

Fee: \_\_\_\_\_

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

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

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



## ***SPECIAL EVENT PERMIT***

**A SEPARATE VENDOR PERMIT IS REQUIRED FOR MOBILE FOOD TRUCKS OR FOOD STANDS**

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 **(if applicable)**: 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. _____

- 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.

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

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

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