

2026 PERMITTING and FOOD SAFETY GUIDE

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Introduction:

This guide is designed to provide food vendors with a clear understanding of the necessary food safety measures they must follow to operate a booth at the Coppell Farmers Market, as specified by the State of Texas and the City of Coppell.

Definitions:

TCS (Time/Temperature Control for Safety) foods are those that can make people sick if not kept at the proper temperature. These are foods that bacteria will quickly grow on if left out at room temperature. Examples include, but are not limited to: milk, cheese, cooked rice, meats, cut fruits, cooked beans, casseroles, and salads with mayo. In short: If it belongs in the fridge or needs to stay hot to be safe, it's a TCS food.

PHF (Potentially Hazardous Foods) are foods that must be kept at specific temperatures to limit the growth of microorganisms that can cause foodborne illness. These foods, now often referred to as Time/Temperature Control for Safety (TCS) foods, are moist, nutrient-rich, and have a slightly acidic or neutral pH, which provides an ideal environment for bacteria to grow and produce toxins. Examples include raw and cooked meat, poultry, seafood, dairy products, eggs, cooked rice, and cut fruits and vegetables.

CFM stands for Coppell Farmers Market.

Application refers to either the new vendor application to the Coppell Farmers Market or the application for a City of Coppell permit (called "Farmers Market Permit"). Read context carefully.

DETERMINING PERMITTING NEED BY PRODUCT TYPE

No Permit Required
Fresh, whole, uncut fruits and vegetables.
Foods covered under the Texas Cottage Food Law, including TCS foods (specifications in the cottage food section)
Non-food vendors (examples include, but are not limited to: pet supplies, body products, candles, service vendors, etc.)

Permit Required
Eggs (must have safe handling label, name & address on label, stored ≤45°F in a mechanical cooler)
Meat (USDA/DSHS inspected, safe handling label, storage license, stored ≤0°F in a mechanical freezer, proof of inspection or exemption)
Milk and cheese (Grade A pasteurized, labeled, stored ≤41°F in a mechanical cooler)
TCS beverages (fresh juice, smoothies, etc.)
TCS baked goods made in a commercial kitchen (stored in a cooler ≤41°F)
Sampling of TCS foods and produce (cut produce, prepared items—requires sanitary handling and temperature control)
Manufacturing/prepackaged foods made in licensed commercial kitchens (must provide DSHS manufacturing permit)
On-Site Food Preparation (Food/Beverage Carts and Served Foods/Beverage Vendors)

OBTAINING A CITY PERMIT

Step 1: Review the “Specifications and Requirements” sections of this document to determine which documents you’re required to obtain. The determination is based on product type and production method. Upload the following documents while completing the Coppell Farmers Market (CFM) online application:

1. Labels for all products. See ‘**Labeling Rules**’ below.
2. Copy of your Food Handlers Card.
3. Copy of your Food Manufacturing License.
4. Copy of your Facility Inspection.
5. Meat producers only: Processing License.
6. Completed Permit Form

Step 2: Upon approval of your CFM Application, the Market Manager will submit your uploaded documents and contact information to the City of Coppell Environmental Health for review.

Step 3: Environmental Health verifies compliance with state and local codes and determines whether a City permit is required. If a City permit is required, Environmental Health will directly email the vendor with a link to pay the permitting fee online.

Step 4: Renew Permit Annually by repeating Steps 1 - 3.

OBTAINING THE REQUIRED LICENSES AND INSPECTION REPORTS

- Food Handlers Card: <https://www.dshs.texas.gov/food-handlers/training/online.aspx>
- Food Manufacturing Licence: <https://www.dshs.texas.gov/food-manufacturers-wholesalers-warehouses/food-manufacturers-general-information>
- Facility Inspections are provided by facility operators. Facility operators must obtain an inspection from either the Texas Department of State Health Services (DSHS), a local city Environmental Health Department, or a third-party inspector.
- Facility operators provide Processing Licenses.

