



CITY OF SUGAR LAND

Environmental & Neighborhood Services Department - Food Inspection Program
111 Gillingham Lane, Sugar Land, TX 77478
Phone: (281) 275-2170 FAX: 281-275-2360

APPLICATION FOR PERMANENT FOOD ESTABLISHMENT & FROZEN DESSERT PERMIT

Establishment Name:

ESTABLISHMENT TYPE: [] Academy [] Bakery [] Catering Service [] Concessions [] Convenience Store [] Dairy Shop
[] Day Care [] Full Service [] Grocery [] Hospital [] Hotel [] Limited Service
[] Non-Profit [] Nursing Home [] Public School [] Seafood Market [] Tavern [] Wholesale

[] Other (please indicate)

Circle One NEW CHANGE OF OWNERSHIP MODIFICATION OTHER

ESTABLISHMENT PHONE: FAX: EMAIL:

PHYSICAL ADDRESS: HOURS OF OPERATION:

OWNER NAME (name that appears on the sales tax permit)

PHONE: FAX: EMAIL:

PERMIT RENEWAL INFORMATION : Your renewal invoice will be mailed within the month prior to the permit expiration date.

WHERE SHOULD ANNUAL RENEWAL INVOICE /PERMIT BE SENT? (Check one) [] Establishment [] Corporate (ATTN:)

MAILING ADDRESS:

EMPLOYEE INFORMATION: Total number of payroll employees (including Mangers) Total number of Certified Food Managers

DOCUMENTS TO BE SUBMITTED:

- 1. Certified Food Manager: At least of one employee must have a valid CFM certificate from a course accredited by the Texas Dept. of State Health Services (DSHS) or City of Houston during all operating hours of the food establishment. This certification must be maintained onsite to be verified during inspections.
2. Sales Tax: A current copy of the sales tax permit must be provided. Note: All copies of CFM certificates & sales tax permit must be submitted with food permit application in-person, by email: foodinspection@sugarlandtx.gov, or faxed to (281)275-2360. Please ensure your establishment name and address are included on the fax cover sheet.

FROZEN DESSERT PERMIT INFORMATION: Will your establishment operate a frozen dessert machine? A frozen dessert machine is any machine that freezes, or partially freezes and dispenses frozen desserts for retail sale and distribution (Check one): [] YES [] NO

PAYMENT INFORMATION (please select all that apply)

Table with 3 columns: # of Employ, Annual Renewal Fee, Service Fees. Includes rows for Non-Profit, 1-4, 5-9, 10-25, 26-50, 51-100, 101+, Frozen Dessert Permit, and various service fees like Frozen dessert excess sample fee, Food permit special processing fee, etc.

Applicant Name (Print)

Inspector Name (Print)

Applicant Signature Date

Inspector Signature Date