



How to Start a Farmers Market Booth

Permit Background

The Farmers Market Booth Permit allows a vendor to sell, serve, or give away food/beverages to the public. Under the provisions of this permit, a vendor may offer food and/or beverages from a tent and table setup during the operating hours and location of a Certified Farmers Market. The permit does not replace or supersede the base food enterprise permit and is required for most farmers market food/beverage vendors operating within the City of Austin, unincorporated Travis County, or contracted municipalities.

Permit Exemptions

Most farmers market vendors of consumables will need a permit, but there are some exemptions. Farmers Market vendors that are only handling the following food/beverage are exempt from requiring a permit:

- 1) Prepackaged food/beverages that are shelf-stable (i.e. bottled honey, wrapped candy, individual soda cans),
- 2) Whole, uncut, raw agricultural product (i.e. fruits, vegetables, nuts still inside their shell),
- 3) [Cottage Food Law vendors](#).

There are 2 Fee Exemptions for specialty booths, however permits are still required.

- 1) Egg-only vendors in the City of Austin,
- 2) Bona fide Educational Booths run by the Farmers Market management.

Permit Types

There are 3 Classes of Farmers Market permits available based on the amount of food-handling risk.

- 1) Class A Permits are for vendors offering prepackaged time/temperature controlled for safety foods,
- 2) Class B Permits are for vendors offering open ready-to-eat foods and/or food samples,
- 3) Class C Permits are for vendors offering full menu and/or full food handling including cooking.

Operational Jurisdictions

Vendors may only operate in the jurisdiction indicated on their Farmers Market Permit. The available jurisdictions serviced by Austin Public Health are City of Austin, unincorporated Travis County, Sunset Valley, Bee Cave, Lakeway, Rollingwood, Volente, and Westlake Hills. Manor does not currently receive Farmers Market services from Austin Public Health. Each jurisdiction requires a separate application and permit. The permit may be used simultaneously at any Certified Farmers Market within the indicated jurisdiction, so long as a current copy of the permit is printed and posted onsite in a location visible to customers and inspectors.

Applying for a Permit

All applications must be submitted and approved before a permit can be issued. For application assistance call (512) 978-0300. Permits approval is based upon compliance with State & local health ordinances. Application for a permit does not guarantee that a permit will be granted. Please see "Permitting Process" on next page for additional details.

Application Checklist

Applications must include:

- 1) A completed Farmers Market: Operational Permit Application,
- 2) A clear copy of a valid, government-issued photo identification card,
- 3) Farmers Market Permit Fee,
- 4) Any additional request by the Health Authority regarding proof of approved source of the food (i.e. State Manufacturing License, Food Establishment Health Permit, etc.)

Permitting Process

New Application Approval: Applications will be reviewed by the department and approved or denied. If approved, a permit will be mailed to the address provided on the application form with 10 –14 business days.

Renewal of Expiring Permit: All permits expire 1 year from the date of issuance. Prior to expiration, an expiration notice will be mailed to the mailing address listed on the application. The expiration notice must be returned to the department along with the permit renewal fee and a newly completed Farmers Market Permit Application for the renewal to be processed.

The operator/business owner is responsible for completing the application and submitting payment regardless of whether an expiration notice is sent or received. Any renewal applications submitted or received after the permit's expiration date will be assessed a late fee.

Inactivation: If the booth is no longer in operation, it is the responsibility of the booth operator/business owner to notify the department of the booth's status. The request for inactivation must be submitted to the department in writing and contain the operator/business owner's name, the name of the booth, the permit number and the last date of operation. Inactivation requests may be emailed to ehsd.service@austintexas.gov.

What type of Farmers Market Permit do I need?

| Permit | Types of Food Allowed | Types of Food-Handling Allowed | Requirements |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Class A | <ul style="list-style-type: none"> • Only Prepackaged TCS* Foods • Beverages in closed containers (customer self-service) • Eggs | <p>NO OPEN FOOD HANDLING Storage of foods in a single temperature state (i.e. frozen, cold hold or hot hold)</p> | <p>Complete Application</p> <ul style="list-style-type: none"> • Proof of Approved Source of Food (i.e. State Manufacturing License, Health permit) • Cold Foods kept at 41°F or below, • Hot Foods kept at 135°F or above. |
| Class B | <ul style="list-style-type: none"> • Unpackaged foods or Bulk dispensing requiring handling of open food. • Beverages in closed containers (employee service) | <p>SAMPLING Demonstration or promotion of a food by offering a small serving which cannot be sold.</p> | <p>ALL Class A requirements and:</p> <ul style="list-style-type: none"> • Food Handlers • Handwashing setup & gloves • Warewashing setup or extra utensils |
| Class C | <ul style="list-style-type: none"> • All foods allowed | <p>FULL SERVICE Onsite preparation, cooking, and assembling of full menu</p> | <p>ALL Class A & B requirements and:</p> <ul style="list-style-type: none"> • City of Austin Certified Food Manager's Certificate |

