



# CITY OF GRAPEVINE

## TEMPORARY USE PERMIT APPLICATION

Temporary outside display and sales of merchandise, and food service may be permitted on one occasion in any quarter of a calendar year for a period not to exceed 14 consecutive days, subject to the following conditions:

- (a) A site plan must be submitted for approval by the Development Services Director designating the area for outside display, sales and/or food service. Show location of any outdoor speaker and the direction of sound (speakers shall face away from residential neighborhoods).
- (b) The merchandise to be displayed or sold must be clearly related or incidental to the current Certificate of Occupancy (and must be taken out by the Certificate of Occupancy holder) at the site. Itinerant vendors shall not be permitted.
- (c) Items for outside display within the festival area are to be approved by the City of Grapevine Festival Committee.
- (d) A minimum four feet of clear sidewalk width shall be maintained at all times and at no time shall required egress from the building be obstructed.
- (e) Use of required parking areas for temporary outside display and sales shall not negatively impact the ability to provide adequate parking on the subject site nor shall it create a burden on surrounding properties or encourage parking within the right-of-way. Approval for use of required parking areas shall be at the discretion of the Development Services Director.
- (f) An appropriate permit from the Health Department shall be required for any food sales/service. See attached application.
- (g) Tents - a tent permit is required from the Building Inspection Department. The tent shall be installed by a registered contractor and a flame spread certificate shall be submitted. Please call 817-410-3165 for details.  
  
For tents over 400 square feet, that have sides or will be open after dark - a detailed layout of the tent with the emergency lights, exit lights, exit doors and fixtures indicated shall be required.  
  
Fencing - Any fences that cross fire lanes shall be plastic construction fencing. The fencing shall be such that it can be moved by one person in the event of an emergency.
- (h) Please provide a letter detailing the temporary use. Please note if outside speakers will or will not be utilized (this includes amplified music live and/or DJ, master of ceremonies, etc.) Please state in your letter if you are not providing food sales/service.
- (i) **Application must be received ten (10) days before the start of the event.**



# CITY OF GRAPEVINE

## TEMPORARY USE PERMIT APPLICATION

1. Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
Email \_\_\_\_\_ Mobile # \_\_\_\_\_
2. Property Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_
3. Address of temporary use: \_\_\_\_\_
4. Total number of off-street or highway parking spaces: \_\_\_\_\_
5. Description of temporary use: \_\_\_\_\_  
\_\_\_\_\_
6. Date or dates of proposed use: \_\_\_\_\_
7. Time and hours of temporary use: \_\_\_\_\_
8. If you are a non-profit, please provide your tax id #: \_\_\_\_\_
9. Number of outdoor speakers \_\_\_\_\_  
(show location on site plan see instructions (a).)

"I, \_\_\_\_\_ (property owner) hereby authorize  
\_\_\_\_\_ (applicant) to request a temporary  
use on property I own at \_\_\_\_\_ (address)."

Owners name (print): \_\_\_\_\_

Owner's signature: \_\_\_\_\_

The State of \_\_\_\_\_

County Of \_\_\_\_\_

Before Me \_\_\_\_\_ (notary) on this day personally

appeared \_\_\_\_\_ (property owner) known to me (or proved  
to me on the oath of card or other document) to be the person whose name is subscribed to the  
foregoing instrument and acknowledged to me that he executed the same for the purposes and  
consideration therein expressed.

(Seal) Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_,  
A.D. \_\_\_\_\_.

\_\_\_\_\_  
Notary Signature

FOR OFFICIAL USE ONLY

DIR DEV SERVICES \_\_\_\_\_ BUILDING OFFICIAL \_\_\_\_\_ DEVELOPMENT MANAGER \_\_\_\_\_

FIRE \_\_\_\_\_ POLICE \_\_\_\_\_ HEALTH \_\_\_\_\_

## TEXAS SALES TAX

Texas Sales Tax is charged and collected on sales within the State and City of Grapevine, Texas of "taxable items." Taxable items include both tangible personal property, specified services. If you are in a business that will be selling "taxable items" within the City of Grapevine, Texas you will be required to collect State and Local Sales Tax in the amount of 8.25%.

A "Seller or Retailer" means a person engaged in the business of making sales of "taxable items", the receipts from which are included in the measure of sales or use tax.

The term, "place of business" includes any location at which three or more orders are received by the "Seller or Retailer" in a calendar year. If an order is received at the place of business of a retailer in Texas, but delivery or shipment is made from a location within the state other than the retailer's place of business. State and local sales tax is due and is allocated to the city where the order was received.

I have read the above and I understand that I will be required to provide a copy of the Sales Tax Permit to the City of Grapevine, Texas if the circumstance applies to my business.

Texas Sales Tax Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Your Phone Number: \_\_\_\_\_



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

## Temporary Food Establishment Permit Application

PLEASE COMPLETE & RETURN THIS FORM WITH FEE AT LEAST 10 DAYS BEFORE THE START OF THE EVENT.

### Fee Information: *(submit one of the following)*

- 1). \$35.00 for each stand or unit.
2. IRS 501 (c) (3) official recognition documentation for tax-exempt charitable organizations.

