



Pop-up Food Vendor Permit FAQs

Environmental Health

Wichita Falls-Wichita County Public Health District

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What is a Pop-up Food Vendor Permit?

A pop-up vendor permit is a new, innovative food permit that was developed to meet the unique needs of our local community. It became available on August 5, 2024 with the updated local food ordinance.

What is a Pop-up Food Vendor?

A pop-up food vendor is a food establishment that operates on a temporary basis and may "pop-up" at various locations. A pop-up food vendor does not have to operate in conjunction with a public event.

How much does a Pop-up Food Vendor Permit cost?

As of the fiscal year of October 1, 2024, a pop-up food vendor permit is \$270 per year. Subsequent years may see a city-wide fee increase that typically occur October 1st.

How long is a Pop-up Food Vendor Permit good for?

A pop-up food vendor permit is valid for 1 year from the time that it is first paid for and then each subsequent year after that. For example, you pay for your very first pop-up food vendor permit on August 5, 2024. Your permit will expire on August 5, 2025 and must be paid before that date to renew. Your future permits will expire on August 5th each year.

What do I have to have to get a Pop-up Food Vendor Permit?

1. At least one certified food protection manager scheduled and available at all times.
 - State Approved In-person and Online Classes and Tests can be found at:
<https://www.dshs.texas.gov/licensing-certified-food-manager-training-programs/test-sites/cfm-examination-providers>
2. A contract with a central preparation facility aka a commissary (a Commissary Authorization Form will be provided to you from the Environmental Health Division of the Wichita Falls-Wichita County Public Health District.)
3. Turn in a Pop-up Food Vendor Packet
 - The packet includes the Commissary Authorization letter mentioned above and can be found at:
<https://www.wichitafallstx.gov/863/Food-Establishment-Fees-Forms>

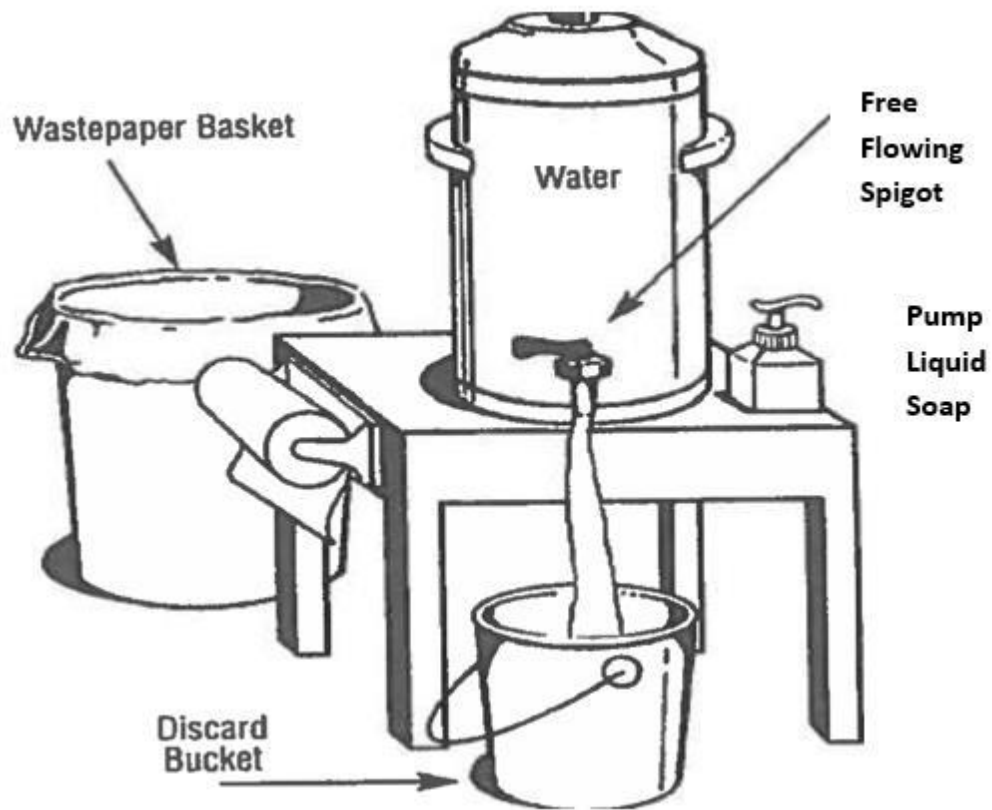
Which rules do I have to follow?

A pop-up food vendor must comply with all of the sanitation regulations required of temporary food establishments. See the next page to view inspection items for temporary events.

Inspection Items:

1. Proper Cold Holding Time/Temperature (41°F/ 45°F)
2. Proper Hot Holding Time/Temperature (135°F)
3. Proper Cooking Time and Temperature
4. Food and ice obtained from approved source; Food in good condition, safe, and unadulterated
5. Food prepared on site or at a license food establishment
6. Food separated & protected, prevented during food preparation, storage, display, and tasting
7. Food contact surfaces; Cleaned and Sanitized at 50-100 ppm for chlorine, 200-400 ppm for quat (unless otherwise specified on manufacturer instructions), or 180F rinse temperature
8. Food contact surfaces protected from environmental contamination
9. Food and food contact surfaces protected from insects and rodents
10. Proper use of restriction and exclusion; No discharge from eyes, nose, and mouth
11. Personal hygiene; including cuts and sores
12. Hair restraints
13. No Tobacco use
14. At least one person on-site who has a minimum of an accredited food handler certificate (the certified food manager certificate replaces this requirement)
15. Hand washing station available; warm water, soap, paper towels (see diagram on next page); or Bleach water for hand dip
16. Hands cleaned and properly washed/ Gloves used properly
17. No bare hand contact with ready to eat foods
18. Water from approved source (does not need to be under pressure)
19. Proper sewage disposal
20. Utensils and equipment; properly designed, used and stored
21. Equipment Adequate to Maintain Product Temperature
22. Warewashing; 3-compartment set up (see diagram on next page)
23. Single-service articles only for customer use
24. Toilet Facilities; supplied and clean
25. Garbage properly disposed
26. Floors; effectively control dust and mud)
27. Walls; protect from weather, windblown dust, bird, and debris)
28. Ceiling; protect from weather, windblown dust, bird, and debris)
29. Other Violations (such as not having a commissary)

Handwash Setup Example



3-Compartment Setup for Utensils Example

