

Catering Food Establishment Requirements for a Permit

1. Catering Permit required annually. Permit fee \$150.00
2. Catering permit must be received with all of the required paper work a minimum of 10 working days prior to the event. Applications will not be approved for events within the 10 working days prior to the event.

The paperwork required to apply for Catering License consists of:

 - a. A copy of the Base Food Establishment permit. Base food establishment must be owned by Caterer making application.
 - b. A copy of the last two inspection reports from applicant's regulatory authority. (last inspection must be within the last year.)
 - c. A copy of the Food manager certification for Caterer and person in charge of event (if different)
3. A notification "Notice of Catering" is required to be filed with the City ten working days prior to the event. If notification is not received within that time frame, a \$50 late fee will be assessed. Notification may be faxed to (281) 261-3939 or emailed to mfouts@cityofstafford.com .

In addition to the notification, please attach any new permits, inspections, or certifications that have been received since last catering contract in the City of Stafford.

 - a. Permit
 - b. Inspections and/or complaints
 - c. Certifications



**Catering
Food Permit Application
City of Stafford**
2610 South Main
Stafford, TX 77477
281-261-3940

**CATERING FOOD
PERMIT FEE - \$150
ANNUALLY**

Name of Caterer _____ Phone # _____

Base Establishment Name: _____ Phone # _____

Owner of Catering Co/Base Establishment: _____

Mailing Address _____

E-mail Address: _____

Name & Address of the Regulatory Agency that the Base Food Establishment is permitted and inspected through:

Phone # _____

Date of last inspection _____ Permit # _____

I (please print), _____, as the person in charge of the Catering Establishment, do understand that within 10 working days prior to each catered event, I will provide the City of Stafford Health Department a completed copy of the attached Catered Event Notification. I understand that failure to comply with notification requirements will result in a \$50 late fee. I understand that I may not operate without an approved, signed copy of both the Food Establishment Permit and Event Notification form. I further affirm that the information provided on this application is accurate and that the Catering Establishment will comply with City of Stafford Codes and State of Texas Health Codes. Failure to comply with any of these regulations may result in revocation of this permit and charges may be filed in Municipal Court.

Caterer's Signature _____ Date _____

Attach a copy of the Base Food Establishment Permit, a copy of the Establishment's last regulatory inspection, and a Food Manager certificate for the Person in Charge.

Approved By City of Stafford Health Department: _____ Permit # _____

Signature: _____ Date: _____

B _____ C _____ L _____ Stafford Centre/Civic Center _____ File _____