



# CITY OF STAFFORD – CODE COMPLIANCE

## CONSUMER HEALTH SERVICES

2610 South Main Street  
Stafford, Texas 77477  
PHONE: (281) 261-3941 fax: (281) 261-3939  
EMAIL: [consumerhealth@staffordtx.gov](mailto:consumerhealth@staffordtx.gov)

### Catering Permit Guidelines

**Catering permits** are issued to licensed food establishments that are providing catered food to events at either the Stafford Centre located at 10505 Cash Rd. and/or the Stafford Civic Center located at 1415 Constitution Ave. Permits are issued by the City of Stafford's Consumer Health Services annually. The annual permit fee is **\$200.00**.

A completed application and associated required documents listed below may be submitted to the City of Stafford – Code Division, Consumer Health Services in person to a representative in the Development Services Department located at 2610 S. Main St., Stafford, TX, by mail to the same address or by email to [consumerhealth@staffordtx.gov](mailto:consumerhealth@staffordtx.gov), no later than 15 days prior to a catered event. Applications received less than 15 days prior to the event will be assessed a \$50.00 late fee. Application will not be considered complete unless all documents below have been received. A complete applications shall include the following documents in conjunction with a completed application:

- Current Regulatory Health Permit (Issued by a Local, County or State Regulatory Agency)
- ANSI or Texas Accredited Food Manager Certification  
**(City of Houston Food Manager Certificate are NOT recognized as accredited certificates)**
- Latest Health Inspection Report – (No temperature violations)
- Menu to be served at event
- Proof of ownership or proof of general manager to the catering company.

Catering permits submitted without proper documents or missing documents will not be processed until documents have been submitted by the caterer.

Catering permits are valid for one (1) year from the date of permit issuance.

It is the responsibility of the Catering Company to ensure submitted documents are kept up to date with the Code Division throughout the year. A permit holder shall submit updated documents to the department in writing either through the mail at 2610 S. Main St., Stafford, TX 77477 or through email at [consumerhealth@staffordtx.gov](mailto:consumerhealth@staffordtx.gov) within 30 days of receiving those documents or prior to the permit holders subsequent catered event.