



CITY OF STAFFORD – CODE DIVISION

CONSUMER HEALTH SERVICES

2610 South Main Street
Stafford, Texas 77477
PHONE: (281) 261-3941 fax: (281) 261-3939
EMAIL: consumerhealth@staffordtx.gov

Obtaining a Catering Permit - Instructions

Catering permits are issued to licensed food establishments that are providing catered food to events at either the Stafford Centre located at 10505 Cash Rd. and/or the Stafford Civic Center located at 1415 Constitution Ave. Permits are issued by the City of Stafford's Consumer Health Services annually. The annual permit fee is **\$250.00**.

A completed application and associated required documents listed below shall be submitted to the City of Stafford – Code Division, Consumer Health Services in person through the Development Services Department located at 2610 S. Main St., Stafford, TX., by mail to the same address or by email to consumerhealth@staffordtx.gov, no later than 15 days prior to a catered event. Applications received less than 15 days prior to the event will be assessed a \$50.00 late fee.

Associated required documents that shall be included with the application are as follows:

- Current Regulatory Health Permit (Issued by a Local, County or State Regulatory Agency)
- ANSI or Texas Accredited Food Manager Certification
- Latest Health Inspection Report – (No temperature violations)
- Menu to be served at event
- Proof of ownership.
- Sales Tax Certificate

Catering permits submitted without proper documents or missing documents will not be processed until all documents have been submitted by the caterer.

Catering permits are valid for one (1) year from the date of permit issuance.

It is the responsibility of the Catering Company to ensure submitted documents are kept up to date with the Code Division throughout the year. A permit holder shall submit updated documents to the department in writing either through the mail to City of Stafford – Consumer Health Services located at 2610 S. Main St., Stafford, TX 77477 or through email to consumerhealth@staffordtx.gov within 30 days of receiving those documents or prior to the permit holders subsequent catered event.