



FOOD APPLICATION

All Food Permits Expire on December 31st

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 www.MyGov.us . Directions are on the back of this application.
POC Email Address: _____	
Corporate Name: _____	Corporate Phone #: _____
Corporate Address: _____	Corporate Fax #: _____

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

- | | | |
|--|------------|---|
| <input type="checkbox"/> APPLICATION FEE (New Business or Change of Ownership) | \$50.00 | Plus item marked below |
| <input type="checkbox"/> PLAN REVIEW (New or Remodel) | \$100.00 | (Can be charged with building permits) |
| <input type="checkbox"/> ANNUAL FOOD SERVICE | \$200.00 + | \$5.00 x ____ (number of employees) |
| <input type="checkbox"/> GROCERY STORE / CONVENIENCE STORE | \$200.00 + | \$5.00 x ____ (number of employees) |
| <input type="checkbox"/> BAKERY (within a grocery store) | \$150.00 | Additional to store fee |
| <input type="checkbox"/> DELI (within a grocery store) | \$150.00 | Additional to store fee |
| <input type="checkbox"/> MEAT MARKET (within a grocery store) | \$150.00 | Additional to store fee |
| <input type="checkbox"/> PROCESSED PRODUCE (within a grocery store) | \$150.00 | Additional to store fee |
| <input type="checkbox"/> SEAFOOD (within a grocery store) | \$150.00 | Additional to store fee |
| <input type="checkbox"/> SUSHI (within a grocery store) | \$150.00 | Additional to store fee |
| <input type="checkbox"/> MOBILE / CATERING UNITS | \$150.00 | Per unit (do not add <i>annual food service</i>) |
| <input type="checkbox"/> SEASONAL (Snow cone & produce only; 6 months only) | \$100.00 | (do not add <i>annual food service</i>) |
| <input type="checkbox"/> DAY CARE | \$200.00 | (do not add <i>annual food service</i>) |
| <input type="checkbox"/> COMMUNITY TEMPORARY EVENT | \$50.00 | Per booth – 1 st day (don't add <i>application fee</i>) |
| License plate of trailer: _____ | \$15.00 | For each additional day |

APPLICANTS SIGNATURE: _____

TOTAL AMOUNT DUE \$ _____

FOR OFFICE USE ONLY:	
Received By: _____	Date Paid: _____
Permit Fee Amount: _____	Receipt Number: _____



MyGov for City of Kaufman Business Manager Registrations

1. Go to 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 drivers 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 your 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 nex 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.