

# Temporary Special Event - Vendor Permit

- Snow Cone Stand
- Mobile Food Truck
- Catering Truck
- Food Trailer
- Other

**Town of Sunnyvale**  
 127 N. Collins Road  
 972-203-4188

\$100 Fee

Date Issued: \_\_\_\_\_

Permit #: \_\_\_\_\_



A separate permit is required for each stand, booth, trailer, truck, etc. A copy of the permit is required on site.

Special Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Business / Vendor Name: \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Time of Operation: \_\_\_\_\_

Possible Renewal Date: \_\_\_\_\_ (must be approved by Building Official)

**Menu:** List all items to be sold. Any changes must be submitted and approved by the Health Department prior to sale.

Food or items to be sold	Source - Food purchased from
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____

**Note:** No home preparation or storage of foods allowed. Any food items served without approval may result in the temporary vendor permit being suspended or revoked for non-compliance. Fire extinguishers are required for any cooking. All fire suppression equipment must have current inspection.

- Food prepared on site:  Yes  No
- Cooking equipment:  Electrical  Charcoal  Propane Other: \_\_\_\_\_
- Describe hot holding equipment: \_\_\_\_\_
- Describe cold holding equipment: \_\_\_\_\_
- Describe mobile unit:  Open Stand  Enclosed Trailer  Covered Stand Other: \_\_\_\_\_
- Floor surface for unit:  Asphalt  Concrete  Plywood Other: \_\_\_\_\_
- Guidelines provided and followed:  Yes

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Email: \_\_\_\_\_

	Approved By	Date	Comments
Development Services			
PW Department			
Fire Department			
Police Department			
Dallas County Health			



## *GUIDELINES FOR SPECIAL EVENT VENDOR*

- Vendor must note special event time period and note proposed food or items to be sold.
- A health permit is required. Must pass Dallas County Health Service inspection and meet all requirements.
- The permit application for a mobile vendor must include a site plan, showing the fire lane, required parking and a full building floor plan.
- Kiosks, trailers and mobile vendor trucks must meet all applicable Town of Sunnyvale building code requirements, health code requirements and zoning ordinance requirements.
- Only approved sources for foods to be allowed. No home prepared foods will be permitted.