



TEMPORARY FOOD PERMIT APPLICATION

BUILDING & COMMUNITY SERVICES

Incomplete Applications will not be processed and will be returned

ALL FEES ARE DUE UPON SUBMISSION OF APPLICATION AND ARE NON-REFUNDABLE.

See back for Submittal Checklist

TEMPERATURE CONTROLLED/COTTAGE LAW: \$60

PRE-PACKAGED: \$25

EVENT INFORMATION

EVENT NAME: _____ DATE(S) OF EVENT: _____

LOCATION OF EVENT: _____

HOURS OF OPERATION: _____ BUSINESS NAME _____

APPLICANT INFORMATION

NAME: _____ PHONE# _____

ADDRESS _____ EMAIL: _____

Food Items to be Served and/ or Sold _____

Place of Preparation & Storage: _____

****HOME STORAGE/PREPARATION IS STRICTLY PROHIBITED UNLESS ACTING UNDER COTTAGE LAW****

I certify that all information provided on this application and all documents submitted is correct. I understand that providing false or fictitious information will render this application invalid. I acknowledge reading the City of Waxahachie Temporary Food Establishment guidelines found at Waxahachie.com and agree to comply with all City and State Health and Safety guidelines & codes. I understand I am subject to an inspection at any time during the event.

APPLICANT SIGNATURE: _____ DATE: _____

401 S. ROGERS | P.O. BOX 757 | WAXAHACHIE, TX 75168 | (469)309-4020
www.waxahachie.com | EMAIL: bcservices@waxahachie.com

SUBMITTAL CHECKLIST

Incomplete Applications will not be processed and will be returned

ALL FEES ARE DUE UPON SUBMISSION OF APPLICATION AND ARE NON-REFUNDABLE.
APPLICATION AND FEE MUST BE SUBMITTED AT LEAST 5 BUSINESS DAYS PRIOR TO THE EVENT.

KEEP DOCUMENTATION AND PERMIT ON SITE

TEMPERATURE CONTROLLED

- CURRENT FOOD MANAGERS CERTIFICATE (FOOD MANAGER MUST BE ONSITE DURING EVENT)
- VALID DRIVER'S LICENSE
- COMMISSARY OR CPF KITCHEN FORM W/MOST RECENT HEALTH INSPECTION REPORT
- PERMIT FEE \$60

PRE-PACKAGED FOODS

- ***If selling food items that are packaged by a food manufacturer that does not require additional preparation.***

- VALID DRIVER'S LICENSE
- RECEIPT OF FOOD FROM AN APPROVED SOURCE
- PERMIT FEE \$25

- ***If processing and packaging food items to sell***

- VALID DRIVER'S LICENSE
- TEXAS MANUFACTURES LICENSE
- FOOD MANAGERS CERTIFICATE
- PERMIT FEE \$25

COTTAGE LAW FOODS

- CURRENT FOOD HANDLERS/MANAGERS CERTIFICATE
- VALID DRIVER'S LICENSE
- COPY OF LABELS WITH NAME, ADDRESS OF OPERATION, LIST OF ALLERGENS AND MUST HAVE FOLLOWING STATEMENT "*THIS FOOD IS MADE IN A HOME KITCHEN & IS NOT INSPECTED BY THE DEPARTMENT OF STATE HEALTH SERVICES OR A LOCAL HEALTH DEPT.*"
- PERMIT FEE \$60