



**Tarrant County Public Health Department  
Environmental Health Division  
1101 S. Main Street, Room 2300  
Fort Worth, Texas 76104  
Phone: (817) 321-4960 Fax: (817) 321-4961**

**Farmers Market Permit Application**

ANY VENDOR WHO PLANS TO SELL OR GIVE AWAY FOOD AT A FARMERS MARKET IS REQUIRED TO COMPLETE AND SUBMIT THIS FARMERS MARKET APPLICATION ALONG WITH THE ATTACHED FOOD VENDOR WORKSHEET AND THE APPROPRIATE PERMIT FEE.

**Packet Contents:**

- 1) Farmers Market Application
- 2) Food Vendor Worksheet
- 3) Definitions
- 4) Temporary Food Establishment Requirements

**Application Processing:** *(submit the following documents and fee)*

- 1) Farmers Market Application Form
- 2) Food Vendor Worksheet
- 3) Permit Fee

**General Event Information:**

3) Name of Farmers Market: \_\_\_\_\_

4) Date(s) of Operation: \_\_\_\_\_

5) Hours of Operation: \_\_\_\_\_

6) Location of Farmers Market: \_\_\_\_\_

7) Market Coordinator:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Applicant Information:**

8) Your Organization/Business Name: \_\_\_\_\_

9) Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

10) Where will the food be purchased/obtained from: \_\_\_\_\_

11) Will any foods be prepared prior to the start of the event? [ ] Yes [ ] No

If yes, where will the food be prepared? \_\_\_\_\_

If answering yes to question 11, all foods prepared prior to the event are required to be made in an approved and permitted facility. A copy of the Food Establishment Permit and signed Commissary Agreement (attached) are required for approval of this application. Applications submitted without this information will be returned.

Has a copy of the Food Establishment Permit and signed Commissary Agreement been included with this application?  Yes  No  N/A

12) Will frozen foods be thawed at the event?  Yes  No  
 If yes, describe process/method to be used: \_\_\_\_\_

**Equipment Information:**

13) How will food temperatures be checked during the event? \_\_\_\_\_

14) Describe equipment used at the event for:  
 a) Cold holding: \_\_\_\_\_  
 b) Cooking/Reheating: \_\_\_\_\_

15) Describe hand washing facilities inside your temporary food establishment:  
 Plumbed Sink  Gravity Flow Set-up

16) Describe utensil washing facilities inside your temporary food establishment:  
 3 Compartment Sink  3 Basin Set-up

17) How will hot water be made available for the hand wash and utensil washing stations?  
 \_\_\_\_\_

18) What type of sanitizer will be used at the event? \_\_\_\_\_

19) How will potable water be obtained during the event? \_\_\_\_\_

20) How will waste water from hand & utensil washing be disposed? \_\_\_\_\_  
 \_\_\_\_\_

Form completed by: \_\_\_\_\_

Name/Title

Date

| Famers Market Vendor Permit Fee Schedule |            |
|--|------------|
| Location of Market                       | Permit Fee |
| Unincorporated                           | \$200      |
| Azle                                     | \$200      |
| Burleson                                 | \$200      |
| Grapevine                                | \$200      |
| All Other Cities                         | \$150      |

## Food Vendor Worksheet

### Page 1

Please provide an answer for each question 1-8 below. If the food product you plan to provide does not appear to fit into any of the categories please contact Tarrant County Public Health for assistance.

1. Are you planning to sell or give away **whole fruits or vegetables intended for off-site consumption?** Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, go to item A on page 2 of this worksheet.
2. Are you planning to sell or give away **whole fruits or vegetables intended for on-site consumption (e.g. apples, peaches, etc.)?** Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, go to item B on page 2 of this worksheet.
3. Are you planning to sell or give away **pre-packaged non-potentially hazardous foods (e.g. containers of honey, jelly, jams, etc.)?**  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, go to item C on page 2 of this worksheet.
4. Are you planning to sell or give away **samples of food items, including cut fruit or vegetables, or provide a cooking demonstration where the cooked or prepared food item(s) will be offered to the audience??**  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, go to item D on page 2 of this worksheet.
5. Are you planning to sell or give away **potentially hazardous foods such as beef, poultry, fish, shrimp, etc?** Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, go to item E on page 3 of this worksheet.
6. Are you planning to sell or give away **unpackaged non-potentially hazardous foods (e.g. shelled nuts, dried products, beans, grains, etc.)?**  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, go to item F on page 3 of this worksheet.
7. Are you planning to sell or give away **eggs?** Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, please go to item G on page 3 of this worksheet.
8. Are you planning to sell or give away **unpackaged potentially hazardous food for consumption on-site (e.g. meat items, burritos, sandwich, etc.)?** Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, please be advised that this type of operation meets the definition of a Temporary Establishment and will not be allowed as part of a Farmers Market.

