



**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**

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**TEMPORARY FOOD ESTABLISHMENT PERMIT**

**Application for Temporary Vendor**

*RETURN APPLICATION TO 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: ALL CORRECTIONS MUST BE COMMUNICATED TO FOOD INSPECTOR BEFORE YOUR APPLICATION IS APPROVED.**

**1. TEMPORARY FOOD VENDOR INFORMATION**

*Tell us about the Vendor*

Type of Vendor:  MOBILE FOOD UNIT  BOOTH VENDOR

Name of Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**2. 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: \_\_\_\_\_

**3. EVENT PRODUCER INFORMATION**

*Tell us about the Event Producer*

Name of Event Producer/Person responsible during the event: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile Phone (Day of Event) \_\_\_\_\_ Email: \_\_\_\_\_

**4. FOOD INFORMATION**

*Describe what food is to be served, how it is to be prepared, etc.*

Food to be served: \_\_\_\_\_

Source of food served: \_\_\_\_\_

List all foods that will be prepared at any location other than the event (off-site kitchen, another food est., etc.):

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*How will Food be stored*

**Cold items** (where will all food items be kept that will require proper refrigeration (maintained at a temperature of 41F, or below): \_\_\_\_\_

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**Hot items** (how will cooked food items be kept at proper hot holding temperature of 135°F, or above):

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**How will food be prepared** (describe for each food items that you are selling the method by which you will be preparing it. Ex: Grill, Fryers, Boiling, etc.): \_\_\_\_\_

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**Type of Cooking Equipment** (what type/piece(s) of equipment will you have at the event that will be part of the process for you to prepare, serve, and sell the food items at the location? Ex: Propane Barbeque Grill, Charcoal Grill, Grillmaster Smoker, Free Standing Propane Burner, Electric Fryer, etc.):

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**Method of Garbage Disposal** (how will you dispose of ALL waste that you and your patrons produce? Ex: Event Producer is supplying the service, City Garbage Company, Waste connections, etc.):

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**IMPORTANT**

PLEASE RETURN THIS APPLICATION TO EVENT PRODUCER. FOOD INSPECTOR WILL NOT ACCEPT APPLICATIONS FROM FOOD SERVICE VENDORS. ALL VENDOR APPLICATIONS MUST BE TURNED INTO EVENT PRODUCER, AND EVENT PRODUCER WILL SUBMIT ALL APPLICATIONS TO FOOD INSPECTION OFFICE. PLEASE DO NOT ATTEMPT TO SUBMIT PAPERWORK TO FOOD INSPECTOR OR PAY FOR THIS PERMIT UNTIL INSPECTOR HAS CONTACTED EVENT PRODUCER WITH APPROVAL.

In making application for a **FOOD PERMIT**, which is necessary to operate my business, I understand and agree to comply with Texas Food Establishment Rules, State Laws, and City of Sugar Land Rules set forth for the regulation of food establishments and other applicable laws that may govern the conduct or operation of my business. I understand that failure to obtain a Food Permit could result in a citation being issued and closure for operating without a permit.

By signing below, you agree that all the information listed above is accurate to the best of your knowledge.

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Inspector Name (Print)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Inspector 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 of the City Departments that may be involved in temporary events. Parks & Rec: (281)275-2885 Fire Marshal: (281)491-0852*

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