



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

TEMPORARY FOOD ESTABLISHMENT PERMIT- Type I

Application for Event Producer

EACH APPLICATION WILL BE ASSESSED AN EXPEDITED FEE OF \$26.75 IF TURNED IN LATER THAN FIVE (5) DAYS BEFORE THE DATE OF THE EVENT. ALL VENDOR APPLICATIONS MUST BE SUBMITTED WITH THE EVENT PRODUCER APPLICATION. NOTE: ANY CORRECTIONS MADE MUST BE COMMUNICATED TO FOOD INSPECTOR BEFORE APPLICATION IS APPROVED.

1. TEMPORARY FOOD EVENT INFORMATION

Tell us about the event

Name of Event: _____

Description of Event: _____

Address: _____

Dates and Times of Event

Date from: _____ to _____ Begin Time: _____ to End Time: _____

2. EVENT PRODUCER INFORMATION

Tell us about the Event Producer

Name of Event Producer/Person responsible during the event: _____

Address: _____

Phone: _____ Mobile Phone (Day of Event) _____ Email: _____

3. LOGISTIC INFORMATION

Describe the logistics for the event

Expected/Estimated number of Patrons for entire event: _____

Number of Food and Drink Vendors: _____

Attach a list of all Food Service Vendors including the information in sample box below:

VENDOR/TEAM NAME	PERSON-IN-CHARGE NAME	PHONE NUMBER(S)	EMAIL ADDRESS	FAX NUMBER(S)
EXAMPLE: ABC ICE CREAM	JANE JONES	H: 281-111-1111 C: 281-222-2222	jane1jones@yahoo.com	281-333-3333

Will you as the Event Producer also be offering food to the public in addition to your food vendors?

Yes No If yes, please include information in Food Service Vendor List and fill out a separate Vendor application.

Date and Time Food Service Vendors will be allowed to set up

Date: _____ Time: _____

Number of Toilets available: _____ Number of Handwashing Facilities available: _____

How will you dispose of Wastewater? _____

How will you dispose of Trash/Garbage? _____

IMPORTANT

PLEASE RETURN THIS APPLICATION TO SANITARIAN. DO NOT ATTEMPT TO PAY FOR THIS PERMIT UNTIL SANITARIAN HAS CONTACTED YOU STATING PERMIT IS APPROVED, AND PAPERWORK IS READY FOR PAYMENT. COMPLETE APPLICATIONS MAY BE EMAILED TO FOODINSPECTION@SUGARLANDTX.GOV, FAXED TO 281-275-2360, OR DELIVERED IN-PERSON AT CITY HALL PERMITS & PAYMENTS OFFICE.

By signing below, I have read the Temporary Food Establishment Information Sheet, and I acknowledge the following: (1). The list of participating vendors submitted here is accurate, (2). Food items prepared at home are not allowed, (3). Food Service Vendors not listed will not be allowed to participate in the event, and (4). Failure to comply with information stated above (including dates & times of event) will result in a citation and revocation of permit without a refund.

Applicant Name (Print)

Applicant Signature

Date

A permit received from the Food Inspection Department does not assume approval from other City departments. For your convenience, this is a quick reference to some City Departments who may be involved in temporary events. Parks & Rec: (281)275-2885 Fire Marshal: (281)491-0852

FEE SCHEDULE

For information only. Fees will be assessed at time of permit approval.

Fees are **\$36.50 + 23.75** for each day of operation; including the first day.
Temporary Food Establishments are limited to **14 days** of operation per permit.

1 Day Event = \$60.25	6 Day Event = \$179.00	11 Day Event = \$297.75
2 Day Event = \$84.00	7 Day Event = \$202.75	12 Day Event = \$321.50
3 Day Event = \$107.75	8 Day Event = \$226.50	13 Day Event = \$345.25
4 Day Event = \$131.50	9 Day Event = \$250.25	14 Day Event = \$369.00
5 Day Event = \$155.25	10 Day Event = \$274.00	

Expedited Temporary Food Permit Fee = \$26.75
Vendor Fee = \$20.50