*TCS = Time or Temperature Controlled for Safety Foods (i.e. meat, dairy, cut melons, cooked vegetables, etc.)

NO HOME-COOKED FOODS ALLOWED - LOS ALIMENTOS PREPARADOS EN CASA NO SE PERMITEN

FOOD MUST BE FROM AN APPROVED SOURCE

- Prepared on site, purchased from commercial-permitted kitchen, grocery store, or State manufacturer. Cottage Food Law vendors cannot obtain a Health Permit & must be compliant with the entirety of that law.

APPROVED HANDWASHING STATION

- Soap & Paper Towels
- Approved water dispenser with “spigot spout” (*not push-button*) providing continuous flow
- Provide watertight bucket or container to catch waste water

Approved wastewater disposal container



Approved spout



No push-button spout



APPROVED DISHWASHING STATION (3 basins or sink compartments – used from left to right)

- First basin/sink compartment (left-most) for washing - must have dishwashing soap.
- Second/middle basin or sink compartment for rinsing - must use clean water.
- Third basin/sink compartment (right-most) for sanitizing; e.g., a mixture of water & **50 ppm** minimum to **100 ppm** maximum Chlorine bleach.



PROPER FOOD TEMPERATURES

Minimum for Cooking:

- Raw Chicken – **165° F**
- Raw Hamburger Meat – **155° F**
- Raw Pork & WHOLE Beef – **145° F**

***Hot-holding:* 135° F or greater**

- Electric or grill
- No sterno

***Cold-holding:* 41° F or less**

- Pack in ice up to the rim of container or use refrigeration

OVERHEAD & GROUND COVERING

- Tarp, plywood, cardboard, etc

OTHER NEEDED ITEMS

- Thermometers (0° F to 165° F)
- Sanitizer bucket with cloth
- Approved wastewater disposal
- Sanitizer test strips



City of Austin Food Handler Information

Class B & C Requirements

All employees that handle food must complete a Food Handler Training course offered by a Texas DSHS (Department of State Health Services) approved vendor and readily make a copy of the certificate available upon request by the health authority.

Food Handler Resources:

City of Austin Food Handler Code 10-3-34

For State Approved Courses please visit: <http://www.dshs.texas.gov/food-handlers/default.aspx>

- Classroom courses: <http://www.dshs.texas.gov/food-handlers/training/classroom.aspx>
- Online courses: <http://www.dshs.texas.gov/food-handlers/training/online.aspx>
- Private courses: <http://www.dshs.texas.gov/food-handlers/training/private.aspx>

City of Austin Food Manager Certificate Registration Information

Class C Requirements

Step 1: Obtain a Food Manager Certificate

1. Obtain a certification by passing a Department of State Health Services (DSHS) approved Certified Food Manager examination. The examination may be taken at any licensed Certification Training Program, Test Site, Online Exam or National Exam provider. (Certification is valid for 5 years.)
2. For State Approved Courses please visit: <http://www.dshs.texas.gov/food-managers/certification.aspx>

Step 2: Register the Food Manager Certification with the City of Austin

1. Food Manager Certification is recognition that an individual has received certification in the safe preparation and storage of food to prevent foodborne illnesses. The City of Austin requires at least one employee to register with the City of Austin as a Certified City of Austin Food Manager and for that person's City of Austin Food Manager Certificate to be posted in a prominent location at the booth. (Please see Austin City Food Code 10-3-31 for exceptions.)
2. Register your Food Manager Certificate with Austin Public Health - Environmental Health Services Division. Submit the following documentation to the department:
 - Food Manager Certificate Application <http://austintexas.gov/online-form/food-manager-certificates>
 - City of Austin Food Manager Certificate fee,
 - A clear copy of a Texas Department of State Health Services (DSHS) approved Food Manager Certificate,
 - A clear copy of a valid government issued photo ID (such as a driver's license) of the applicant