

How to become a Caterer in the City of Stafford

Catering Food Establishment Requirements for a Permit

1. Catering Permit required annually. Permit fee \$150.00
2. A catering permit application must be received in the Stafford Health Dept. (which is within the Building Department on the south side of City Hall) located at 2610 South Main, with all of the required paper work a minimum of 10 working days prior to the event. Any NEW caterer who does not submit the application and paperwork 10 working days prior to the event, may not be approved to cater the event. A late fee of \$50 may be assessed for applications received less than 10 working days from 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 including a detailed menu (a sample menu is on the City's website under the Health Department), "Notice of Catering", is required to be filed with the City ten working days prior to the event. If notification is not received within required 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, any new regulatory permits, inspections, or certifications that have been obtained since the last catering event in the City of Stafford must be attached.

- a. Base regulatory permit
- b. Inspections and/or complaints (Last two inspections)
- c. Food Manager Certifications

All paperwork for a new catering permit must be submitted by the owner of the catering company or accompanied by a company check.

All forms listed above may be accessed through the website at http://www.cityofstafford.com/city_services/healthdept.htm

Or www.cityofstafford.com and look under the Health Department

For any questions and final approval, please contact Marcia Fouts, Health Inspector for the City of Stafford, at (281) 261-3941.