

Temporary Food Establishment Permit Application

Tarrant County Public Health - Environmental Health

Walk-in Address: 5001 N Riverside Dr Ste 105 Fort Worth TX 76137

Walk-in Address after Oct 1, 2025: 2500 Circle Dr. Fort Worth TX 76119

Mailing Address: TCPH Attn. Environmental Health 1101 S Main St Fort Worth TX 76104

Email: ph_information@tarrantcountytx.gov Phone: 817-248-6299



Application must be submitted at least 10 business days prior to event start.

- Permits issued by Tarrant County Public Health are for the purposes of providing approval of meeting health food code requirements allowing your business to offer food for public consumption. This approval is not to be mistaken for authorization to operate in any one city jurisdiction within Tarrant County. Contact the specific city your business is operating within for any additional requirements prior to operation.
- Incomplete applications will not be accepted.
- Tarrant County Public Health Environmental Health Fee schedule can be found online at Environmental Health Fee Schedule (www.tarrantcountytx.gov/eh-fees)

Temporary Food Establishment Permit Application Checklist:

- ☐ Completed Temporary Food Establishment Application Form
- ☐ Food Establishment Permit
 - If food is made off site
- ☐ 501C-3 if applicable

EVENT COORDINATORS ONLY

For events with 3 or more food booths:

- ☐ Completed Temporary Event Coordinator Application
- ☐ Complete Food /Beverage Vendor List
- ☐ Site map Parking and vendor locations
- ☐ Entry pass if necessary for inspector to access event
- ☐ Parking pass if necessary for inspector to park at event

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Temporary food event permit is for a single booth at a single event 1 – 14 days in duration. Each additional booth(s) will require separate permit application(s). An event with 3 or more food booths requires a Temporary Event Coordinator Application.

**No foods or beverages can be prepared at home and offered to the public.
Application must be submitted at least 10 business days prior to event start.**

Application Date: ____/____/____

Unincorporated Tarrant County ☐ Yes ☐ No

Date(s) of Event: _____ Duration of Event: ☐ 1-5 days ☐ 6-14 days

Hours of Event (Including setup time): _____

Temporary Permit Information

Business/Booth Name: _____

Event Name: _____

Event Address: _____ City: _____

State: _____ Zip Code: _____ Vendor Email: _____

Phone (with area code): _____

If different from above, fill below.

Event Coordinator Name: _____ Phone: _____

Email: _____

Temporary Permit Responsible Party/Billing Information:

Contact Name: _____ Phone (with area code): _____

Address: _____ City: _____

State: _____ Zip Code: _____ Email: _____

Food will be prepared at ☐ Permitted Food Establishment (Include copy of establishment permit)
☐ At Event Location

Applicant Name(print): _____ Signature: _____

Applicant Title ☐ Owner ☐ Authorized Agent

****ALL SECTIONS MUST BE FULLY COMPLETED AND ALL DOCUMENTATION SUBMITTED BEFORE A PERMIT WILL BE ISSUED**

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Menu Information

List full menu to be served : _____

Where will the food be purchased/obtained from? _____

Will any foods be prepared prior to the start of the event? _____

If yes, where will the food be prepared? _____

All foods prepared prior to the event are required to be made in a permitted facility, **NO HOME PREPARED FOODS**. A copy of the Food Establishment Permit must be included with this application. Applications submitted without this information will be returned.

Will frozen foods be thawed at the event? _____

How will any leftovers of cooked food be handled at the end of the day? _____

Equipment Information

How will food be temperatures be checked during the event? _____

Describe equipment used at the event for:

a. Cold holding: _____

b. Hot holding: _____

c. Cooking/Reheating: _____

Describe hand washing facilities inside your temporary food establishment:

☐ Plumbed Sink

☐ Gravity Flow Set-up

Description utensil washing facilities inside your temporary food establishment:

☐ 3-Compartment Sink

☐ 3 Basin Set-up

How will hot water be made available for the hand wash and utensil washing station?

What type of sanitizer will be used at the event? _____

How will potable water obtained at the event? _____

How will waste water from hand & utensil washing be disposed? _____

Applicant Name(print): _____ Signature: _____

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