

# How to become a Caterer for the City of Stafford

## Catering Food Establishment Requirements for a Permit

1. Catering Permit required annually. Permit fee \$200.00
2. A catering permit application must be received in the Stafford Health Dept. (which is within the Building Department on the south side of City Hall) located at 2610 South Main, with all of the required paper work a minimum of 30 working days prior to an event. Any NEW caterer who does not submit the application and paperwork 30 working days prior to the event, risks the denial of the permit due to time restraints. A caterer that does not provide paperwork within the allotted time frame may be subject to a \$50 late fee.

### **Paperwork required to apply for a Catering License consists of:**

- a. A copy of the Base Food Establishment permit (Food License). Base food establishment must be owned or rented by the Caterer making application. Agreement and/or rental agreement must accompany paperwork.
- b. A copy of the last two inspection reports from applicant's regulatory authority. (Last inspection must be within the last year.)
- c. A copy of the Food manager certification for the Caterer and person in charge of event (if different)
- d. Menu

It is the responsibility of the caterer to keep the health department current of the following paperwork. Cater is subject to late fee if paperwork is not updated.

- a. Base regulatory permit
- b. Inspections and/or complaints (Last two inspections)
- c. Food Manager Certifications

**All paperwork for a new catering permit must be submitted by the owner of the catering company or accompanied by a company check.**

All forms listed above may be accessed through the website at

For any questions and final approval, please contact Marcia Fouts, Health Inspector for the City of Stafford, at (281) 261-3941.