

PERMIT REQUIREMENTS

- At least one Certified Food Manager on-site, or one Certified Food Handler per booth.
- Employee Illness Policy available on-site or electronically. Policy will be emailed to Event Producer & Vendor once application is approved.
- Violations will require immediate correction or you will be directed to cease operations. Refer to handout, Food Establishment Guidelines: www.SugarLandTX.gov/FoodGuidelines

ARE THERE EXEMPTIONS TO THE TEMPORARY FOOD ESTABLISHMENT?

Booths that sell only pre-packaged, single serving size, non-time/temperature control for safety (TCS) foods (candy, chips, frozen novelties) or unopened canned or bottled drinks are not required to obtain a temporary permit.

Booths that “provide samples of food at a farm or farmers’ market; and does not sell food directly to consumers at the farm or farmers’ market.” (H.B. No. 1694)

CITY OF SUGAR LAND FOOD INSPECTION PROGRAM

111 Gillingham Lane
Sugar Land, TX 77478

Phone: 281-275-2170

Fax: 281-275-2360

E-mail

FoodInspection@SugarLandTX.gov

Website

www.SugarLandTX.gov

CITY OF SUGAR LAND



TEMPORARY FOOD PERMITS

Food Inspection Program



WHAT IS A TEMPORARY FOOD ESTABLISHMENT?

A temporary food establishment includes any booth at a temporary event that stores, prepares, packages, serves, or vends unpackaged food and drink, including ice.

Event Producer

Event Producer means the person, sponsor, promoter, producer or any of their respective agents who file a written application for a Special Events Permit, operate under a Type I permit, or Type II permit. Event Producers are required to be present during setup, duration, and breakdown.

TYPES OF TEMPORARY FOOD ESTABLISHMENT PERMITS

Type I

Temporary Food Establishment Type I means a Food Establishment that operates for up to 14 consecutive days.

Type II

Temporary Food Establishment Type II means a Food Establishment that operates for up to 110 nonconsecutive days per permit year.

WHY DO I NEED A TEMPORARY FOOD PERMIT?

The Food Inspection Program is trusted with ensuring food products are stored, prepared and served in a sanitary manner as set forth by the State of Texas Food Establishment Rules (TFER).

A temporary food permit is required when a time/temperature controlled for safety (TCS) food is offered for free or for sale to the public.

No permit is required for a private catered event.

HOW TO OBTAIN A TEMPORARY FOOD PERMIT?

The Event Producer must fill out the Event Producer Application and submit all Vendor Applications by one of the following methods:

In Person

111-A Gillingham Lane – Front Desk
Sugar Land, TX 77478
Hours of Operation: 8 AM to 5 PM (M-F)

Online

Go to www.sugarlandtx.gov/CSS and click on the "Login or Register" button. Registration on the CSS portal is required to start any new application, and to login to existing account.

Email

FoodInspection@SugarlandTX.gov

Fax

281-275-2360



PERMIT FEES

Type I: \$37.50

Plus, per day of operation: \$24.50

Type II: \$506.00 per permit year

Expedited Temporary Food Permit: \$27.50

Temporary Vendor Fee: \$21.00

PAYMENTS

IN PERSON – Acceptable forms of payments include checks made payable to the City of Sugar Land, cash, and credit/debit cards.

City Hall Treasury
2700 Town Center Blvd. North
Sugar Land, TX 77479

Permit issued at time of payment or electronically.

ONLINE – The email provided during the application process will receive an invoice with instructions for remitting payment using a credit or debit card. **An electronic permit issued pending receipt of payment.**

The Fire Marshal's Office may also inspect temporary events in the City. Please call 281-275-2873 or visit www.SugarLandTX.gov/Fire for requirements.