



Temporary Food Permit Application

Location: City Hall, Plano Environmental Health Department, 1520 K Avenue #210, Plano, TX 75074
Office (972) 941-7143 Fax (972) 941-7142

Fee Schedule:

- \$75.00 Food vendor **not permitted** with the City of Plano
- \$20.00 Food vendor **permitted** with the City of Plano
- \$20.00 Non-Profit organizations

PAYMENT NON-REFUNDABLE

Application and fee must be submitted at least two (2) working days prior to the start of the event. If the event will have five (5) or more food vendors then the permit applications must be submitted 14 consecutive days prior to the start of the event. Applications received after these deadlines will be subject to an administrative fee. Fees are non-refundable and applications will not be accepted after 4:00 p.m. on Friday immediately preceding the event.

PLEASE PRINT LEGIBLY

APPLICANT INFORMATION

Name of organization: _____

Contact person: _____

Address: _____

City: _____ State _____

Phone number: _____ Zip _____

Person in charge on-site: _____

EVENT INFORMATION

Date(s) of event: ____/____/____ to ____/____/____

Event name: _____

Name of event coordinator: _____

Telephone: (____) _____

Address of event: _____

Plano, Texas (zip) _____

Time of food booth set up: _____

Time of event: START _____ END _____

Expected Number of People to Attend Event: _____

Event to be Held: Enclosed Building Outdoors*

*OUTDOOR EVENTS-The food preparation and serving area must have a fire resistant overhead covering that protects the interior of the facility from the weather. If a 200 square foot tent with sides or a 400 square foot tent without sides is used, then a tent permit is must be provided from **Building Inspections Department-(972)941-7440**. Floors must be constructed of concrete, asphalt, tight wood or other similar easily cleanable material, and kept in good repair.

Organizers planning events on private property go to: www.plano.gov,
Select: "Departments", "Environmental Health", "Temporary Food Events", and
"Temporary Permit Application."

(For Office Use Only)

Date Received

Env. Health Approval

Fee Amount Due: _____

Administrative Fee: _____

Paid: \$ _____

Cash _____

Check #: _____

Receipt #: _____

Mail _____ Pick Up _____

Date Paid: ____/____/____



Please list specific menu items, including drinks, to be served.

Items not approved below may not be offered for consumption.

No food or beverage stored or prepared in a private home may be offered for sale, sold or given away from a temporary or seasonal food facility.

On-site cooking equipment:

On-site hot hold and/or cold hold equipment:

Name of menu item food supplier(s):
(i.e. name and address of grocery store)

Will food preparation take place prior to scheduled event? Y__N__
If yes, then provide the name and location of food preparation:
(i.e. name and address of restaurant)

Submit a copy of the restaurant **permit** and a copy of the most **recent inspection report if food is from a non-Plano restaurant.**

SITE INFORMATION

Three compartment ware wash: Y__N__

Sanitizer test strips: Y__N__

Toilet & **hand washing facilities** available: Y__N__

Name and contact information of person responsible for trash disposal and **liquid waste disposal:** _____

(For Office Use Only)

Processing Fee Required: Y__N__

Submitted by Deadline: Y__N__

Temporary Food Permits Issued This Year:

Existing Food Permit in Plano:

Y__N__

Existing Food Permit No.: _____

Non-Profit: Y__N__

IRS 501 Provided: Y__N__

Document on File: Y__N__

Out-of-Town Vendor: Y__N__

Copy of Health Permit: Y__N__

Copy of Inspection Report: Y__N__

Special Event Permit approved:

Y_____N_____

Contacts:

Special Event Permit
(972)941-7288

Fire
(972)941-5261

Outdoor grilling, cooking and hot hold activities in place during temporary food events must adhere to the City of Plano Fire Department Ordinance 2008-5-23 and the policies and procedures outlined in the "Temporary Events Procedures" document and is subject to approval by the regulatory authority.

Building Inspections
(972)941-7140

Temporary Sale Permit
Tent Permit

PERSONNEL/EMPLOYEE INFORMATION

Person(s) Preparing Food/Drink: _____

Person(s) Serving Food/Drink On-site:

List ALL employees and volunteers on ALL shifts (use additional sheets if necessary)

Person(s) Cleaning Up: _____

I certify that the submitted information is correct, and I fully understand that any deviation from the above without prior permission from the Regulatory Authority may nullify the permit. I understand I am subject to inspection at any time during the event. I am aware that events where vendors have more than one (1) booth will be charged an initial fee for the first booth and subsequent fees for each additional booth. Participation in large events with multiple booths will count as only one (1) permit towards the annual limit of eight (8) temporary permits for the same vendor.

Signature of Participant

DID YOU REMEMBER TO?

- ✓ ***COMPLETELY FILL OUT APPLICATION***
- ✓ ***ATTACH PAYMENT***
- ✓ ***SIGN APPLICATION***
- ✓ ***ATTACH COPY OF PERMIT AND MOST RECENT INSPECTION REPORT***