



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 and fees paid over the phone at (817) 598-4284

Food Establishment Permit for permanent business (\$350 renewed annually) *

Food establishments include bed & breakfast, catering operations, child care, convenience store, grocery store, hospital, hotel/motel, movie/theatre, nursing home, private club, restaurant, school etc.

*requires state approved Food Managers Certificate

One Time Food Establishment permit for temporary business (\$175 per event not to exceed 72 hours)

Annual Food Establishment permit for a temporary business (\$300 per site renewed annually)

Temporary food establishments include 1st Monday vendors, mobile caterers, farmers market vendors, ice cream truck, mobile food vendors* (truck or trailer), pushcart, snocone Stands, etc.



*Mobile Food Vendors require the following additional documentation:

Commissary Permit, Menu, State Approved Food Managers Certificate, Current Inspection Certificate

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

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
 - **City Permit Questions:** permitapplications@weatherfordtx.gov
 - **Economic Development Questions:** kpeques@weatherfordtx.gov
- ❖ **Weatherford Interactive Map:** <http://maps.weatherfordtx.gov/map/>