

FOR OFFICE USE

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Initial: \_\_\_\_\_ Issue On: \_\_\_\_\_ Expires On: \_\_\_\_\_ Permit: \_\_\_\_\_ Juris: COA / TC / ILA



AUSTIN PUBLIC HEALTH  
ENVIRONMENTAL HEALTH SERVICES DIVISION

P.O. BOX 142529 Austin, TX 78714  
Phone (512) 978-0300 Email: [ehsd.service@austintexas.gov](mailto:ehsd.service@austintexas.gov)  
<http://www.austintexas.gov/ehsd>

Walk-in Location: 1520 Rutherford LN, NE corner of Rutherford LN @ Cameron RD, Building 1 East Entrance (Not a Mailing Address)

**Farmers Market: Operational Permit Application**

Multiple application submissions are required when operating across jurisdiction lines.

Submit applications  
at least 10 calendar  
days before the  
operation date

Owner Information Note: Incomplete applications **will not** be processed and will be returned

Business Owner Name: \_\_\_\_\_  
Last Name, First Name or Business Entity  
Mailing Address: \_\_\_\_\_  
Street City State Zip Code  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
(###) ### - #### Email addresses are not distributed. (Internal use only)  
Date of Birth: \_\_\_\_\_ Gov. Issued ID: \_\_\_\_\_  
MM / DD / YYYY Ex: Driver's License ID Number State  
\*\*\*\* Attach a Clear Copy of a Valid Government Issued Photo ID \*\*\*\*

Farmers Market Booth Information

Booth Name: \_\_\_\_\_  
Name Used to Identify the Booth  
Types of Food: \_\_\_\_\_  
Permit Type:  Class A (Prepackaged)  Class B (Samples)  Class C (Unrestricted)  
Fee Exemption:  Raw Eggs (City of Austin Only)  Bonafide Educational Booth (Farmers Market Management Only)  
Jurisdiction:  Austin (in city limits)  Sunset Valley  Bee Cave  
 Travis County (unincorporated)  Other: \_\_\_\_\_  
Note: If applying for multiple jurisdictions, a separate application is required for each jurisdiction.

Fee Information: Note: Refund requests **will not** be honored after 180 days from date of payment

| Permit Class Type         | City of Austin and Contracted municipalities <sup>1</sup> |
|---------------------------|---|
| Class A                   | \$177   |
| Class B                   | \$333   |
| Class C                   | \$622   |
| Expired Permit [Late Fee] | \$100   |

<sup>1</sup> Not limited to Bee Cave, Lakeway, Rollingwood, Sunset Valley, Volente, Westlake Hills

**DO NOT MAIL CASH PAYMENTS**

Payment Forms Accepted: Cash, Check, Money Order, Visa, MasterCard, Discover, AMEX  
Make checks and money orders payable to: Austin Public Health  
Debit cards not accepted. Credit cards not accepted for Travis County payments.

Payment must accompany applications submitted by mail (Environmental Health Services Division, PO BOX 142529, Austin, TX 78714)  
or in person at the walk-in location (1520 Rutherford LN).

Applicant's Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

I acknowledge that all information supplied above is true and correct to the best of my knowledge and belief. I further acknowledge that the permit, for which I am applying, is subject to all provisions of the orders and ordinances of Austin & Travis County, and all of the provisions of the codes, statutes and rules adopted under the codes and statutes of the State of Texas governing food establishments.

## Farmers Market Vendor Responsibilities

1. **Operation:** A Farmers Market Permit will allow for operation at multiple Farmers Markets within the same jurisdiction even when occurring at the same designated time.
2. **Home Prepared Food:** *Do not serve food prepared at a home to the public.* All home-based food businesses must fully comply with the Cottage Food Law. Failure to meet all aspects of the Cottage Food Law may result in legal action. Cottage Food Law businesses are prohibited from obtaining Austin Public Health permits.
3. **Permit:** Post a physical copy of your Farmers Market permit at your booth where customers and inspectors can see it. All farmers market booths are required to prominently display their permits at all times to avoid legal action.
4. **Jurisdiction:** Multiple permits are required in order to operate in more than one jurisdiction. Each jurisdiction requires a separate permit. Jurisdictions serviced by this Department are City of Austin, Unincorporated Travis County, Sunset Valley, Bee Cave, Lakeway, Rollingwood, Volente, and Westlake Hills.
5. **Transferrable:** *Permits are not transferrable.*
6. **Central Preparation Facility (CPF) Requirements:** The Central Preparation Facility (CPF) Contract is a required document for the permit application submission.
  - a. Storage of Food, Beverages, Equipment, Utensils, and General Supply,
  - b. Water supply sourcing,
  - c. Wastewater disposal,
  - d. Food Preparation may occur at the Central Preparation Facility (CPF) if the Farmers Market Booth Owner holds their own separate, valid permit to operate a Food Establishment at the CPF location.
7. **Permit Class Types:** The following chart describes the Farmers Market permit types. All food types and food-handling operations must meet the requirements for the corresponding class of permit.