## Farmers Market Worksheet

### Page 2

A. If you are planning to sell or give away only **whole fruits and vegetables intended for off-site consumption** (this would include no cutting or slicing of produce to provide as samples)? Then a Permit is not required for this type of operation. Please sign the bottom and submit to Tarrant County Public Health. Be advised, should you wish to change your operation you will need to contact TCPH prior to the next Market operating day, complete a new application, and pay appropriate fee.

B. If you are planning to sell or give away **whole fruits or vegetables intended for on-site consumption** then a Permit is not required for this type of operation. But you must describe below how you will properly clean the produce prior to providing to customer.

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C. If you are planning to sell or give away **pre-packaged non-potentially hazardous foods** please be advised that all foods must be from an approved source. No foods may be prepared in a domestic or home kitchen. Please provide a list of foods and a copy of your Permit or License from the permitting or licensing agency.

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D. If you are planning to sell or give away **samples of food items** including cut or sliced produce, or **provide a cooking demonstration where the cooked or prepared food item(s) will be offered to the audience** then a Permit will be required. Please see the definition of Samples provided in Appendix A. You will be required to set-up your stand per the attached Temporary Food Establishment Requirements. Please indicate below what food samples will be provided and how and where the samples will be cut, sliced, or otherwise processed to the sample size.

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## Farmers Market Worksheet

### Page 3

- E. If you are planning sell or give away **potentially hazardous foods such as beef, poultry, fish, shrimp, etc.** then a Permit will be required. The food items must come from an approved source, be packaged in an approved location, and held in a frozen condition. Open food products of this type will not be allowed. Provide information below concerning where and when the product was processed or harvested and also where and how it was packaged.

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- F. If you are planning to sell or give away **unpackaged non-potentially hazardous foods such as shelled nuts, and dry products such as beans, grains, etc.** then a Permit may be required. Please indicate below what foods you intend to provide and how it will be dispensed.

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- G. If you are planning to sell or give away **eggs** then a Permit is required. The eggs shall:
- Have a label with the farmer/producer's name and address and be marked as "ungraded"
  - Have a label with the following safe handling statement: SAFE HANDLING INSTRUCTIONS: To prevent illness from bacteria keep eggs refrigerated, cook eggs until yolks are firm, and cook foods containing eggs thoroughly.
  - Maintain the eggs at an ambient temperature of 45°F or less.

## Definitions Pertaining to Farmers' Markets

### Definitions

Agricultural Product: --An agricultural, apicultural, horticultural, silvicultural, viticultural, or vegetable product, either in its natural or processed state, that has been produced, processed, or otherwise had value added to the product in this state for use as human food, including:

- (A) fruit, nut, or vegetable products;
- (B) fish or other aquatic species;
- (C) livestock, a livestock product, or a livestock by-product;
- (D) seeds;
- (E) poultry, or a poultry product; or
- (F) meat, or meat product.

Event: – as relating to §229.162(108) and §229.170 of the Texas Food Establishment Rules – shall mean a gathering of persons at a festival, bazaar, carnival, circus, fund-raiser, public exhibition, celebration or sporting event that must be sponsored by an event organizer.

Farmers' Market: – A location used by farmers and agricultural producers primarily for the distribution and sale of raw and custom processed agricultural products and products made by farmers and agricultural producers from their agricultural products directly to consumers. The sale of other food products at such market shall not disqualify it as a farmers' market provided that such food products meet all applicable federal, state, and local health laws regulating the manufacture and sale of such food products. A farmers' market is not an event or celebration.

Farmers' Market Establishment: – A food establishment that operates at a Farmers' Market as defined by these rules.

