

Temporary Special Event - Vendor Permit



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

Town of Sunnyvale
127 N. Collins Rd.
(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.