

**MADISON COUNTY
REGULATORY LICENSING UNIT
RETAIL FOOD OPERATION PERMIT APPLICATION**

PERMIT #:

(Health and Safety Code, Chapter 437)
Return both the completed application and non-refundable fee to:

**Madison County
101 West Main, Ste B-22
Madisonville, TX 77864
Contact: Lynn Jeffries
(936) 349-5640 Cell**

If you are a childcare center, school food establishment, roadside food vendor (mobile food store), or mobile unit, contact this office at (936) 349-5640 for the correct application.

Name Under Which Business is Conducted (DBA): _____

Physical Address to be Licensed: _____

City, County, State, Zip Code: _____

Telephone # at address: _____ Is physical address within the city limits? Yes No

Exemptions from Retail permitting: Non-Profit as a 501 (C) organization. Please sign, date and return application.

FEE SCHEDULE FOR INITIAL/RENEWAL PERMIT OR CHANGE OF OWNERSHIP

Fees for food service establishments and retail food stores are based on the gross annual volume of food sales. Mark the appropriate volume category and remit fee accordingly. Fee amounts will be verified with the Texas Comptroller of Public Accounts.

GROSS ANNUAL VOLUME OF FOOD SALES

\$ 0.00 - \$49,999.99 • \$150.00 PER YEAR
 \$ 50,000.00-\$149,999.99 • \$260.00 PER YEAR
 \$150,000.00- OR MORE - \$390.00 PER YEAR

FEES ARE NON-REFUNDABLE

Late Fee • A person who files a renewal application after the expiration date must pay an additional \$100.00

**ANY RETURNED CHECKS RECEIVED
AFTER EXPIRATION DATE WILL BE
ASSESSED THE \$100.00 LATE FEE.**

Food Establishment- any place that food is prepared and intended for individual portion service. This includes the site at which individual portions are provided for consumption on or off the premises and regardless of whether there is a charge for the food, bed & breakfasts with 7 rooms, restaurants, bars, cafes, snack bars, hospitals that serve food to the general public, correctional facilities (jails) that contract with professional food management corporations for food preparation, privately-owned correctional facilities, etc.

Retail Food Store- a food establishment or section of an establishment where food and food products are offered to the consumer and intended for off-premises consumption.

This includes delicatessens that offer prepared food in bulk quantities only, grocery stores, markets, etc.

VERIFICATION: I SWEAR OR AFFIRM THAT ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT. I FURTHER CERTIFY BY SIGNATURE HEREON, THAT I AM AUTHORIZED TO EXECUTE THIS DOCUMENT ON BEHALF OF THE CORPORATION AND AM ELIGIBLE TO RECEIVE A LICENSE. IF SIGNING THIS AS OWNER OF A SOLE PROPRIETORSHIP, I AM NOT DELINQUENT IN THE PAYMENT OF ANY CHILD SUPPORT OWED UNDER CHAPTER 232, FAMILY CODE. IF SIGNING AS A SOLE PROPRIETOR, I CERTIFY I HAVE FILED THE ASSUMED NAME CERTIFICATE IN APPROPRIATE COUNTIES PURSUANT TO BUSINESS AND COMMERCE CODE, CHAPTER 36. I FURTHER CERTIFY THAT I HAVE READ AND UNDERSTAND CHAPTER 437 OF THE HEALTH & SAFETY CODE, THE APPLICABLE PROVISIONS OF 25 TEXAS ADMINISTRATIVE CODE, CHAPTER 229, AND AGREE TO ABIDE BY THEM.

OWNER

PARTNER

Date

PRESIDENT

CORPORATE DESIGNEE / AGENT

Signature

Printed Name & Title

Revised 03/27/25

PURPOSE OF THIS APPLICATION: Mark an appropriate box to indicate purpose of application and/or any change in status of firm.

New Start Date of Regulated Activity: _____

Change of Ownership (Including legal entity) [previous owner: _____] Effective Date: _____
Change of ownership (including change of legal entity) requires submission of a new application and fee as listed on Page 1. The effective date of change becomes the new anniversary date.

Amended- Change of Location (previous location: _____) Enter the date the change was effective
Date: _____
 Change of Name (previous name: _____)
 Other:

Any minor amendment including change of name or change in the location of a licensed place of business requires submission of a new application and fee as listed on Page 1. The current expiration date remains in effect.

Renewal Renewals are valid from the anniversary date. **Failure to submit the renewal fee before the expiration date will result in a delinquency fee for each location and must be resubmitted before the license or permit will be issued.**

Notice that firm is out of business. Date: _____ Not required to license/permit.

Sign and date. Return for deletion from our records. Reason: _____

RESPONSIBLE INDIVIDUAL IN CHARGE AT PHYSICAL ADDRESS

A license cannot be issued for manufacturing or holding of foods for distribution in any room used as living or sleeping quarters; or for the manufacturing, assembling, testing, processing, packing, holding or labeling of drugs and/or devices from any personal residence.

**Residence address, driver's license number, and date of birth are only required of drug, device, and/or certificate of authority applicants*

Name & Title *Residence Address *Driver's License # •Date of Birth

BUSINESS HOURS OF OPERATION: _____ m. to _____ m.

WEBSITE / INTERNET ADDRESS: <http://www.>

BILLING INFORMATION (The license/permit and/or courtesy renewal notice will be sent to the following):

Billing Name: _____

Billing Address: _____

City, State, Zip Code:

Name of Application Preparer (Contact Person):

Telephone Number of Application Preparer (Contact Person):

Fax Number of Application Preparer (Contact Person):

E-mail Address of Application Preparer:..

ALL THREE PAGES OF THE APPLICATION FORM MUST BE COMPLETED.

BEFORE A LICENSE WILL BE ISSUED. Please allow 2-4 weeks for processing. For assistance in completing this application, please call (936) 349-5640.
Please address any correspondence to:

Lynn Jeffries
Inspector: Retail Food Establishments
101 W. Main, Suite B-9
Madisonville, Texas 77864

LICENSE / PERMIT HOLDER INFORMATION: Complete the required ownership information.

Legal name of company must be identical to the name on your State Taxpayer's Identification on file with the Texas Comptroller of Public Accounts.

Legal Name	Taxpayer ID Number or Chapter Number	Outlet #
Mailing Address of Licensed Establishment	City & State	Zip Code

*Has the applicant, license, and/or managing officer(s) been convicted of a felony or misdemeanor? YES NO
(If yes, please attach a statement explaining the conviction)

*Residence address, driver's license number, and date of birth are only required of drug, device, and/or certificate of authority applicants.

INCLUDE A COPY OF YOUR DRIVER'S LICENSE **SOLE OWNER / PROPRIETORSHIP**

Name	*Residence Address	*Driver's License Number	*Date of Birth
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 PARTNERSHIP **LP** **LLP** **LTD**

Name of Partnership		Effective Date of Partnership	
Name	*Residence Address	*Driver's License Number	*Date of Birth
Name	*Residence Address	*Driver's License Number	*Date of Birth
Name	*Residence Address	*Driver's License Number	*Date of Birth

 ASSOCIATION

Name	*Residence Address	*Driver's License Number	*Date of Birth
Name	*Residence Address	*Driver's License Number	*Date of Birth

 CORPORATON **LLC**

Name of Corporation		Date and Place of Incorporation	
President's Name	*Residence Address	*Driver's License Number	*Date of Birth
Officer's Name	*Residence Address	*Driver's License Number	*Date of Birth
Officer's Name	*Residence Address	*Driver's License Number	*Date of Birth
Name of Registered Agent	*Residence Address	*Telephone Number	