



City of Richardson Health Department
TEMPORARY FOOD SERVICE PERMIT APPLICATION

P.O. BOX 830309 • RICHARDSON, TX 75083-0309 • (972) 744-4080

APPLICATION AND FEE MUST BE RECEIVED AT LEAST 5 BUSINESS DAYS PRIOR TO EVENT AND MUST BE REVIEWED BY HEALTH DEPT FOR APPROVAL PRIOR TO EVENT

EVENT INFORMATION

NAME OF EVENT: _____

LOCATION OF EVENT: _____

DATE(S): _____ TIME(S): _____

COMPANY/ORGANIZATION INFORMATION

COMPANY/ORGANIZATION NAME: _____

(THIS NAME WILL APPEAR ON HEALTH PERMIT)

CONTACT PERSON: _____ EMAIL: _____

MAILING ADDRESS: _____ PHONE: _____

ALT. PHONE: _____

ATTENTION VENDORS OUTSIDE THE DFW METRO AREA: Please submit a copy of your current health permit - e.g. USDA certificate, manufacturer's repacker's license, state or local health authority permit, etc., to janice.tower@cor.gov

MENU: _____

I have read and can comply with the attached guidelines for Temporary Food Service operations. Questions regarding these requirements may be referred to the Health Department.

APPLICANT'S SIGNATURE: _____ DATE: _____

** PLEASE DO NOT WRITE BELOW THIS LINE **

\$50 - For-Profit Food Establishment Permit Fee at City Sponsored Events
\$75 - Temporary Event Food Establishment Permit Fee Non-City Sponsored

Exempt

- Temporary Non-Profit Food Establishment.
• Food Establishments with a valid City of Richardson Food Service Permit.
• Must submit an application.

PLEASE READ:

Health permits are not issued for bake sales. Sponsors are encouraged to contact the Health Department for guidelines for safe food handling.

COMMENTS: _____