

ONLINE NEW FOOD PERMIT INSTRUCTIONS (ALL PERMIT TYPES)

1. Go to mygovernmentonline.org. Login to your account. Ensure you have verified your phone number. If you do not know if your number has been verified, follow the instructions for [phone verification](#). If you do not have an account, create one and verify your phone number with the link above. **If you are **renewing** a current permit, please follow the [Online Renewal Instructions](#).**



2. Hover your mouse over "Permits & Licensing". Click "Apply Online"



3. Select "United States" "Texas" and "San Marcos" under jurisdiction. Select "Food Establishment" for all food permits. Select Next.

Apply Online

Jurisdiction and Request Type *

Some jurisdictions do not accept online applications.
If your jurisdiction or jurisdiction's department is not listed please contact that jurisdiction directly for their application procedure.

Country: * State: *

Jurisdiction: *

Project Type: *

4. Select "Get Started on a New Application"

Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

5. Select the type of food establishment you are applying for. For **Mobile Food Units**, apply under “Fixed Food Establishment”

Apply Online

Jurisdiction and Request Type *

Online Permitting Application *

Select an Application Type

Select an Application Type: *

- Select an Option -
- Select an Option -
- Central Prep Facility
- Farmer's Market
- Fixed Food Establishment
- Seasonal
- Temporary

ⓘ Please select an option

6. Provide the address information for your establishment. For mobile food units, provide the address you intend to vend from the most frequently.

Physical Address or Location *

Please provide the physical address or location of your project.

My Project has been addressed by the Jurisdiction.

Address or Location: * City: * Zipcode: *

Next



7. **ALL** Food application types may skip “building owner” information and proceed to “**BUSINESS OWNER**” info. You must provide business owner information for all permit types. Valid email address and at least one valid phone number are **REQUIRED**. If the someone other than the business owner is responsible for operations, you may designate and provide information for an onsite Responsible Party Contact in the next field.

Business Owner's Contact Information

First Name Last Name Suffix Business Name

Mailing Address

Address City State Zipcode

Email Notify

Cell Phone () Notify

Home Phone () Notify

Work Phone () Notify



8. For all permit types, **fill in all fields**.

Temporary Food Establishment*

Establishment Name *

Establishment Phone Number *

Organization Type *

Hours/Days of Operation *

Number of Employees *



9. Select the food service you provide. For Temporary, Farmers market, Seasonal Permits, and Mobile Food Units, you may select "other". Designate whether you will provide a catering service.

Food Service *
Select all that apply

- Restaurant
- Bar
- Bed & Breakfast
- Child Care
- Hospital
- School
- Nursing Home
- Concession Stand
- Other

Catering Service *
Will you provide catering service?

- Select Option -

10. Select your retail food category or select "other". For ALL establishments, you **must** list your menu items or attach your menu in files at the end of the application. Select any food product that is applicable or select "other". Designate whether or not you are a central preparation facility for mobile food units. ***For Fixed Food Establishments that are Central Preparation Facilities, an additional \$52.00 annual registration fee will be assessed***

Retail Food *
Select all that apply

- Supermarket
- Convenience Store
- Bakery
- Other

Menu Items *
Or may be uploaded as a pdf below.
4000 char(s) available.

Food Product
Select all that apply

- Manufacturing
- Food Warehouse
- Other

Mobile Food Central Prep *
Are you a central prep facility for any mobile food units?

- Select Option -

11. For Fixed Food Establishments, provide the size of your facilities grease trap. For other application types, leave this question blank. For all applications, provide the date you intend to operate in standard date format (ex. MM/DD/YYYY). Initial the acknowledgement tab and select Next.

Grease Trap
What size is your Grease Trap?

Temporary Event and Date *

Temporary Food Establishment Acknowledgement *
All TEMPORARY FOOD ESTABLISHMENTS are to be operated in compliance with San Marcos City ordinance chapter 18. Failure to comply with city ordinance could result in revocation of permit and closure of the establishment. Permits are not transferable and will expire at the end of the event or fourteen days after issuance.

All items marked with a red asterisk are required fields and must be completed before you are able to submit your application to the jurisdiction.
If you are unsure of a required field's answer you may skip the question to answer other questions.
After you press "next" to advance to the "review" section, you can press the "Save" button to save your progress and return to your application at a later date to continue your progress in completing the application.

Back Next

12. If you did not include a menu in the questionnaire, attach one here.

Files Upload

If you are attaching any files to this application, click "Upload Files", select the file(s), and please wait for the file(s) to finish uploading before proceeding to the next step. If you are expected to include files with your application, a notice will appear below these instructions to inform you of what to upload.

Upload the following files with your application. When at all possible, please upload PDF files. Consolidate documents/pages into as few PDF documents as possible.

- Menu



13. For Fixed Food Establishments and Mobile Food Units, upload a copy of your floor plans in addition to your sales tax certificate. Temporary, Seasonal, and Farmers' Market applications continue to the next step.

- Floor Plan
 Must include all mechanical equipment, hot and cold holding equipment, ice machine(s), 3 compartment sink or 2 compartment sink and a mechanical dishwasher (plumbed with an indirectly connected drain), hand washing sinks with towels and soap (conveniently located to food prep, cooking and ware washing activities), utility or mop sink (for cleaning purposes fitted with a vacuum breaker), hot and cold water under pressure at all plumbing fixtures, cooking appliances, grease trap info, covered trash receptacles, enclosed facility with smooth, light colored and easily cleanable surfaces, restroom facilities with soap and single use towels.

- Copy of Texas sales tax certificate

14. Additional files are **required** for specific permit types. All additional files can be uploaded under the Upload Files Tab shown below. Requirements are listed for each application:

- a. Fixed Food Establishment: Food manager certificate, a copy of the owner's or responsible party's driver's license or valid photo ID
- b. Mobile Food Establishment: Food manager certificate, a copy of the owner's or responsible party's driver's license or valid photo ID, a [signed agreement](#) from a central preparation facility.
- c. Seasonal & Farmers Market: Food Handler certificate
- d. Temporary: Food Handler certificate
- e. Nonprofit organizations: ***NOTE*** in order to qualify for a waived permit fee, you **MUST** submit a copy of your IRS exempt status (501(c)3) with your application.

- Files



[Review](#)

15. Submit your application. Once received, our staff will process your application and release your invoice for payment online. If the application is not complete as detailed in these instructions, it may be returned until the required corrections have been made. For instructions on paying for your permit, please follow the [Online Payment Instructions](#).