



City of San Angelo, Texas – Environmental Health



Pre-Permit Documentation Form

Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Policy: A food permit whether it is for a Retail Food Establishment, a Mobile Food Unit, or a Seasonal Permit, will only be issued when Environmental Health Office receives the applicable fee, completed application, and proof that all of the following divisions have been contacted to ensure all codes, ordinances or statutes are being adhered to. The Records Division will give clearance for official food permit, only after completion of applicable signatures below:

Planning and Zoning – documented clearance that property is zoned for retail use (no residential zoning) – Contact 325-657-4210 – visit their office at 52 West College Ave.

Applicable Planning and Zoning Requirements met (staff circle one): Yes No
Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspections and Permits – documented clearance needed for all buildings, and tents 12’ x 10’ or larger, Contact 325-657-4210 – visit their office at 52 West College Ave.

Applicable Inspections and Permits Requirements met (staff circle one): Yes No
Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Prevention – documented clearance needed for all buildings, tents 12’ x 10’ or larger; any cooking setup, or use of multiple extension cords – contact 325-657-4358 – visit their office at 52 West College Ave.

Applicable Fire Prevention Requirements met (staff circle one): Yes No
Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Environmental Health – must obtain a retail and/or mobile Pre-inspection (this is not a permit) from the Environmental Health Division; contact 325-657-4493 – visit their office at 72 West College Ave., 2nd floor, Suite 214

Applicable Pre-inspection obtained (staff circle one): Yes No
Health Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Merchant Registration – (for mobile or temporary permits) – must obtain a license from the Police Department, Records Division; Contact 325-657-4248 visit their office at 401 E. Beauregard.

Applicable Merchant Registration met (staff circle one): Yes No
Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rodeo Event Regulations (excluding the parking lot and Coliseum) – must receive approval from the Stock Show and Rodeo Association; contact 325-653-7785 – visit their office at 200 West 43rd Street.

Rodeo Association Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City Properties (including parks, Coliseum, River Stage, etc.) – must receive approval from the Parks Department, Civic Events Division; Contact 325-653-5328 or visit their office at 500 Rio Concho Drive.

Parks/Recreation Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Environmental Health – a copy of this form must be returned back to Environmental Health to obtain permit.

Check all that apply:
Application Completed (Retail Food Establishment, Mobile, Temporary, Seasonal) \_\_\_\_\_ Applicable Fee Paid \_\_\_\_\_
For Mobile Food Permit: Commissary Agreement \_\_\_\_\_ Restroom Agreement \_\_\_\_\_

Approved for Permit (circle one) Retail Food Establishment / Mobile / Seasonal: Yes No

Environmental Health Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_