

# Application for Annual Temporary Food Service Permit



Environmental Health & Sustainability  
 1520 K Avenue, Suite 210, Plano, TX 75074  
 Email: [envhealth@plano.gov](mailto:envhealth@plano.gov)  
 Office: 972-941-7143 Fax: 972-941-7142  
<http://www.plano.gov/201/Environmental-Health>

A. PERMIT TYPES / FEES		PERMIT FEES ARE NON-REFUNDABLE	
Food Vendor <b>Permitted</b> with the City of Plano		<b>\$500.00</b>	
Any Temporary Food Event permit application that is submitted less than five (5) working days prior to the event, or 14 working days prior to the event if five (5) or more booths are permitted for the event will be assessed a <b>LATE FEE</b> (per application).		<b>\$50.00</b>	
<b>Applications WILL NOT be accepted after 4:00 p.m. on Thursday immediately preceding event.</b>			
B. EVENT/ORGANIZER INFORMATION			
Event Name:			
Event Address:			
Event Start Date / Time	Event End Date / Time	Expected Attendance	Event Indoors or Outdoors
Name of Event Organizer:		Phone:	Alternate Phone:
Event Organizer Email Address:			
<p>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.</p>			
C. APPLICANT INFORMATION			
Name:			
Mailing Address:			
City:	State:	Zip Code:	
Out of Town Vendor? Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>If yes, submit copy of health permit and most recent inspection report with application</b>		
Email Address:		Phone Number:	
Vendor Space #:	Plano Food Permit #	Mobile Food Truck Yes <input type="checkbox"/> No <input type="checkbox"/>	
What time will booth be set up and ready for inspection? AM <input type="text"/> PM <input type="text"/>		Time food prep begins: AM <input type="text"/> PM <input type="text"/>	
Name of food handler in charge (PIC) at booth:		Phone Number:	

Does the person in charge at the booth possess a food handler card or a food manager certification? Yes  No

**ATTACH A COPY OF THE CARD OR CERTIFICATION TO THIS APPLICATION**

Are you a Not-for-Profit 501(C)(3) Tax Exempt Organization? Yes  No

Tax Exempt Number (submit copy of tax exempt certificate):

**D. FOOD INFORMATION**

Please list specific menu items, including drinks to be served. **Foods prepared at home are not approved and shall not be offered for consumption.**


List on-site cooking equipment:


List on-site hot and/or cold holding equipment:


Name and address of food supplier (i.e., grocery store)


Will food preparation or cooking take place prior to the event? Yes  No

If yes, provide name and address of restaurant:


**E. SITE INFORMATION**

3-Compartment Sink for Warewashing? Yes  No  Sanitizer Test Stripes? Yes  No

Toilet and Handwashing Facilities Available? Yes  No

Name and Contact Information of Person Responsible for Trash and Liquid Waste Disposal:

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<b>F. PERSONNEL / EMPLOYEE INFORMATION</b>					
Person(s) preparing food/drink. List ALL employees/volunteers for ALL shifts (use additional page if needed)					
Person(s) serving food/drink. List ALL employees/volunteers for ALL shifts (use additional page if needed).					
Person(s) cleaning up. List ALL employees/volunteers for ALL shifts (use additional page if needed)					
<b>G. ADDITIONAL CONTACTS</b>					
Special Events Permit (Parks Department) Contact 972-941-7288			Fire Department: Contact 972-941-5261 (for Fire Department requirements)		
Building Inspections: Contact 972-941-5261 (for temporary sale permit and tent permit)					
<b>REQUIRED SIGNATURE:</b> I/WE agree that the issuance of this permit is contingent upon satisfactory compliance with the City of Plano Food Ordinance. Any non-compliance observed during inspection may result in the revocation of my temporary food permit, and I must immediately cease operation.					
<b>Applicant's Signature:</b>					<b>Date:</b>
<b>OFFICE USE ONLY</b>					
<b>Plano Food Permit #</b>			<b>Approved by:</b>		
<b>Fee Amount Paid:</b>			<b>Receipt Number:</b>		
Cash	Credit Card	Check #	Money Order	Pick Up Permit	Mail Permit
<b>DATE RECEIVED STAMP</b>			<b>EH APPROVAL STAMP</b>		