

Frequently Asked Questions: Temporary Food Dealers Permits

Where is the Fire Marshal's Office?

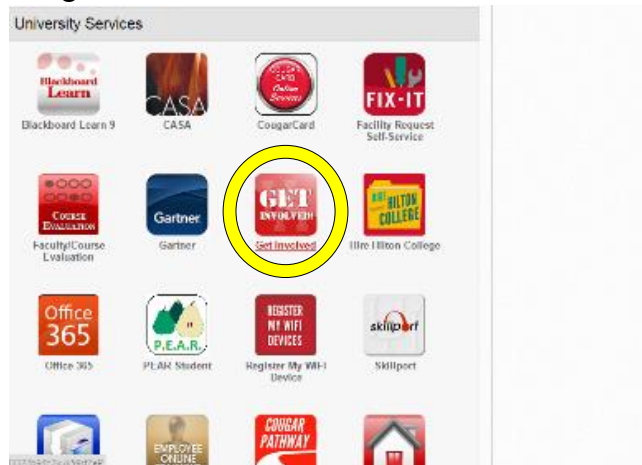
We are located in TLC2 building (#106). It is on the East side of Cullen, South of Wheeler. Directly across Cullen Oaks Apartments.

Where do I find the policies/rules for a Temporary Food Dealer's Permit?

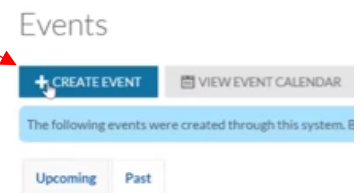
- For policies: go to the www.uh.edu/ehls/general/food-safety/ and click on the "Temporary Food Dealers Tab" and below you will find the Temporary Food Dealers Policy.

Where can I find the form to fill out a Temporary Food Dealer's Permit?

- To get the permit approved in person: fill out this form: <http://www.uh.edu/fire/forms/Temporary-Food-Dealers-Permit.pdf> and submit it to the Fire Marshal's Office in person for review.
- If you are a **student officer** (only the top three officers) for a registered organization through *Get Involved* you may submit a Temporary Food Dealer's Permit by:
 1. clicking on the "GET INVOLVED!" tab



2. Create an event on your organization's tab. For a step by step process on how to create an event, go to: <https://uh.collegiatelink.net/support>
3. Once you have clicked on the "CREATE EVENT" tab, the form will automatically go through all of the steps necessary and will eventually take you to the Temporary Food Dealer's form. Once you submit the form, your event will be reviewed for approval.



How do I know what foods I am allowed to serve?

Read the Low Risk, Medium Risk and High Risk categories (located on pages 2-3) within the Temporary Food Dealer's policies and procedures. Your menu must be on the list of approved foods.

How soon should I bring in my Temporary Food Permit to be approved?

All food permits must be turned in at least **three business days before** the date of your event.

What happens if I turn my permit in late?

You will receive a time violation. Three violations will suspend you from serving food on campus. Permits will not be approved the day of an event and any organization operating without a Temporary Food Dealer's Permit will be immediately placed on suspension.

Can I send my permit by fax or email?

No. All permits must be submitted in person or through *Get Involved*. The requestor shall post the original signed copy (if submitted in person) at the event or have the event's proof of approved submission (if submitted through *Get Involved*) on site at all times throughout the duration of event.

When is the best time to come to the office to get my permit approved?

Permit hours are 8-1:30 AM and 12:30-5 PM.

Do I need to bring any additional forms with me to get my permit approved?

Yes. If you are serving food anywhere on campus (except for Bauer and Hilton) you must bring in your site reservation or confirmation (proof that you are allowed to reserve the desired spot on campus throughout the duration of your event).

For all other additional forms, use the following as a guide:

