



Walk-in Location: 1520 Rutherford LN, NE corner of Rutherford LN @ Cameron RD, Building 1 East Entrance (No Mail Accepted here)

## Starting a Farmers Market Booth in the City of Austin, ILA, and Travis County

The Farmers Market Booth Permit allows a vendor to sell, serve, or give away food and/or 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.

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### 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](#), and
4. Sampling only.

There are two 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 2 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 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, you may 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 "Permit Process" on next page for additional details.

## Application Checklist

In order to be accepted, a complete application must include:

- A *completely filled out* Farmers Market: Operational Permit **Application**,
- A copy of current, valid government-issued photo **identification card** for the Business Owner,
- Farmers Market Permit **Fee**,
- 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.)

## Permit Process

### New Permit

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.

### Renewing Permit

All permits expire one (1) year from the date of issuance. Prior to expiration, a Notice of Farmers Market Permit Expiration 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.

### Close a Permit

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](mailto:ehsd.service@austintexas.gov).

### What type of Farmers Market Permit do I need?

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 (graded and non-graded)</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, local 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>• All foods allowed</li> <li>• Bulk dispensing.</li> <li>• Beverages in closed containers (employee service)</li> </ul>	<p><b>FULL SERVICE</b></p> <p>Requiring handling of open food. Employees may serve beverages. Onsite preparation, cooking, and assembling of full menu</p>	<p><b>ALL Class A requirements and:</b></p> <ul style="list-style-type: none"> <li>• Food Manager's Certificate (FMC) – an <i>original</i> must be posted at all operating booths. City of Austin jurisdictions require FMC to be registered.</li> <li>• Handwashing setup &amp; gloves</li> <li>• Warewashing setup or extra utensils</li> </ul>
*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**

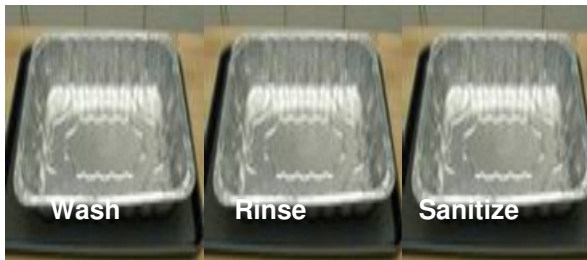


**No push-button spout**



**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



## **Food Handler/Food Manager Requirements**

### **Class A Requirements**

Class A Farmers Market permits do not require food handler or food manager training or registration.

### **Class B Requirements**

Class B requires that all employees that handle food must complete an accredited Food Handler Training course and readily make a copy of the certificate available upon request by the health authority.

Additionally, Class B Farmers Market permits must have an original Food Manager certificate posted at all operating booths. City of Austin jurisdictions require that the certificate is registered in the City of Austin.

## **Food Handler/Food Manager Certificate Information**

### **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>

### **Food Manager Resources**

To obtain a Food Manager certification, you must pass 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. To locate approved Food Manager courses, please visit: <http://www.dshs.texas.gov/food-managers/certification.aspx>.

Farmers Market permits operating in the City of Austin must also register their Food Manager certificates. The City of Austin requires at least one employee 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. For more detailed information visit our website at: <http://www.austintexas.gov/department/food-manager-certification>.

## **Resources**

### **Applications, Fee Schedule, and Regulations**

<http://austintexas.gov/department/farmers-markets>

### **Websites/Phone Numbers**

Texas Department of Agriculture - <http://www.gotexan.org/LocateGOTEXAN/CertifiedFarmersMarkets.aspx>

Cottage Foods Guidance Document -

[http://austintexas.gov/sites/default/files/files/Health/Environmental/RevisedSite/cottage\\_food\\_guidance\\_en.pdf](http://austintexas.gov/sites/default/files/files/Health/Environmental/RevisedSite/cottage_food_guidance_en.pdf)

Cottage Food Productions FAQs -

[http://austintexas.gov/sites/default/files/files/Health/Environmental/RevisedSite/CottageFoodFAQs11\\_2013.pdf](http://austintexas.gov/sites/default/files/files/Health/Environmental/RevisedSite/CottageFoodFAQs11_2013.pdf)

Fixed Food Establishments - <http://austintexas.gov/department/fixed-food-establishments>