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

Applicant's Signature

Print Name

Date

I have read/understand all of the items of responsibility listed above and agree to fully comply with all requirements as listed. I understand fully that any violation of or deviation from these requirements may result in the suspension of my permit and may potentially result in further legal action, such as having court charges filed.



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**Central Preparation Facility (CPF) Contract**

The intention of this document is to verify that an agreement exists between the operator of the Farmers Market Booth and the operator of the CPF which allow the Farmers Market Booth operator to utilize the CPF facilities in a manner consistent with all Austin Public Health rules, regulations and guidelines. Under the terms of this agreement the operator of the CPF must adhere to the following:

- Allow for all food storage, equipment/utensil storage, supply storage and wastewater disposal at the CPF.
- **Ensure that no food preparation occurs at the CPF unless the Farmers Market Booth Business Owner holds a separate and valid Food Establishment permit at the CPF location.**
- Maintain a current and valid food establishment permit.
- **Eggs Only Instructions – Complete this top portion of this form with information of Farm location or source of eggs.**

I \_\_\_\_\_ have read and understand the items of responsibility listed  
CPF Owner / Responsible Party (Print)  
 above and agree to comply with all of the requirements. I give permission to \_\_\_\_\_  
Farmers Market Business Owner (Print)  
 of \_\_\_\_\_ to use my establishment, \_\_\_\_\_  
Farmers Market Booth Business Name (Print) Name of CPF (Print)  
 located at \_\_\_\_\_ as a CPF for the Farmers Market Booth Business Owner.  
Address of CPF (Print)

I understand that any health violations of the vendor found at this establishment can be included on the health inspection for this establishment.

CPF Owner Phone: \_\_\_\_\_  
(###) ### - ####

**NOTARY VERIFICATION**

**\*Required unless the Farmers Market Booth Business Owner owns the Central Preparation Facility\***

*To be signed in the presence of the Notary after completion of form.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Central Prep Facility Owner or Responsible Party MM/DD/YYYY

Before me on this date, \_\_\_\_\_, personally appeared, \_\_\_\_\_,  
MM/DD/YYYY Central Preparation Facility Owner or Responsible Party (Print)

owner or responsible party of, \_\_\_\_\_, known to me (or proven to me) to  
Name of Central Preparation Facility Establishment (Print)  
 be the person whose name is subscribed to the above "Central Preparation Facility Contract."

Name of Notary: \_\_\_\_\_ Expiration: \_\_\_\_\_  
Name of Notary Public, State of Texas (Print) Notary Commission Expires (MM/DD/YYYY)

Notary Signature: \_\_\_\_\_ Notary Seal: \_\_\_\_\_  
Ink Stamp Only



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**Certification in Jurisdiction of Food Establishment  
 and/or  
 Central Preparation Facility (CPF)**

Any applicants seeking 'Austin Public Health Farmers Market Permit' who want to utilize a Food Establishment or Central Preparation Facility (CPF) outside of the Austin/Travis County jurisdiction must submit this form verifying the facility's permitted status. The public health authority with oversight of this facility must complete this verification documentation.

**Note:** A clear copy of a valid food establishment license/permit is acceptable in lieu of this document. If the local health authority does not regulate the food establishment then a copy of the valid State license/permit will suffice.

The proposed food establishment (listed below) seeks verification from the presiding health authority that the establishment holds a valid Food Establishment Permit and meets the presiding authority's requirements to serve as a Food Establishment and/or Central Preparation Facility.

Food Establishment: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Permit Number: \_\_\_\_\_ Permit Expiration Date: \_\_\_\_\_

*I certify that the above establishment is currently approved to operate under my jurisdiction as a (please initial all that apply):*

Food Establishment: \_\_\_\_\_

Central Preparation Facility: \_\_\_\_\_

Health Officer/Authority: \_\_\_\_\_  
Printed Name: Last, First

Health Officer/Authority: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature MM/DD/YYYY

Jurisdiction: \_\_\_\_\_

Phone Number: \_\_\_\_\_  
(###) ### - ####