



**Development Services**

305 N. Arch St.  
PO Box 638  
Royse City, TX 75189

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## Annual Food Establishment Permit *Information Guide*

Complete a Food Establishment Permit Application including the following information fields:

- Name of Establishment
  - Physical Address
  - Mailing Address
  - Phone & Email of person able to answer any questions regarding your permit application
  - Number of Food Service Managers
  - Owner information
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- Include copy of Texas Food Protection Management Certification for all Managers and/or Owners
  - Include copy of Driver’s License for all Managers and/or Owners with Texas Food Protection Certification
  - Any questions about the requirements for a Food Establishment Permit or any information on the application can be directed to Kelly Kirkpatrick at 214-202-1202
  - Food Establishment Permit is good for 1 year
  - Sign application and send application along with payment and copies of information above to the City at:

Royse City – City Hall  
Development Services – Food Permit  
PO Box 638  
305 N. Arch St.  
Royse City, TX 75189

**Permit Cost -**

Full Service Restaurant	\$250
Fast Food Facility	\$250
Limited Service Facility	\$125
Temporary Event (up to 3 days)	\$75
Seasonal	\$100
Grocery Store (per outlet)	\$250
Catering Truck	\$250
Day Care Facility (in home)	Waived
Day Care Facility (not in home)	\$250
Group Day Homes	\$250
Bed & Breakfast	\$250
All others not listed	\$250



# FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

Development Services  
305 N. Arch St.  
Royse City, TX 75189  
Phone: (972) 524-4832/4823

**Establishment Information:**

Permit #: Development Services Use Only

Name of Establishment:

Physical Address of Establishment:

City State Zip

Mailing Address of Establishment:

City State Zip

Phone	# of Employees:	Establishment Owner's Name
Contact Name		Contact Email Address:
# of Food Service Managers:	Square Footage of Establishment:	Seating Capacity:

Hours of Operation:	Monday – Friday	Sat.	Sun.
Does the Establishment Have a Grease Trap?	YES	NO	If Yes, List Pound Capacity <span style="float: right;">Lbs.</span>
Name of Grease Trap Company		Name of Pest Control Company	

**Please check Type of Facility and Include Appropriate Permit Fee:**

Full Service Restaurant	\$250	Catering Truck	\$250
Fast Food Facility	\$250	Day Care Facility (in home)	Waived
Limited Service Facility	\$125	Day Care Facility (not in home)	\$250
Temporary Event (up to 3 days)*	\$75	Group Day Homes	\$250
Seasonal	\$100	Bed & Breakfast	\$250
Grocery Store (per outlet)	\$250	All others not listed	\$250
*Waived for Fun Fest Vendors	\$250		

There must be at least one (1) person certified with the City at the premises at all times the business is open. Please include a copy of each Manager's Texas State Certification and their Driver's License or Government Issued ID

I have carefully read the completed application and know the same is true and correct and hereby agree that it is a permit issued, all provisions of the City ordinance and state laws will be complied with, whether herein specified or not. I agree to comply with all property restrictions. I am the owner of the above establishment or authorized employee. Permission is hereby granted to enter premises and make all inspections.

Signature of Applicant:

Date:

Print Applicant's Name:

**Any questions about this application can be directed to Kelly Kirkpatrick at 214-202-1202**