



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 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***
- ✓ ***SIGN APPLICATION***
- ✓ ***ATTACH COPY OF PERMIT AND MOST RECENT INSPECTION REPORT***