



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 \$27.50 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:

Table with 5 columns: VENDOR/TEAM NAME, PERSON-IN-CHARGE NAME, PHONE NUMBER(S), EMAIL ADDRESS, FAX NUMBER(S). Includes an example row with 'ABC ICE CREAM' and 'JANE JONES'.

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](mailto: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 **\$37.50 + 24.50** for each day of operation; including the first day.  
Temporary Food Establishments are limited to **14 days** of operation per permit.

<b>1 Day Event</b> = \$62.00	<b>6 Day Event</b> = \$184.50	<b>11 Day Event</b> = \$307.00
<b>2 Day Event</b> = \$86.50	<b>7 Day Event</b> = \$209.00	<b>12 Day Event</b> = \$331.50
<b>3 Day Event</b> = \$111.00	<b>8 Day Event</b> = \$233.50	<b>13 Day Event</b> = \$356.00
<b>4 Day Event</b> = \$135.50	<b>9 Day Event</b> = \$258.00	<b>14 Day Event</b> = \$380.50
<b>5 Day Event</b> = \$160.00	<b>10 Day Event</b> = \$282.50	

**Expedited Temporary Food Permit Fee = \$27.50**

**Vendor Fee = \$21.00**

Rev01/05/22