



Seasonal Food Permit Application

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

Fee Schedule:

- \$150.00 Food vendor
- \$20.00 Food vendor **permitted** with the City of Plano
- \$20.00 Non-Profit organizations

Fees are non-refundable and applications will not be accepted after 4:00 p.m. on Friday immediately preceding the event.

PAYMENT NON-REFUNDABLE

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*

The operation of a seasonal food establishment is greater than fourteen (14) days but less than forty-five (45) consecutive days per event per vendor. Seasonal permits are limited to three (3) per calendar year per vendor per location. 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
"Seasonal Permit Application."

(For Office Use Only)

Date Received

Environmental Health Approval

Fee Amount Due: _____

Administrative Fee: _____

Paid: \$ _____

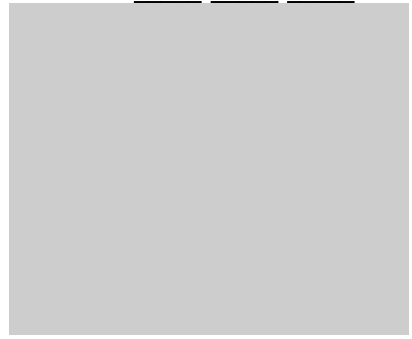
Cash _____

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.

Food or beverage stored or prepared in a private home may not be offered for sale, sold or given away from a temporary or seasonal food facility.

Seasonal permittees may serve non-potentially hazardous food products to include but are not limited to snowcones, packaged chips, candy, pickles and canned or bottled drinks. Ice that is consumed or that contacts food shall have been made under conditions meeting the requirements of the law.

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

Building Inspection
(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.

Signature of Participant

DID YOU REMEMBER TO?

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