### General Event Information:

- 3) Name of Event: \_\_\_\_\_
- 4) Date(s) of Event: \_\_\_\_\_
- 5) Hours of Operation: \_\_\_\_\_
- 6) Location of Event: \_\_\_\_\_
- 7) Event 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) Does this business have a current mobile food unit or pushcart permit from the Tarrant County Health Department?  Yes  No

If yes, what is the permit type and site number? \_\_\_\_\_

**Note:** Vendors with these types of health permits are not required to pay the permit fee for a temporary food service establishment.

### Menu Information:

- 11) List full menu to be served at the event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

13) 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 13, 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

14) Will frozen foods be thawed at the event?  Yes  No

If yes, describe process/method to be used: \_\_\_\_\_

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

**Equipment Information:**

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

17) Describe equipment used at the event for:

a) Cold holding: \_\_\_\_\_

b) Hot holding: \_\_\_\_\_

c) Cooking/Reheating: \_\_\_\_\_

18) Describe hand washing facilities inside your temporary food establishment:

Plumbed Sink  Gravity Flow Set-up

19) Describe utensil washing facilities inside your temporary food establishment:

3 Compartment Sink  3 Basin Set-up

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

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

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

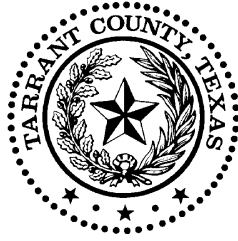
23) How will waste water from hand & utensil washing be disposed? \_\_\_\_\_

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

Name/Title

Date

# PUBLIC HEALTH DEPARTMENT FOOD PROTECTION



## TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS

Tarrant County Public Health Department  
1101 S Main St., Suite 2300  
Fort Worth, TX 76104-4802  
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.

Vendors who distribute only commercial pre-packaged, single-portioned, non-potentially hazardous foods do not need a permit.

### REQUIREMENTS:

ALL TEMPORARY FOOD ESTABLISHMENTS SHALL COMPLY WITH THE FOLLOWING REQUIREMENTS:

### CONSTRUCTION OF STAND

1. Open, unprotected displays of food or beverages are not permitted at outdoor events.
2. All stands must have approved flooring, which includes concrete, asphalt or tight-fitting plywood or other similar approved material.
3. 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.
4. Food at temporary events must be protected from contamination. Insect screening is one method of protecting food from contamination by insects. If screening is not used, some other suitable method of protection, such as containers, covers or wrappings must be used. If a vendor has a large selection of open foods that cannot be easily and safely covered or wrapped and will remain exposed for a length of time, screening may be the most practical way of protecting the food. If full walls and screening are not used, walls will be of sufficient height to exclude the public.
5. Adequate covered facilities for disposal of solid waste must be provided.

## **DISHWASHING:**

6. Those stands that do not have hot and cold running water must provide the following:
  - a. Three (3) sturdy plastic or stainless steel buckets or tubs of adequate size to be used for utensil cleaning and sanitizing.

Set up is to be:            1     2     3

### Wash Rinse Sanitize

- (1) One bucket or tub shall be used to wash (soapy water);
- (2) One bucket or tub shall be used to rinse (clean, clear water);
- (3) One bucket or tub shall be used to sanitize (liquid chlorine bleach/water solution with 1 tablespoon of bleach per gallon water). Use chlorine test strip to verify proper strength of 50 ppm.

## **HANDWASHING:**

7. Soap, paper towels and a jug with a spigot that remains open to wash both hands shall be provided for hand washing. In addition, a bucket to catch waste water shall be provided.

## **FOOD PREPARATION:**

8. All potentially hazardous food products must be stored at 41°F or colder or at 140°F or hotter. A metal stem product thermometer must be available at the stands that sell potentially hazardous foods.
9. Only single-serve items are to be provided for customer use.
10. All foods, food containers, utensils, napkins, beverage cups, straws and other single service materials must be stored at least six (6) inches above the floor and protected from splash, dust, insects, weather or other contamination.
11. If self-service ice dispensers are not available, ice scoops must be provided. Self-service of ice by patrons is not permitted. 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 chest are not acceptable for the storage of ice or other foods products.
12. All condiments, including onions, relish, catsup, mustard, mayonnaise, etc., available for customer self-service must be available in single self-service packets or be dispensed from suitable covered dispensers in an approved manner.
13. All waste water generated from the temporary food establishment (from beverage dispensers, sinks, steam tables, ice melt, etc.) must be drained, and disposed of into the sanitary sewer system or approved septic system.

## **FOOD HANDLERS:**

14. Adequate toilet facilities must be accessible for personnel
15. 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.
16. The use of tobacco in all forms is prohibited in the food preparation or service areas.
17. Personnel shall not eat or drink in the food preparation or service areas.



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

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

**OTHER:**

20. No food prepared in the home kitchen is allowed in the temporary food establishment. All foods must be prepared on site or at approved food service facilities.

21. Animals are prohibited in all temporary food establishments

**FEES**

The permit fee for a temporary establishment is **\$35.00**. This fee is for one location for a time period no longer than **14** consecutive days.

Non-profit stands will be exempt from the permit fee only. (Proof of non-profit status required.)

**THE PUBLIC HEALTH  
DEPARTMENT MAY IMPOSE  
ADDITIONAL REQUIREMENTS  
RELATED TO THE OPERATION  
OF TEMPORARY FOOD  
ESTABLISHMENTS TO PROTECT  
THE HEALTH OF THE  
CONSUMER AND MAY PROHIBIT  
THE SALE OF SOME OR ALL**