



TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION

NOTICE: Temporary Food Establishment Permit is only valid for the approved event. Temporary Food Establishment Application package may be submitted by email at pardinfo@weatherfordtx.gov. State approved Food Managers/Food Handlers Certifications are required with permit application and to be always maintained on-site.

Food Booth/Stand in conjunction with a Special Event

(E.g., Peach Festival, First Monday Trade Days, Parks & Recreation or Chamber of Commerce event)

Food Truck/Trailer in conjunction with a Special Event

Itinerant Vendor Permit # _____

(E.g., Peach Festival, First Monday Trade Days, Parks & Recreation or Chamber of Commerce event)

Special Event: _____

Event Organizer: _____

Street Address/Location: _____

Phone #: _____

Booth/Lot #: _____

Email: _____

Applicant: _____

Establishment Name: _____

Street Address/Location: _____

City: _____

State: _____ Zip: _____

Phone: _____

Email: _____

Owner(s) Name: _____

Street Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Email: _____

Permit or application shall be readily available for inspection by the public at any site where food services are rendered. Additional fee of \$200 will be imposed for any establishment caught operating without a valid permit.

LICENSE HOLDER INFORMATION: Please enter the 11 digit State Tax Payer's Identification number on file with the Texas Comptroller of Public Accounts. Also your 9 digit Federal Employee Identification Number (EIN).

Tax Payer #

EIN #

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With the signing and submittal of this application the applicant agrees to follow all City Ordinances and applicable State and local health codes and regulations. Applicant acknowledges that businesses are required by state law to collect and pay sales tax.

I, _____, as owner or duly authorized officer for the above referenced business, hereby confirm that all the information included in this application is true and correct to the best of my knowledge.

Applicant Signature: _____ Date: _____

Resources for operating a temporary food business in Weatherford

Step 1: Get Business Assistance and Training. Take advantage of free training and counseling services, from preparing a business plan and securing financing, to expanding or relocating a business. The Small Business Development Center (SBDC) offers small business counseling services.

Step 2: Establish your business as a legal entity and registration. You will need to establish your business as an entity, get the proper tax id's, and set up the proper legal paperwork. You will need to decide which form of ownership is best for you (sole proprietor, partnership, Corporation, etc.).

Step 3: Speak to Parks and Recreation Department. Speaking with staff will allow you to figure out what events are scheduled or available for your temporary food business. Staff will inform you of any additional cost or event requirements.

Step 4: Determine type of temporary food business. A Food Booth or Tent requires only this permit application. A Food Truck or Trailer also requires an Itinerant Vendor Permit. Contact Department of Neighborhood Services for any questions related to business type.

Step 5: Obtain Temporary Food Establishment Permit. This permit allows the business to prepare and serve food in the City of Weatherford. You will need to meet the state and health licensing and inspection requirements prior to applying.

Step 6: Obtain Itinerant Vendor Permit for mobile vendors. This permit allows Food Trucks/Trailers to operate within the City of Weatherford.

Resources and Links

For many the hardest part of owning a business is getting started. The links below offer assistance to residents who are looking to start and operate a small business. They can help you with topics from industry research, business plan creation, state and local regulations to finding capital and site selection.

- ❖ Weatherford Chamber of Commerce: <https://www.weatherford-chamber.com/>
- ❖ Parker County Economic Development Council: <https://parkercountyedc.com/>
- ❖ Small Business Development Center: <https://www.sba.gov/>
- ❖ Texas Department of State Health Services: <https://www.dshs.texas.gov/foodestablishments/>
- ❖ Weatherford Economic Development: <http://chooseweatherford.com/>
 - Economic Development Questions: kpeques@weatherfordtx.gov
- ❖ Development and Neighborhood Services: <https://ci.weatherford.tx.us/192/Planning-Division>
 - Planning Questions: planning@weatherfordtx.gov
 - City Permit Questions: permitapplications@weatherfordtx.gov
- ❖ Weatherford Interactive Map: <http://maps.weatherfordtx.gov/map/>
- ❖ Parks, Recreation, and Special Events: <https://weatherfordtx.gov/25/Parks-Recreation-Special-Events/>