SPECIFICATIONS AND REQUIREMENTS BY VENDOR AND PRODUCT TYPE

SPECIFICATIONS AND REQUIREMENTS FOR NON-PERMITTED VENDORS:

Food-producing vendors working under the Cottage Food category must upload the following documents to their Marketspread account:
Food Handlers Card
Product Labels for each product, built into a Word document or PDF file
A Certificate of Liability Insurance with the CFM named as an Additional Insured. (Additionally, a signed Indemnification Agreement must be separately emailed to the CFM Director.)

- Follow labeling rules as specified by the Texas Cottage Law, if applicable.
- Keep products protected from contamination.
- No open food handling is allowed.

SPECIFICATIONS AND REQUIREMENTS FOR PERMITTED VENDORS:

Permitted vendors must upload the following documents to their Marketspread account:
Completed Permit Form
Food Handlers Card
Product Labels for each product, built into a Word document or PDF file
Food Manufacturing License
Facility Inspection
Processing License: meat producers only
A Certificate of Liability Insurance with the CFM named as an Additional Insured. (Additionally, a signed Indemnification Agreement must be separately emailed to the CFM Director.)

A Farmers Market Permit and the following practices are required if you sell or handle:

Eggs:

Under current law, individuals selling eggs from their own flock are allowed to sell ungraded eggs directly to consumers, but must have:

- A label on the top panel of the carton that includes the following safe handling instructions: "SAFE HANDLING INSTRUCTIONS: To prevent illness from bacteria: Keep eggs refrigerated, cook eggs until yolks are firm, and cook foods containing eggs thoroughly."
- A label that must include the word 'ungraded'.
- The business name & address on the label.
- The date the carton was packed.
- Must be stored in a mechanical cooler $\leq 45^{\circ}\text{F}$.

Meat:

Must come from a USDA or DSHS-inspected source (or have proof of small producer exemption) and have:

- A required safe handling label, in 12-point font: "SAFE HANDLING INSTRUCTIONS: To prevent illness from bacteria, keep this food refrigerated or frozen until the food is prepared for consumption."
- A storage license.
- USDA/DSHS inspection paperwork.
- Must be stored in a mechanical freezer $\leq 0^{\circ}\text{F}$.

Milk/Cheese:

- Must be Grade A pasteurized.
- Must be labeled appropriately.
- Must be stored in a mechanical cooler $\leq 41^{\circ}\text{F}$.

Drinks:

- TCS beverages (fresh juices, smoothies, etc.):
 - **A permit is required.**
- Non-TCS beverages in sealed containers (shelf-stable):
 - **No permit is required.**

Bakery / Prepared Foods:

- TCS baked goods (cream pies, cheesecakes, etc.):
 - Must be kept $\leq 41^{\circ}\text{F}$
 - **A permit is required.**
- Non-TCS baked goods (bread, cookies, shelf-stable foods):
 - **No permit is required.**

Manufacturing:

- Prepackaged foods that are made in a licensed commercial facility.
- Must provide a manufacturing permit from DSHS.
- Must provide a Facility Inspection from DSHS.

SPECIFICATIONS AND REQUIREMENTS FOR TEXAS COTTAGE FOOD LAW VENDORS

Food-producing vendors working under the Cottage Food category must upload the following documents to their Marketspread account:
Food Handlers Card
Product Labels for each product, built into a Word document or PDF file
A Certificate of Liability Insurance with the CFM named as an Additional Insured. (Additionally, a signed Indemnification Agreement must be separately emailed to the CFM Director.)

Based on Texas Senate Bill 541 (effective September 1st, 2025).

Please note:

Cottage Food Vendors do not pay the City of Coppell permitting fee.

What You Can Sell:

You may sell any homemade food **EXCEPT:**

- Meat, meat products, poultry, poultry products, seafood, seafood products, fish, shellfish, and shellfish products.
- Ice or ice products, including shaved ice, ice cream, frozen custards, popsicles, and gelato.
- Low-acid canned goods (green beans, canned baby food, etc.).
- CBD or THC products.
- Raw milk or raw milk products. Approved vendors can designate the CFM as a pick-up location for raw milk that was purchased on the farm in accordance with [Texas Law](#). See **RAW MILK** below.

