



2024 PROPERTY OWNER/AGENT/EVENT COORDINATOR AUTHORIZATION FOR TEMPORARY FOOD PERMIT APPLICATIONS

INSTRUCTIONS

- This authorization form must be completed and included with all Temporary Food permit applications, except applications for events in City of Houston parks or on other City of Houston property that include the appropriate Parks and Recreation Department (PARC) or Mayors Office of Special Events (MOSE) authorization form.
- This authorization form must be signed by the property owner/agent/event coordinator. However, it is the responsibility of the Temporary Food permit applicant to submit it along with their application for a temporary food permit.
- Do not submit this authorization form without including an application for a temporary food permit. The application for a temporary food permit and this property owner/agent/event coordinator authorization form must be submitted together.
- If the applicant for a temporary food permit is a regular vendor at the same address this authorization form may be completed once and submitted by the applicant for a temporary food permit with each application that is submitted for events through 12/31/2024 or the expiration date entered on the form, whichever comes first.
- Please email CHS@houston.tx.gov or call 832.393.5100 (Monday-Friday 8:00 AM-3:00 PM holidays excepted) for more information or if you have any questions.





* INDICATES REQUIRED INFORMATION *

1. DATE(S) OF PERMISSION GRANTED FOR THE TEMPORARY FOOD PERMIT OPERATION

Today's Date: [] Effective Date*: [] Expiration Date*: []

2. APPLICANT INFORMATION (Entity Applying for a Temporary Food Permit)

Applicant Legal Name (Must be same as Tax ID)*: []
Applicant Phone: [] Applicant Email: []

3. EVENT VENUE PROPERTY OWNER/AGENT/EVENT COORDINATOR INFORMATION *

Company/individual Legal Name*: []
Check one*: Owner: [] Agent: [] Event Coordinator: []
Attn: []
Event Address*: []
Mail Address If Different: []
City/St/Zip*: []
Phone*: [] Email*: []

4. EVENT DETAILS *

Estimated # of food vendors. DO NOT include mobile food units operating with a valid City of Houston medallion at this event*: []
Estimated # of mobile food units operating with a valid City of Houston medallion (permit) at this event*: []
Estimated # of non-food vendors at this event*: []

If there are 5 or more total food vendors at this event Attach a copy of an event site plan showing all booths, stands, trucks, and trailers including non-food booths, stands, trucks, trailers, and other activities.

5. DISPOSAL OF RUBBISH, TRASH, GARBAGE, AND WASTEWATER *

Who is responsible for the proper disposal of all rubbish, trash, and garbage and for maintaining the property free from litter and nuisance during the total period of operation up to and including any clean up time required to remove all rubbish, trash, garbage, and litter resulting from the temporary food service operation (Check one)*?

Property Owner/Agent/Coordinator: [] Permit Applicant (Vendor): []

Who is responsible for the disposal of wastewater (Check one)*?

Property Owner/Agent/Coordinator: [] Permit Applicant (Vendor): []

Submitted by Owner/Agent/Event Coordinator Name (PRINT)*: [] Signature*: []