Potential Hazardous Food (Time/Temperature Control for Safety Food): –

(A) Potentially hazardous food (time/temperature control for safety food) means a food that requires time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation.

(B) Potentially hazardous food ( time/temperature control for safety food) includes:

- (i) An animal food that is raw or heat-treated; a plant food that is heat-treated or consists of raw seed sprouts, cut melons, cut leafy greens, cut tomatoes or mixtures of cut tomatoes that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation, or garlic-in-oil mixtures that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation; and

Sample: – As relating to these rules, is defined as a food product promotion where only a bite-sized portion of food or foods is offered free of charge to demonstrate its characteristics and shall not consist of a whole meal, an individual portion or a whole sandwich.

## FOOD HANDLERS:

Avoid food handling when you have the following symptoms.

- Diarrhea.
- Vomiting.
- Sore throat with fever.
- Persistent coughing, sneezing or nasal discharge.
- Wound containing pus upon your fingers, hands, wrists.
- Yellowish eyes or skin with dark colored urine.



Report any of these symptoms to your manager immediately.

Personnel that handle food must wash their hands as frequently as necessary. Disposable gloves may be used but their use does not substitute for hand washing.



The use of tobacco in all forms is prohibited in the food preparation or service areas.

Personnel shall not eat or drink in the food preparation or service areas.

Hair restraints and clean clothing are required of personnel doing food preparation. Food handlers are not permitted to wear ornate hand jewelry.

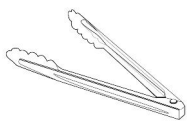
Unauthorized personnel such as small children are not permitted in booths.

## BARE HAND CONTACT:

*Bare hand contact of ready to eat food by workers is not allowed.*

Ready-to-eat food includes any food, fruit or vegetable product that is edible without washing, cooking, or additional preparation by workers, and is reasonably expected to be consumed in that form.

Avoid touching food with bare hands by using utensils, disposable gloves, deli tissue or other suitable methods.



## CHECKLIST:

- Valid temporary or mobile food unit permit issued by Tarrant County Public Health Department.
- Food from an approved source. No food prepared in a private home. *Food invoices/receipts must be available at booth for inspector's audit.*
- Adequate supply of potable water at booth.
- Waste water containers and proper disposal site.
- Booths with cleanable floor (*grass and dirt covered with approved material*) and overhead protection.
- BBQ and deep-frying cooking areas fenced off from public access.
- Adequate containers, covers, wrappings or other means to effectively protect food from insects and other environmental contamination.
- Hand wash station setup and ready for use.
  - 5 gal. container with non-self-closing spigot .
  - Liquid soap in pump dispenser.
  - Paper towels.
  - Wastewater catch bucket.
- Utensil cleaning station setup and ready for use.
  - 3 containers (*sized to immerse all items*)
  - Soapy water in 1<sup>st</sup> container.
  - Clean rinse water in 2<sup>nd</sup> container.
  - Sanitizing solution in 3<sup>rd</sup> container.
  - Sanitizer concentrate (*bleach*) and test strips.
- Enough equipment provided to hold ALL:
  - Cold foods at 41°F or below.
  - Hot foods at 135°F or above.
- Probe-type, metal stem food thermometer with proper range (*0°F to 220°F*).
- Utensils and disposable gloves provided to minimize hand contact with food.
- Workers are wearing clean clothing and hair is effectively restrained.
- Workers have no open sores and are free of illness symptoms listed in brochure.
- Workers keep hands clean and wash hands frequently.
- No bare hand contact with ready to eat food.
- Condiments provided in single-service, pump-type or squeeze containers.
- Sneeze guards and barriers to protect exposed food and food work surfaces from customers.

# Temporary Food Establishment Requirements



**Tarrant County Public Health Department**

**1101 S. Main St., Room 2300**

**Fort Worth, Texas 76104**

**817-321-4960**

## TEMPORARY FOOD ESTABLISHMENT:

The term temporary food establishment applies to an establishment that operates at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event or celebration.

## PERMIT REQUIRED:

Persons vending or offering samples of food or beverage products must secure a valid Tarrant County Health Department permit prior to operation. Permits issued by other health authorities are not acceptable.