Examples of Allowed Foods:

- Non-TCS (shelf-stable): Baked goods that do not require refrigeration, candies, granola, canned jams/jellies (pH ≤ 4.6), fruit pies, fruit butters, coated and uncoated nuts, roasted coffee, dried pasta, spice mixes, popcorn, fudge, tortillas, vinegar, mustard, vanilla extract, honey, dehydrated and freeze-dried fruits/veggies, dried herbs or herb mixes.
- TCS (requires refrigeration ≤41 F and can only be sold through direct sales to customers): cheesecakes, flan, cream pies, pumpkin pie, casseroles, cut fruits/veggies, juices, tamales, potato/macaroni salad.

Labeling Rules:

All packaged foods must include:

- Operation name & address [OR DSHS ID number.](#)
- Common name of the food.
- Ingredients list (by weight).
- Allergen statement (milk, eggs, nuts, wheat, soy, fish, shellfish, sesame).
- Disclosure (exact wording, all caps):
 - “THIS PRODUCT WAS PRODUCED IN A PRIVATE RESIDENCE THAT IS NOT SUBJECT TO GOVERNMENTAL LICENSING OR INSPECTION.”
- For TCS foods: add the date the item was produced, and the following safe handling statement:
 - “SAFE HANDLING INSTRUCTIONS: To prevent illness from bacteria, keep this food refrigerated or frozen until the food is prepared for consumption.”
- Large/bulky items such as wedding cakes may use invoice/receipt labels.

Product Label Examples for Cottage Law Foods :

Non-TCS Foods

You must list your home address or register with DSHS for a unique identification # to use on your labels.

SugarRush
CUPCAKES & DESSERTS

7701 Oak Street, Anytown, TX 77701
OR DSHS Cottage Food License #1234567

Toffee Shortbread

Common or usual name of the product.

Contains these major allergens: **Milk Wheat**

Only required for refrigerated or wholesale foods. You must list any major allergens present in the food.

Made on: September 1, 2025

THIS PRODUCT WAS PRODUCED IN A PRIVATE RESIDENCE THAT IS NOT SUBJECT TO GOVERNMENTAL LICENSING OR INSPECTION

Statement of non-inspection: This is the required language.

TCS Foods

Common or usual name of the product.

Bakery

PUMPKIN CHEESECAKE

12301 Cottage Avenue, Anytown, TX 78777
OR DSHS COTTAGE FOOD LICENSE #1234567

Home address or DSHS Cottage Food License Number

CONTAINS THESE MAJOR ALLERGENS: **MILK EGGS**

THIS PRODUCT WAS PRODUCED IN A PRIVATE RESIDENCE THAT IS NOT SUBJECT TO GOVERNMENTAL LICENSING OR INSPECTION

Made on: September 1, 2025

SAFE HANDLING INSTRUCTIONS: To prevent illness from bacteria, keep this food refrigerated or frozen until the food is prepared for consumption.

Made on date only required for wholesale or refrigerated foods.

Only required for foods requiring refrigeration. May be incorporated into receipt or invoice. Must be in at least 12-point font (this is the only portion with a required font size).

This is the required statement. Must be in all caps.

Training & Registration:

- Texas Food Handler course is required (inexpensive, available online; valid for 2 years).
- DSHS registration is required if:
 - Selling TCS foods, or
 - Operating as a cottage food vendor.
- Registration also lets you use a state ID number on product labels instead of your home address: <https://texascottagefoodlaw.com/dshs-registration/>

Egg Sales Rules:

- If you are selling small quantities of eggs as an individual under the Cottage Food Law,

you are exempt from permitting, but TCS food rules still apply (see above).

