



City of Schertz Police  
 Auxiliary Services Division  
 210-619-1671

# FOOD ESTABLISHMENT PERMIT APPLICATION

**Food Establishment**     **Mobile Food Unit**     **Temporary Food Event**

Establishment Name/DBA: \_\_\_\_\_

Address: \_\_\_\_\_ Business phone: \_\_\_\_\_

Owner name: \_\_\_\_\_ Business FEI # \_\_\_\_\_

Owners mailing address \*if different than establishment: \_\_\_\_\_

Owner phone: \_\_\_\_\_ Contact email: \_\_\_\_\_

### Food Establishments Annual Fee

Fee based on total number of employees:

Number of employees:	Annual Fee:
1-3	\$150.00
4-6	\$285.00
7-10	\$540.00
11-20	\$575.00
21+	\$725.00
Non-profits	\$100.00*

\*copy of valid 501-3 (c) certificate required for non-profit rate.

\*\*establishments selling alcohol are required to provide copy of liquor license.

Permit fees are non-refundable and expire September 30<sup>th</sup> annually.

### Mobile Food Unit Annual Fee

Health Inspection \$150.00 Fire Inspection \$25.00

At time of inspection the following are required:

1. commissary/central prep facility agreement
2. menu with source information
3. a valid Certified Food Manager certificate

\*Units holding valid permits from another Texas municipal or county health inspection agency may operate without further permitting or additional fee. Units shall register with the city health inspector prior to operating. Email completed registration form to [healthinspector@schertz.com](mailto:healthinspector@schertz.com)

### Temporary Food Event Fee

Valid for 2 consecutive days \$50

Dates: \_\_\_\_\_ set up time: \_\_\_\_\_

Menu: \_\_\_\_\_

At time of inspection the following are required:

1. Source for all prepared food items
2. A valid Certified Food Manager/handler

A copy of this application and any required documents must accompany payment. **Incomplete applications will not be processed.** Payment of fee will not constitute approval for operation unless all food safety requirements are met. Renewal reminders will be sent via email only.

All of the information on this application is true and correct. Applicant acknowledges that the permit applied for shall be subject to all provisions of the orders and ordinances of the City of Schertz and shall be subject to all provisions of the statues and rules adopted under the statues of the State of Texas governing food service establishments.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_