



# CITY OF STAFFORD – CODE COMPLIANCE

## CONSUMER HEALTH SERVICES

2610 South Main Street

Stafford, Texas 77477

### FOOD LICENSE APPLICATION

PHONE: (281) 261-3941 fax: (281) 261-3939

EMAIL: consumerhealth@staffordtx.gov

DATE:

PERMIT NO :

Check all boxes that apply	<input type="checkbox"/>	New Building	<input type="checkbox"/>	New Location	<input type="checkbox"/>	New Business & Owner	<input type="checkbox"/>	Franchisee Owner	
	<input type="checkbox"/>	Existing Food Bld.	<input type="checkbox"/>	Existing Location	<input type="checkbox"/>	Existing Business – Ownership change	<input type="checkbox"/>	Corporate Owner	
	<input type="checkbox"/>	Existing Bld.- Not a previous Food Bld						<input type="checkbox"/>	Sole Proprietor
	RENEWAL OF LICENSE – (Use for existing Est. ONLY)						EXISTING LICENSE UPDATE - Only		

Type of Food Establishment:

(Restaurant, Grocery, Bakery, Convenience Store, Manufacturing, Re-packaging, ETC.)

FOOD ESTABLISHMENT	Establishment Legal Name: (As Indicated on Formation of LLC, LP, Inc.)		Hours of Operation:	
	Establishment Name: (DBA)		Type of Ownership: (Sole Prop, INC, LP, LLC)	
	Est. Location Address (City, ST, ZIP)			
	Mailing Address (if different than above)			
	EST Phone:		EST Email:	
	NAME - Store Manager / Person In Charge (PIC)			Title:
	CELL PHONE - Store Manager / Person In Charge (PIC)		Email of MGR / PIC	

CORPORATE / OWNERSHIP	OWNER'S Name: (As listed on DBA, LP, LLC, INC, Etc. )		Title:	
	Address, City, ST, Zip:			
	Email:		Contact Phone #:	
	If Applicable – Person Representing the owner:		Title:	Contact Number

LAND OWNER	Building Owner:		Address (City, ST, ZIP):	
	Owner/Rep Name		Contact Phone:	Contact Email:

EMERGENCY Contact Name:	Title:	Contact #:
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**NOTE:** The owner/manager/PIC of the above listed establishment is responsible for the knowledge and the abidance of all local and state food establishment laws applicable to this operation. The permit holder understands that failure to comply with the requirements of the law, may result in immediate revocation of the permit as well as the issuance of a municipal citation.

<b>Signature of Applicant:</b>	Printed Name:	Date:
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		FEES	TOTALS
* Food Establishment Annual Fee is determined by <b>SQ. Footage</b> (Calculation = Total Sq. Ft. of facility MINUS SQ. FT. of facility where open food or drink is not allowed (i.e., dance floor, bowling lanes, gym floor, etc.)  <b>*Total Square footage: REQUIRED</b> <span style="border: 2px solid red; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>	Application Plan Submittal Fee: 1 <sup>st</sup> (see chart)	\$150 /\$75	
	Inspection Fees: Non – Routine Each # of inspections: _____ X \$100.00	\$100.00 ea	
	Annual Fee: _____ ÷ 12 MO. = _____ X _____ # of months left in year	See Schedule pg.2	
	LICENSE RENEWAL LATE FEE – after Dec. 31	\$100.00	
	Application Approved By:	Date:	DUPLICATE LICENSE - COPY
Application & Payment Accepted by:	Date:	OPERATIONAL RE-INSPECTION FEE	See Pg. 2
Receipt Number:	Initials:	<b>TOTAL DUE</b>	
Amt. Paid	Date:	<b>PAYMENT AMOUNT</b>	



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### CONSUMER HEALTH – FEE SCHEDULE Oct. 2021-2022

<b>Application Plan 1<sup>st</sup> Submittal fee</b> - Construction – New, Remodel, Conversion AND Change of Ownership	\$150.00
<b>2<sup>nd</sup> Submittal</b>	\$75.00
<b>Subsequent Submittals</b>	\$75.00
<b>Non-Routine Inspections –</b> <b>Each Inspection</b> - Construction, Occupancy, Operational, Re-Insp, Etc.	\$100.00
<b>ANNUAL LICENSE FEES - Based on Sq. footage of Establishment</b>	
<b>Annual Fee:</b> 1000 Sq. ft. or less	Re-Inspection fee: \$120.00
1001 Sq. ft. to 3000 Sq. ft.	\$160.00
3001 Sq. ft. to 5000 Sq. ft.	\$200.00
5001 Sq. ft. to 9999 Sq. ft.	\$240.00
10,000 Sq. ft. to 14,999 Sq. ft.	\$320.00
15,000 Sq. ft. to 19,999 Sq. ft.	\$360.00
20,000 Sq. ft. and Greater	\$400.00
Childcare Centers without food and (Food Caterer is required to have COS food license)	\$60.00
<b>Annual License - Partial Year –</b> Annual license fee will be pro-rated for establishments in operation less than 1 yr.	
<b>Late Fee – License Renewal</b> Any license renewal application received after Dec. 31 <sup>st</sup> .	\$150.00
<b>Duplicate License – Copy</b>	\$50.00
<b>Operational Re-Inspection Fee - Each</b>	40% of the annual license fee