



City of Wichita Falls

Site No. _____
Receipt No. _____
Date Rcvd. _____
For Office Use Only

Wichita Falls-Wichita County Public Health District

1700 Third St. | Wichita Falls, TX 76301 | 940-761-7800 | www.health.wichitafallstx.gov

APPLICATION FOR FOOD ESTABLISHMENT PERMIT Incomplete Applications will not be approved.

Name of Establishment: _____ Phone: (____) _____

Fax: (____) _____ E-Mail: @ _____

Establishment Address: _____ City/State/Zip: _____

Owner's Name: _____ Phone: (____) _____

Mailing Address: _____ City/State/Zip: _____

Emergency Contact Person: _____ Phone: (____) _____

Check appropriate box for each line:

Establishment Ownership: Individual Partnership Corporation

Establishment Description: Non-Profit Tax Exempt Number _____ For Profit **Mobile Unit**

No annually permitted establishment shall allow temporary event food vending at their site unless a temporary event application has been submitted to the regulatory authority.

The following permit fees are charged for retail food permits issued by the WFWCPHD for establishments located or operating in Wichita County, TX. All permits issued under this subdivision shall remain in force for one year from date of issuance unless removed/suspended by the regulatory authority. Permit fees shall be paid to the regulatory authority at the time of application; one week before a new establishment plans to open, or 15 days prior to the permit expiration for renewal permits. All permit holders, including nonprofits, that submit renewal applications and/or fees after the permit expires will be assessed a late charge. Any changes to the physical facility, menu, or equipment must be included in the renewal application. A complete application with updated information is required for each renewal permit. Please check the appropriate box that best describes your establishment:

Process 1: Low to moderate risk. This process involves food sale with or without preparation and includes no cooking. Generally, the steps in this process are: **Receive → Store → Prepare → Hold → Serve → Vend → Stock.**

Process 1 (Low to moderate risk): \$200.00

Process 2: High risk. This process involves food preparation for same day service. Generally, the steps in this process are: **Receive → Store → Prepare → Cook → Hold → Serve.**

Process 2 (High risk): \$225.00

Process 3: Very high risk. This process involves complex food preparation. Generally, the steps in this process are: **Receive → Store → Prepare → Cook → Cool → Reheat → Hot Hold → Serve.**

Process 3 (Very high risk): \$300.00

ADDITIONAL FEES:

A **\$125.00 additional fee** will be applied in addition to the above stated fees for EACH ADDITIONAL service:

- Bakery (BK) Meat market (MM) Commissary (CM) Grease Trap (GT@\$75)
- Fish market (FM) Snack bar (SB) Catering (CT) Produce Dept (PD)
- Frozen dessert permit / certification: \$150.00. Seasonal Permits: \$175.00 (1-6 mos. limit/No Very High Risk)

GRAND TOTAL PERMIT FEES DUE: \$ _____

I (we) apply for a permit to operate a food establishment and by this application do agree to comply with the rules and regulations set forth by the Wichita Falls-Wichita County Public Health District. I (we) understand that any falsifications or omissions as to the material fact or any violation of any law by designees or myself will constitute grounds for revocation or suspension of this permit by the Health District.

_____/_____/_____
Signature of Applicant Print Date