



# FOOD ESTABLISHMENT PERMIT APPLICATION

**NOTICE:** Food Establishment Permit is only valid for the approved time period. Each Site requires a separate application. Food Establishment Application package may be submitted by email at [permitapplications@weatherfordtx.gov](mailto:permitapplications@weatherfordtx.gov) and fees paid over the phone at (817) 598-4284. State approved Food Managers and Food Handlers Certifications are required with permit application and to be maintained on-site at all times.

- Food Establishment Permit for permanent business (\$650 renewed every 2 years) \***  
(E.g., bed & breakfast, catering operations, convenience store, grocery store, hospital, hotel/motel, movie/theatre, nursing home, private club, restaurant)
- Annual School Inspections for cafeteria run by an independent school district (\$150 per school for each inspection)**  
(Attach list of schools with addresses)

- One Time Food Establishment permit for temporary business in conjunction with a Special Event (\$30 per event not to exceed 72 hours) (e.g., A food booth/stand at Peach Festival, Parks & Rec or Chamber of Commerce event)**
- Other Food Establishment Permit for a temporary business (\$175 / not to exceed 6 months in a calendar year)**  
(e.g., Sno Cone stands / kiosk)

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.  
 A late fee of \$100 will be imposed on any application submitted after the current permit has expired.  
 An additional fee of \$100 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).

<b>Tax Payer #</b>	<b>EIN #</b>
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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 starting a food business in Weatherford

**Step 1: Write a Business Plan.** A business plan is an essential roadmap for business success. This living document generally projects 3-5 years ahead and outlines how a company intends to grow and sustain revenues. The Small Business Administration offers advice on how to write a business plan.

**Step 2: 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 3: Choose a business Location.** Select a customer-friendly location that complies with zoning laws. The Interactive Map link below will allow you to look at details of specific lots within the city.

**Step 4: 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 5: Speak to Development and Neighborhood Services.** Speaking with staff will allow you to figure out what entitlements/permits are required to open your food business. Staff will inform you on the requirements for establishing a business on a specific lot(s) in Weatherford.

**Step 6: Secure financing.** Learn how to obtain financing and find government backed loans, venture capital and non-traditional financial vehicles to help you get started or expand your business.

**Step 7: Obtain 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 8: Obtain occupancy permit or, for mobile vendors, itinerant vendor permit.** This permit will allow the site to have food prepared and served.

**Step 9: Hold grand opening event.**

## 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/>
- ❖ Development and Neighborhood Services: <https://ci.weatherford.tx.us/192/Planning-Division>
  - Planning Questions: [planning@weatherfordtx.gov](mailto:planning@weatherfordtx.gov)
  - City Permit Questions: [permitapplications@weatherfordtx.gov](mailto:permitapplications@weatherfordtx.gov)
  - Economic Development Questions: [kpeques@weatherfordtx.gov](mailto:kpeques@weatherfordtx.gov)
- ❖ Weatherford Interactive Map: <http://maps.weatherfordtx.gov/map/>