



City of El Paso Department of Public Health

TEMPORARY FOOD ESTABLISHMENT FAQ'S

Where do I apply and pay necessary fees for a Temporary Food Establishment Permit?

Applications and fee payments for Temporary Food Establishments both inside and outside the City (County of El Paso, Anthony, Vinton, Clint, Horizon, and Socorro) can be handled at either the Food Inspection Program Desk at City Hall (#2 Civic Center Plaza, 1st Floor) or at the Tillman Health Center (222 South Campbell, Room 200.)

Can I operate my Temporary Food Establishment without a permit?

No. Separate permits are required to operate a Temporary Food Establishment within each political jurisdiction (City of El Paso, El Paso County, Anthony, Clint, Horizon City, Socorro, and Vinton) and for each event and location.

Can I let someone else take over my Temporary Food Establishment Permit if I decide not to operate anymore?

Temporary establishment permits are non-transferable from person to person or Temporary Food Establishment unit to Temporary Food Establishment unit.

Can I prepare foods at home?

Food from home is not typically allowed in a Temporary Food Establishment. Food must be prepared in an authorized Central Preparation Facility (CPF) unless you are a non-profit or charitable organization that is serving or selling non-potentially hazardous foods such as baked goods (cakes, cookies, bread, etc.)

What is an authorized CPF?

A legally permitted food establishment, such as a restaurant, where water is obtained and waste water is disposed and food is kept, handled, prepared, packaged, or stored.

Can I prepare any type of food in my Temporary Food Establishment?

Food with limited preparation (i.e. hot dogs, pre-packaged frozen hamburger patties, nachos, bratwurst, frying of tortillas/gordita shells/churros) and pre-washed ready-to-eat vegetables may be prepared in the Temporary Food Establishment.

Food with Extensive preparation (i.e. meats for enchiladas/tacos/gorditas/burritos; rice, beans, marinating, etc.) must be prepared in a CPF permitted by the Department of Public Health.

Can any food establishment, such as a restaurant, operate as a CPF?

A CPF must have an inspection rating of 85 or better within the past year. A notarized letter from a CPF is required with the application (blank CPF letters may be emailed to you or picked up at the counter).

Where can I obtain water for my Temporary Food Establishment?

Water must be obtained from an approved CPF or commercially bottled drinking water, closed portable water containers, enclosed vehicular water tanks, on premise storage tanks or piping, tubing or hoses connected to an approved source.

Where can I dispose of waste water/sewage for my Temporary Food Establishment?

Wastewater must be disposed via legal means at the CPF through an approved sanitary sewage system that is constructed, maintained and operated according to law.

Are there equipment requirements for my Temporary Food Establishment?

For prepackaged, non-potentially hazardous foods, no equipment is required. For exposed Food: Only propane gas or electric units are allowed for both cooking and hot holding. Canned heat (Sterno) chaffing dishes are only allowed inside buildings. Refrigerators, freezers, or ice chests with dry ice are allowed for storage. Wet storage or bagged ice is not allowed.

Are there requirements for the construction of a booth that is used?

Yes. The following are requirements for booths with exposed food: the ceiling must be made of canvas, plastic, tarp, or wood. Booths must be on concrete, machine laid asphalt, dirt, or gravel if it is covered with mats, removable platforms, duckboards, or other suitable materials effectively treated to control dust and mud as permitted. Entry and exit ways must remain closed. Outer openings shall be protected against the entry of insects (when they are problematic, ie: too many to count) and rodents by use of 16-per-inch screen. For pre-packaged non-potentially hazardous foods: A canopy and adequate lighting is required.

What are the fees for permit issuance?

City of El Paso – Temporary Food Establishment Permit Fees

\$53.00 Prepackaged Foods (Expedited Services Fee \$105.00)/**\$79.00** Exposed Foods (Expedited Services Fee \$158.00)

No fees for non-profit organizations with proper documentation only.

County of El Paso, et al - Temporary Food Establishment Permit Fees

\$50.00 – Prepackaged Foods/ **\$75.00** – Exposed Foods

No fees will be assessed for non-profit organizations that show proper documentation.

When do permits expire?

Permits are only valid for the duration of the event, and for no more than 14 consecutive days.

Where can I get more information?

You may call (915) 543-3530 or City Hall at (915) 541-4434 during normal business hours.