- If you are producing large quantities of eggs or other animal products as part of a farm business, especially under an LLC or company name, you will need a state permit.
- Shell eggs may be sold directly to consumers.
- Eggs are not considered “poultry products” under the exclusions.

Restriction:

- Direct sales only (farmers markets, your home, pop-ups, etc.)
- No wholesale through cottage food vendors or resale in stores.

Packaging & Labeling:

- Eggs must be clean and placed in cartons (new or sanitized, with no other farm’s brand unless relabeled).
- Label must include:
 - Name of your cottage food operation
 - Date packed
 - Quantity (e.g., “One Dozen Eggs”)
 - The standard disclosure: “THIS PRODUCT WAS PRODUCED IN A PRIVATE RESIDENCE THAT IS NOT SUBJECT TO GOVERNMENTAL LICENSING OR INSPECTION.”

Storage & Handling:

- Eggs must be kept clean and safe from contamination.
- If unwashed and sold with bloom intact (farm fresh), store eggs at room temperature and out of the sun.
- If washed, keep refrigerated cold ≤41°F.

Cottage Law Resources:

Find approved cottage foods, labeling requirements, FAQs, and resources about the Texas Cottage Law at <https://texascottagefoodlaw.com/>.

SPECIFICATIONS AND REQUIREMENTS FOR RAW MILK DISTRIBUTION

Raw Milk vendors must upload the following documents to their Marketspread account:
Completed Permit Form
Food Handlers Card
Product Labels for each product, built into a Word document or PDF file

Facility Inspection
Food Manufacturing License
A Certificate of Liability Insurance with the CFM named as an Additional Insured. (Additionally, a signed Indemnification Agreement must be separately emailed to the CFM Director.)

Any vendor delivering raw milk or raw milk products shall comply with [Title 25, subchapter B](#).

The City of Coppell is not approving the sale of raw milk to the CFM, only the milk delivery. The vendor will be responsible for any foodborne illness resulting from raw milk.

The City of Coppell will ask the vendor to provide evidence proving that they are following the state of Texas requirements. Some of these requirements are the following:

Delivery Requirements/Temperature Control:

- Ensure all Grade A raw milk and Grade A raw milk products are delivered in refrigerated sanitary equipment. If ice is used to keep Grade A raw milk and Grade A raw milk products cold, the ice must come from an approved source or be made with an approved potable water source and must not contain any dirt, debris, or other contaminants. Grade A raw milk and Grade A raw milk products must not be completely submerged in ice.
- Ensure the internal temperature of Grade A raw milk and Grade A raw milk products is maintained at $\leq 41^{\circ}\text{F}$ during processing, transportation, and delivery. (Keep a temperature log on-site. Take the temperature as often as needed, and discard milk products if the temperature exceeds 45 degrees Fahrenheit.)
- Grade A raw milk and Grade A raw milk products must not be frozen unless unfrozen samples are available for the department to sample. The unfrozen samples must be representative of the most current milking.

Labeling Requirements:

All bottles, containers, and packages enclosing Grade A raw milk and Grade A raw milk products, as defined in §217.1(41) of this title (relating to Definitions), must be conspicuously labeled immediately upon bottling on the principal display panel to include:

- The product name, containing the phrase “Grade A Raw” and include the product name as given in the definition in §217.1(41) of this title.
- The batch number of the Grade A raw milk or Grade A raw milk product, and the date the Grade A raw milk or Grade A raw milk product was bottled or packaged.
- The quantity of the contents.
- The name, address, zip code, telephone number, and permit number of the Grade A raw milk processor.
- All ingredients are listed in descending order of predominance.

