



Temporary Food Event Application FOR ANNUAL PERMITTEES

Location: City of Plano Municipal Center
Plano Environmental Health Department, 1520 K Avenue, Suite 210, Plano, TX 75074
Office: (972) 941-7143 Fax: (972) 941-7142 Email: envhealth@plano.gov

An Annual Temporary Permit may be issued to a food establishment that holds a valid City of Plano food permit issued under Section 9-114(c)(3) Chapter 9 of the Plano Code of Ordinances. An Annual Temporary Permit may be used for no more than twenty-five (25) temporary events in one calendar year. Applications for events must be submitted in accordance with Sec 9-114(c)(2) of the Plano Code of Ordinances.

ANNUAL TEMPORARY FOOD EVENT PERMIT FEE: \$500.00
FOR CITY OF PLANO FOOD ESTABLISHMENTS ONLY THAT HOLD A VALID FOOD PERMIT

(This Application Must Be Submitted for Each Temporary Event with a one (1) time annual fee of \$500, however administrative fees will be incurred for additional event applications not received by deadlines below).

1. Application must be submitted at least five (5) working days prior to the event, or fourteen (14) working days prior to the event if five (5) or more booths are permitted for the same 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 Thursday immediately preceding the event.
2. Any additional event applications must be submitted at least five (5) working days prior to the event or fourteen (14) working days prior to the event if five (5) or more booths are permitted for the same event. Applications received after these deadlines will be subject to an additional administrative fee.
3. Participation in events where an annual temporary food permit holder has multiple booths will count as only one (1) temporary toward the annual of twenty-five (25) temporary permits.
4. **Fees are non-refundable and applications will not be accepted after 4:00 p.m. on Thursday immediately preceding the event.**

APPLICANT INFORMATION

Name of Organization: _____

Contact Person: _____

Organization 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) _____

Env. Health Approval

Fee Amount Due: _____

Administrative Fee: _____

Paid: \$ _____

Cash _____

Check #: _____

Receipt #: _____

Mail _____ Pick Up _____

Date Paid: ____/____/____

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 must be provided from Building Inspections Department – (972)941-7140. Floors must be constructed of concrete, asphalt, tight wood or other similar easily cleanable material, and kept in good repair.

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)

SITE INFORMATION

Three compartment ware wash: Y__N__

Sanitizer test strips: Y__N__

Toilet & hand washing facilities available: Y__N__

(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.: _____

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

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

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*
- ✓ *SIGN APPLICATION*