



# 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](http://www.plano.gov),  
Select: "Departments", "Environmental Health", "Temporary Food Events", and  
"Temporary Permit Application."

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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.

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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:**

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

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

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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)

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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:** \_\_\_\_\_

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**(For Office Use Only)**

Processing Fee Required: Y\_\_N\_\_

Submitted by Deadline: Y\_\_N\_\_

Temporary Food Permits Issued This Year:

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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***