



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

DATE \_\_\_\_\_ 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) \_\_\_\_\_

ESTABLISHMENT PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_ HOURS OF OPERATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

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

MAILING ADDRESS: \_\_\_\_\_ ATTENTION: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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

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

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, 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

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.

TOTAL DUE: \$ \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Inspector Signature \_\_\_\_\_

Applicant Name \_\_\_\_\_

Inspector Name \_\_\_\_\_