*Illegal, unpermitted food vendors will be subject to immediate closure and fines.*

Vendors handling only commercial pre-packaged, shelf-stable, non-potentially hazardous foods do not need a permit.



## CONSTRUCTION OF STAND:

All stands must have a suitable tight-fitting, water repellent roof or ceiling to provide for overhead protection of food preparation, cooking and serving areas.

All stands must have approved flooring, which includes concrete, asphalt or tight-fitting plywood or other similar approved material.

If full walls and screening are not used, some other suitable method of food protection, such as containers, covers or wrappings must be used.

Adequate covered receptacles for disposal of solid waste must be provided.

Adequate toilet facilities must be accessible for workers.

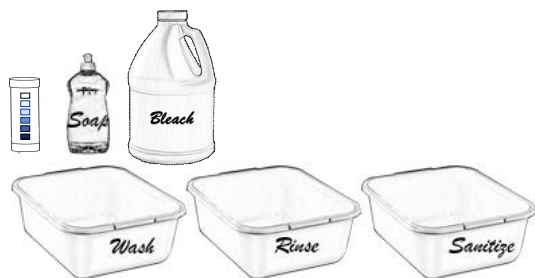
## WATER SUPPLY & WASTE WATER DISPOSAL:

Potable water must be from an approved source and kept on-site in sufficient quantities for each day's use.

All waste water generated from the temporary food establishment (from beverage dispensers, sinks, steam tables, ice melt, etc.) must be disposed of into the sanitary sewer system or approved septic system.

## UTENSIL WASHING:

Those stands that do not have 3-compartment sinks with hot and cold running water must provide the following:



Three (3) sturdy plastic or stainless steel buckets or tubs of adequate size to be used for utensil cleaning and sanitizing.

One bucket or tub shall be used to wash (soapy water);

One bucket or tub shall be used to rinse (clean, clear water);

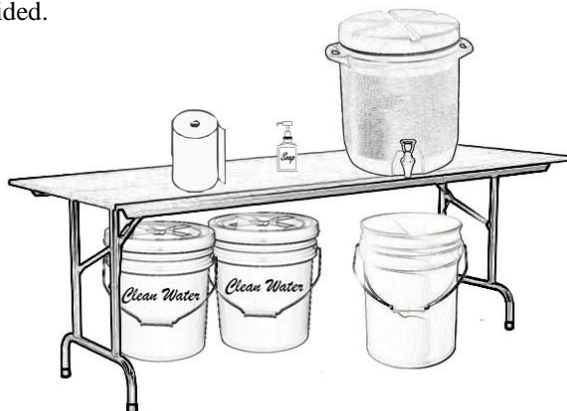
One bucket or tub shall be used to sanitize (liquid chlorine bleach/water solution with 2 teaspoons of bleach per gallon water). Use chlorine test strip to verify proper strength of 50 to 100 ppm.

## HANDWASHING:

Soap, paper towels and a container (5 gallon minimum) with a spigot that remains open to wash both hands shall be provided for hand washing.

*Containers with self-closing spouts are not acceptable.*

In addition, a bucket to catch waste water shall be provided.



## FOOD PREPARATION:

All foods must be from an approved source and/or licensed facility or prepared in the temporary booth.

An approved source is an establishment that is under inspection and/or licensed by a health authority.

***NO*** foods prepared in a private home may be sold or served to the public.



Only single-service, disposable items are to be provided for customer use.

All foods, food containers, utensils, napkins, beverage cups, straws and other single service items must be stored at least six inches above the floor and protected from splash, dust, insects, weather or other contamination.

All potentially hazardous food products must be stored at 41°F or lower or at 135°F or above. A metal stem product thermometer (0° F to 220° F) must be available at the stands that sell potentially hazardous foods.



Self-service of ice by patrons is not permitted. Ice scoops must be used by workers to dispense ice. Ice for human consumption must be stored separately from ice used to chill other foods or beverages.

Foods and beverages chilled in ice must not be submerged in water. The ice storage unit must have open drains and covers. Styrofoam ice chests are not acceptable for the storage of ice or other foods products.

All condiments, including onions, relish, catsup, mustard, mayonnaise, etc., available for customer self-service must be available in single self-service packets or properly dispensed from sanitary dispensers.



Customer self-service of open condiments from containers, even if provided with lids, is not allowed.

