of booths
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Vendor name	Vendor physical address (City / State / Zip / Suite #)
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Contact person name	Contact person email	Phone
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VENDOR TYPE I have an Irving food establishment or mobile unit permit

I have a food establishment or mobile unit permit located outside of Irving - Type: food establishment Mobile food unit
submit copies of: food permit most recent inspection government photo ID food handler or food manager certification of the person that will be in charge at the event commissary note (mobile food units only)

I am a vendor without a licensed food establishment or mobile unit permit - submit copies of: food handler or food manager certification of the person that will be in charge at the event government photo ID

MENU OF FOODS Menu must be approved by Inspections for vendors without a food establishment or mobile unit permit

Submit an additional list if there is not enough space below for all food items

FOOD & BEVERAGE ITEMS	WHERE FOODS ARE PREPARED (ex: on-site, mobile unit, commissary, commercial kitchen)	TEMPERATURE CONTROL (ex: plug in cooler, freezer, ice chest with full ice contact on the food, dry ice, plug in warmer, insulated hot food box, griddle, chafer, grill, etc.)

EVENT SETUP Overhead coverings: tent inside a building other _____

Sanitizer type: chlorine quat Flooring: concrete/asphalt plywood platforms tarps mats other _____

APPLICANT MUST INITIAL EACH APPLICABLE ITEM LISTED BELOW PRIOR TO SUBMITTING THIS APPLICATION

- _____ Vendors must be set up 30 minutes or more prior to the start of event (or earlier if required by the Inspections Department).
- _____ Failure to set-up on time may result in denial of the vendor to operate or limiting the types of foods that may be served
- _____ The applicant is not entitled to a refund of permit fees once submitted even if the permit is not approved by the department
- _____ One person must be on-site during the event that has an approved food handler or food manager certification

All temporary food event guidelines must be followed or subject to permit suspension and removal from the event

Vendors without a licensed food establishment or mobile unit permit must also initial all items below:

- _____ All foods must be **prepared on-site**. The foods must require limited preparation (ex: burgers, hot dogs, nachos, etc.)
- _____ **All time controlled for safety foods (TCS foods) must be obtained the day of the event. Receipts for purchase of TCS foods must be provided to the inspector at the event or those foods may be prohibited for use at the event** (ex: poultry, meats, dairy, cooked plant products, sprouts, cut melons, cut lettuce / cabbage)

PERSON IN CHARGE ON-SITE *Person in charge is subject to citations for violations of city ordinance that occur

Full name	Government photo identification (Type / ID #)	Cell phone
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Home address / City / State / Zip	Date of birth
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I verify that all the submitted information above is accurate

Applicant Signature	Print Name	Date
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Staff initials _____ Temporary food permit guidelines issued to applicant in person email