- Any allergens **must** be identified with bold letters in the ingredient statement or have a “Contains” statement immediately after the ingredient statement.
- The following statement: **“This product contains unpasteurized milk. Consuming raw foods, including raw dairy products, may increase your risk of foodborne illness. Persons at higher risk for foodborne illness include pregnant and nursing women, children, the elderly, and people with weakened immune systems.”**
- Labeling information is required on all bottles, containers, or packages of Grade A raw milk and Grade A raw milk products, and must be in letters of an acceptable size, font, and color satisfactory to the department, and must contain no marks or words that are misleading. All labeling must be easily legible under ordinary conditions of purchase. All labeling on Grade A raw milk and Grade A raw milk product containers must be approved by the department before the distribution or sale of the Grade A raw milk or Grade A raw milk products.

Inspection Reports:

Provide the last 4 inspection reports/Lab results.

Delivery Only:

Raw milk product sales at a farmers market are still not allowed, but a farmers market booth could serve as a delivery point for pre-purchased raw milk.

SPECIFICATIONS AND REQUIREMENTS FOR ON-SITE FOOD PREPARATION (FOOD/BEVERAGE CARTS AND SERVED FOODS/BEVERAGE VENDORS)

Vendors working under the On-Site Food Preparation category must upload the following documents to their Marketspread account:
Completed Permit Form
Food Handlers Certificate
Copy of Menu
Facility Inspection (needed if any advanced food preparation steps are done off-site. Examples include, but are not limited to: washing fruit that is intended to be fresh-squeezed, chopping of vegetables, cheese shredding, etc.)
A Certificate of Liability Insurance with the CFM named as an Additional Insured. (Additionally, a signed Indemnification Agreement must be separately emailed to the CFM Director.)

Please note:

The City of Coppell requires vendors who prepare food on-site at the CFM to provide proof of liability insurance with a limit of at least \$1,000,000 per occurrence for bodily injury and property damage. Documents must be uploaded to the Vendor's Marketspread account. Recommended Insurance: [FLIP: Food Liability Insurance Program](#)

Who qualifies as a Food/Beverage Cart and/or Served Foods Vendor? Any vendor who prepares, cooks, or serves food or beverages on-site, including:

- Cooking or heating foods (waffles, pancakes, burgers, hot dogs, soups, etc.).
- Preparing individual drinks (coffee, tea, smoothies, fresh juice, lemonade), one at a time for immediate service.
- Preparing drinks poured from a larger container (coffee, tea, smoothies, fresh juice, lemonade), one at a time for immediate service.
- Light cutting and mixing simple ingredients for immediate use. This may include, but is not limited to: slicing garnish ingredients, squeezing fruit juice for garnish or minimal finishing, adding ice, water, or approved flavorings, mixing batter, etc., or assembling food on-site. Heavy preparation must be done off-site in an approved kitchen. This includes extensive or high-risk preparation, such as bulk juicing, slicing, or processing meat, and/or large-scale cutting and dicing.
- Offering samples of TCS (Time/Temperature Control for Safety) foods, unless it is cottage food or shelf-stable products.

Application & Fees:

- Upon application to vend at the Coppell Farmers Market, Food/Beverage Cart and/or Served Foods Vendors must upload copies of their menu, Food Handlers card, and facility inspection (if preparing in a commercial kitchen) to their Market Spread account.
- Fees: \$100 per permit. Fees are nonrefundable. A link to pay the fee will be emailed upon acceptance to the CFM.
- Once accepted as a vendor at the CFM, contact Coppell Environmental Health at 972-304-7095 or 972-462-5164 to arrange an inspection.

Food Requirements:

- All food must come from an approved source (licensed kitchen, USDA/DSHS inspected plant, grocery store).
- No home-prepared or home-stored foods allowed. Cottage vendors can sample, but they can't cook on-site, and they don't need a permit.
- Foods requiring extensive preparation (slicing, squeezing, dicing, cutting, mixing) must be done off-site in an approved kitchen.
- All TCS foods must be held at safe temperatures:
 - o Cold $\leq 41^{\circ}\text{F}$ (eggs $\leq 45^{\circ}\text{F}$)
 - o Hot $\geq 135^{\circ}\text{F}$

Booth Construction & Equipment:

- Booths must have:
 - o Flooring (concrete, asphalt, plywood, or tarp).

