



**FOOD APPLICATION**

**All Food Permits Expire on December 31<sup>st</sup>**

Business Name: _____	Business Phone #: _____
Business Address: _____	Business Fax #: _____
Business Manager: _____	Phone Number: _____
Mailing Address: _____	To pull the food permit and see your inspection results, you must register as a Business Manager online at <a href="http://www.MyGov.us">www.MyGov.us</a> . Directions are on the back of this application.
POC Email Address: _____	<b>Attach a copy of your driver's license.</b>
Corporate Name: _____	Corporate Phone #: _____
Corporate Address: _____	Corporate Fax #: _____

**Please check the appropriate blanks that apply to your food business:**

- APPLICATION FEE (New Business or Change of Ownership) \$50.00 Plus item marked below
- PLAN REVIEW (New or Remodel) \$100.00 (Can be charged with building permits)
- ANNUAL FOOD SERVICE \$200.00 + \$5.00 x \_\_\_\_ (number of employees)
- CATERING UNITS \$150.00 Additional to Annual Food Service fee
- GROCERY STORE / CONVENIENCE STORE \$200.00 + \$5.00 x \_\_\_\_ (number of employees)
  - BAKERY (within a grocery store) \$150.00 Additional to store fee
  - DELI (within a grocery store) \$150.00 Additional to store fee
  - MEAT MARKET (within a grocery store) \$150.00 Additional to store fee
  - PROCESSED PRODUCE (within a grocery store) \$150.00 Additional to store fee
  - SEAFOOD (within a grocery store) \$150.00 Additional to store fee
  - SUSHI (within a grocery store) \$150.00 Additional to store fee
  - CATERING UNITS (with a grocery store) \$150.00 Additional to store fee
- MOBILE – GENERAL AND FULL SERVICE \$300.00 Per unit (do not add *annual food service*)
- MOBILE – LIMITED MOBILE FOOD \$100.00 Per unit (do not add *annual food service*)
- SEASONAL & SNOW CONES (April 1<sup>st</sup> - Sept. 31<sup>st</sup> only) \$100.00 (do not add *annual food service*)
- DAY CARE, SCHOOLS & COUNTY JAILS \$200.00 (do not add *annual food service*)
- COMMUNITY TEMPORARY EVENT \$50.00 Per booth – 1<sup>st</sup> day (don't add *application fee*)
- License plate of trailer: \_\_\_\_\_ \$15.00 For each additional day

Please mark any and all devices you have at the business.			
<input type="checkbox"/>	Backflow Device	<input type="checkbox"/>	Ventahood
<input type="checkbox"/>	RPZ Device	<input type="checkbox"/>	Fire Suppression System
<input type="checkbox"/>		<input type="checkbox"/>	Grease Trap Outside System
<input type="checkbox"/>		<input type="checkbox"/>	Grease Trap Under Sink

**APPLICANTS SIGNATURE:** \_\_\_\_\_

**TOTAL AMOUNT DUE \$** \_\_\_\_\_



## MyGov for City of Kaufman Business Manager Registration

1. Go to [www.mygov.us](http://www.mygov.us)
  - a. Look at the top right corner click on **Client Map**.
  - b. Browse the Agencies and look for **City of Kaufman** and double click on it
2. Go to the **Contractor Registration** module and **Request a New Registration**.
  - a. Pick **Business Manager** registration and click **Request Now**.
  - b. **NOTE:** You will need a copy of your driver's license and it will need to upload into MyGov. You can either scan these items or use your smart phone to take picture of these items.
  - c. Fill out the information for your driver's license.
  - d. Click **Choose File** for your driver's license and then click **Upload**.
  - e. After it has finished uploading the information, click **Next**.
  - f. You will be taken to another screen for you fill out all of your information. The boxes with the red (\*) astricks are information that is required before you can advance to the next step.
  - g. When done, click **Next**.
  - h. Read the terms and click **I Agree To The Terms Above**.
  - i. There is not a payment for Business Manager license.
  - j. **Request a Registration – Verify and Submit** – Review, verify and then click **Submit Application**.
3. **Print out the next page that pops up. You will need this for your records and for the following steps.**
4. After you have submitted your completed application, staff will review the application and send you an email that says your application is complete or incomplete.
5. If your application is complete, you should receive your **Registration** along with your **Activation Letter** by email.
6. When you log back onto MyGov, it will take you to the page **Creating A Contractor's Log-In**.
7. Enter the **Account No.** on the **Account Activation Notice** that you should have received.
8. Click **Search** and then verify your information is correct. Click **Next**.
9. You now have the legaleez to review. When you are ready click on the box next to **I Have Read And Agree To The Terms Of Service**.
10. You will enter the following information: Enter a **Username, Password, Confirm Password, Set PIN, Set PIN Hint**.
11. **Process Is Done**. You are now ready to log-in and pull your food permits. If you need instructions, please look at the **Documents and Downloads** for instructions.

If you need any assistance, please contact Development Services at 972-932-2216.