

## DISH WASHING / SANITIZING

- A three-compartment sink setup must be available to wash utensils and dishes
- Compartments must be large for full submersion of dishes to be washed
- See picture below for example



- Wiping cloths and sanitizing solution must be available to clean food contact surfaces
- Sanitizer test strips must be available to ensure proper sanitizer levels are maintained
- Single service containers may be used to minimize dish washing with prior approval
- All equipment at event must be cleaned and sanitized before and after use



## STANDS / MISCELLANEOUS

- Flooring must be plywood, concrete or other approved material
- Overhead coverings must meet Fire Code requirements. Contact Fire Dept. with questions 972-721-2651
- Wastebaskets must be provided with liners at all times. Trash must be disposed of regularly/at days end
- Animals are prohibited in food preparation and 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

- **Any** group wishing to sell or offer any food item to the general public must obtain a temporary food permit from the City of Irving. A single event cannot last more than 14 consecutive days
- An origination fee of \$50 plus \$5 per booth per day will be assessed for all events. No fee required if vendor has a permanent City of Irving Food Permit, but an application is still required. **All Applications must be submitted at least three (3) business days prior to event or \$50 late fee will be assessed**
- No permit is required for private events (i.e.: company picnics) or sales of prepackaged non-time/temperature control for safety foods
- Applications may be obtained at the City of Irving Inspections Dept. at 825 W. Irving Blvd or online at [www.cityofirving.org](http://www.cityofirving.org)
- Anyone found operating an event without a permit will be assessed a double fee (\$100 plus \$10 per booth per day) and may be subject to citation(s) and/or event closure
- **NO BAKE SALES**

## 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
- 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 below 41° F or above 135° F
- A probe thermometer must be available for testing food temperatures with a range of zero to 220° F
- Condiments can only be provided as single serve packets unless otherwise approved

## FOOD STORAGE / TRANSPORT

- All foods and containers must be stored at least six inches above the ground. Food must be covered and protected at all times
- Leftover foods cannot be reused
- Customer self-service of ice is prohibited. Ice must only be served by employees
- Foods must be maintained at proper temperatures during transport/storage/service. Equipment for maintaining food temperatures must be on site at all times

## 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 spigot, a catch bucket, soap and paper towels. Must have at least 5 gallons of water available

## EMPLOYEES



- Gloves, tissues or tongs must be used for foods. Bare hand contact will not be allowed
- Restrained hair and clean clothes are required
- Employees must be illness free
- No eating, drinking or smoking allowed in food preparation and service areas
- Food handler training may be required