- o Overhead covering for cooking and prep areas.
- o Food stored at least 6 inches off the ground.
- Cooking equipment producing grease-laden vapors should be stored safely and out of reach of children and pets.
- Only single-service utensils may be provided to customers.

Food Protection & Handling:

- All condiments must be in squeeze bottles, pumps, or single-serve packets.
- Food must be covered and protected from dust, insects, and weather.
- Metal stem thermometer required for checking food temperatures.
- No bare-hand contact with ready-to-eat foods (gloves, utensils, or deli paper required).
- An identifiable Person in Charge must be present and responsible for compliance.

Sanitation Requirements:

- Handwashing station required at all booths with open food. Must include:
 - o Insulated container with spigot for flowing potable water.
 - o Soap, paper towels, and a wastewater bucket. See diagram on last page.
 - o Minimum capacity: 5 gallons.
- Utensil washing: Vendors must bring enough clean utensils to replace soiled ones;

Utensil washing is not allowed on-site.

- Sanitizing solution: One capful of bleach per gallon of water (100 ppm).
- Wiping cloths stored in the sanitizer bucket between uses.
- Hair restraints (caps, nets, visors) are required for all food workers.
- No eating, drinking, or smoking in food areas.
- All wastewater must be disposed of in the sanitary sewer.
- Lidded trash containers must be inside each booth.

Inspection & Compliance:

- Expect the City of Coppell to visit and inspect your booth at least twice a year.
- All deficiencies must be corrected before serving food.
- Failure to comply may result in suspension or revocation of the Farmers Market Permit and status as a vendor at the Coppell Farmers Market.

REQUIREMENTS FOR SAMPLING FOOD PRODUCTS AND PRODUCE

All samples must meet the following criteria. Failure to abide by these sampling requirements may result in the loss of sampling privileges.

Sampling Rules:

- A sample is defined as a bite-sized portion of a full serving.
- **On-site preparation of food samples is prohibited.**
- Vendors may give out samples anywhere in Texas.

- No permits or fees can be required for sampling non-TCS.

Follow Safe Practices:

- Use gloves, disposable utensils, toothpicks, or individual packaging.
- Bare-hand contact with samples is prohibited.
- Cover/protect samples from contamination. Containers used for sampling must be clearly labeled (e.g., 'Tester' or 'Sample') to prevent confusion and accidental use of product containers.
- Perishable samples must be kept cold ($\leq 41^{\circ}\text{F}$) or hot ($\geq 135^{\circ}\text{F}$), or discarded **2 hours** after cutting or preparing.
- Multiple drink samplings must not be poured into a single customer's cup. A new cup must be used for each sample to avoid cross-contamination.
- Use closed-lidded trash cans to help manage waste and reduce the attraction of bugs.
- Hand sanitizer must be readily available.

Raw Fruit and Vegetable Sampling:

- Any produce intended for sampling shall be washed with potable water before cutting to remove any visible dirt or contaminants.
- Supplies for cutting produce samples:
 - disposable utensils and cutting surfaces
 - or smooth, nonabsorbent, and easily cleaned utensils and cutting surfaces.
- The person handling samples on-site must perform proper handwashing immediately before distributing samples and wear clean, disposable plastic gloves.
- Potentially Hazardous Foods (PHFs) must be kept at $\leq 41^{\circ}\text{F}$ or cut fresh every 2 hours. The following are classified as PHFs:
 - Cut melons
 - Cut tomatoes
 - Cut leafy greens
 - Cut cucumbers
 - Raw seed sprouts
 - Raw garlic and oil mixtures
 - Any other vegetables or fruits that are cut for sampling
- Cover/protect samples from contamination. Containers used for sampling must be clearly labeled (e.g., 'Tester' or 'Sample') to prevent confusion and the accidental use of soiled product containers.
- Use closed-lidded trash cans to help manage waste and reduce the attraction of bugs.

Potable Water and Handwashing Station Example:

