

DISH WASHING / SANITIZING

- A three-compartment container setup must be available to wash utensils (tongs, knives, cut boards, food containers, etc.)
- Compartments must be large enough for full submersion of utensils



- Wiping cloths and sanitizing solution must be available to clean surfaces (if preparing foods on-site)
- Sanitizer test strips must be available to ensure proper sanitizer levels are maintained
- Single use disposable containers may be used to minimize utensil washing
- All equipment and utensils used at events must be cleaned and sanitized before and after use



STANDS / MISCELLANEOUS

- Flooring must be ply-wood, concrete, asphalt, mats, platforms or other approved material (dirt or grass flooring is prohibited)
- Overhead coverings must meet Fire Code requirements. Contact Fire Dept. with questions 972-721-2651
- Wastebaskets with liners must be provided. Trash must be disposed of regularly and at days end
- Animals are prohibited in food preparation and food service areas
- All surfaces must be well constructed and easily cleanable
- Adequate toilet facilities must be available for staff
- Wastewater must not be dumped on the ground. It must be disposed of into the sanitary sewer system

Additional requirements may be deemed necessary by the Inspections Department

City of Irving
Inspections
Department

Temporary Event Guidelines



***825 W. Irving Blvd.
Irving, TX 75060
(972) 721-2371***

PERMITTING GUIDELINES

- A single temporary event permit cannot last more than 14 consecutive days and must be associated with a single event or celebration such as a festival, carnival, fund-raiser, public exhibition or sporting event

A PERMIT IS REQUIRED FOR:

- Sale or distribution of time/temperature control for safety foods to the general public. Time/temperature control for safety foods includes perishable foods such as meats, poultry, dairy, eggs, fish, cooked plant foods, raw seed sprouts, cut melons, cut leafy greens, or cut tomatoes

A PERMIT IS NOT REQUIRED FOR:

- Private events such as company picnics or employee celebrations
- Prepackaged non-time/temperature control for safety foods and non-time/temperature control for safety foods such as beverages, cookies, chips, candy bars, etc. that are from a licensed source (no bake sales are allowed)

APPLICATIONS / FEES:

- Fee - \$50 plus \$5 per booth per day. If a vendor has a City of Irving food permit a fee is not required but an application is still required. **All Applications must be submitted at least 3 full business days prior to event or \$50 late fee will be assessed**
- Applications are available online at www.cityofirving.org or at the Inspections Department at 825 W. Irving Blvd
- Operations found without a permit will be assessed a double fee (\$100 plus \$10 per booth per day) and are subject to citation and/or event closure

FOOD REQUIREMENTS

- Only prior approved foods will be permitted. Time/temperature controlled for safety foods prepared on site must be purchased the day of the event and receipts for foods must be provided
- Gloves, tissues or tongs must be used for open foods. Bare hand contact will not be allowed
- Foods that require extensive preparation must be prepared in a licensed facility. All other foods must be prepared on site. **Home preparation / storage is not allowed**
- Foods must be cooked to proper temperatures and be maintained at $\leq 41^{\circ}$ F or $\geq 135^{\circ}$ F
- A probe thermometer with a range of zero to 220° F must be available
- Condiments can only be provided as single serve packets unless otherwise approved

FOOD STORAGE / TRANSPORT

- All foods and containers must be stored at least 6 inches above the ground. Food must be covered and protected at all times
- Leftover food cannot be reused
- Customer self-service of ice is prohibited
- Proper temperatures must be maintained during transport / storage / service
- Equipment for maintaining temperatures must be available at all times. If using plain ice for temperature control the ice must contact all parts of the food packaging (food packages must be resistant to water entry). Dry ice may also be used for air temperature control

HAND WASHING

- Sinks must be available for employee hand washing. Hand sanitizer is not acceptable in place of hand washing
- A temporary setup may consist of a water container with a free flowing spigot, a catch bucket, soap and paper towels. At least 5 gallons of water must be available



EMPLOYEES

- Restrained hair and clean clothes are required
- Employees must be illness free
- No eating, drinking or smoking is allowed in food preparation and service areas
- Food handler training may be required (a food manager certification will also be accepted)