

MOBILE FOOD VENDOR PERMIT APPLICATION



Guidelines & Regulations:

Mobile Food Vendors:

1. A valid Retail Food Establishment Permit must be posted in or on every food establishment.
2. All Mobile Food Vendor Permit Applications must be submitted with a site plan depicting the location of the mobile food establishment, and non-refundable permit fee.
3. Prior to the city's approval, the regulatory authority shall inspect the proposed food establishment to determine compliance with state laws and regulations.
4. The mobile food unit shall have during each shift at least one on-duty, on-site manager that has obtained a food service manager certificate and has been issued a current Food Manager Permit by the regulatory authority.
 - a. It shall be unlawful for a mobile food vendor to employ or permit any food handler to work at a mobile food unit unless such food handler has obtained a food handler certificate.
5. The owner of the property on which the mobile food unit is located shall agree in writing on the face of the permit to be bound by all of the terms and conditions of the permit and to allow the mobile food unit and its employees access to a toilet and handwashing facilities during the hours of operation of the mobile food unit.
6. Mobile food units may only operate in non-residentially zoned districts.
7. Temporary connections to potable water are prohibited. Water shall be from an internal tank, and electricity shall be a generator or an electrical outlet via a portable cord that is in conformance with the most current electrical code adopted by the city.
8. Mobile food units (except trailers operating under a seasonal mobile food vendor permit) shall not remain at their operating site when they are closed.
9. No person may operate a mobile food unit on a sidewalk.
10. No person may operate a mobile food unit in a manner that reduces the number of available parking spaces in a given lot to below the number required by the city's Zoning Ordinance.
11. A mobile food unit may not park at any one location in the public right-of-way for more than two (2) consecutive hours and may not operate for more than ten (10) hours during any twenty-four (24) hour period.
12. No person may operate a mobile food unit in such a manner that impedes or disrupts traffic flow on city streets or draws pedestrians into the street right-of-way.
13. All signs will be subject to the city's sign ordinance.
14. Outside walking, driving, and parking areas shall be surfaced with concrete, asphalt, or gravel (6" minimum depth), with the exception of a special event, as defined herein.
15. Each mobile food unit shall be equipped with a portable trash receptacle and shall be responsible for proper disposal of solid waste and wastewater in the sanitation facility legally accessed by the mobile food unit.
16. Wastewater will not be allowed to drain on the ground or public roadway or be deposited into any sewer drain outlet.
17. A no smoking sign must be posted next to the order window area.
18. Mobile food vendors must have and provide to the city a Sales Tax Permit issued by the Texas Comptroller.
19. Each mobile food vendor must maintain and provide proof on demand of a valid insurance policy that provides minimum liability coverage of \$500,000.00 per mobile food unit.
20. Each mobile food vendor must provide to the city proof of valid vehicular insurance that conforms with minimum coverage requirements of the state.
21. Mobile Food Vendor Permit renewals are required on an annual basis.

Seasonal Mobile Food Vendors:

1. **Seasonal Mobile Food Vendor Permits** allow mobile food vendors to serve food to the public on a routine basis for a period of no less than fourteen (14) consecutive days and no more than six (6) months in a one-year period, while maintaining all other rules and regulations for food establishments set forth by the regulatory authority.
2. Seasonal mobile food vendors are limited to only preparing and offering the sale of the following foods:
 - a. Snow cones and snow cone products
 - b. Pre-packaged foods; and
 - c. Ice Cream
3. All seasonal mobile food units must be capable of maintaining required temperatures and protection from contamination for all food products. A visible thermometer must be provided.
4. The holder of a seasonal mobile food vendor permit may leave a trailer unit at a single site for up to six (6) months without moving the trailer.
5. Seasonal Mobile Food Vendor Permits require renewals each six (6) months.
6. **Seasonal mobile food units must adhere to all of the same guidelines and regulations as those prescribed for mobile food units.**

Denials / Suspensions / Penalties:

1. The city shall deny an application for a Mobile Food Vendor Permit if the permit application is incomplete, incorrect, or shows that a person is not otherwise entitled to conduct business as a mobile food vendor; or the applicant has failed to obtain required approvals from the state or any other governing body or obtain any applicable permits or licenses.
2. A permit may be revoked for failing to conform to the specifications found in the mobile food permit's application, including the location, site plan, or other requirements.
3. The city may, without warning or notice, suspend a Mobile Food Vendor Permit if the operation of the mobile food unit constitutes an imminent hazard to public health, as solely determined by the city. Upon suspension, food operations shall immediately cease.
4. A Mobile Food Vendor Permit may be suspended or revoked for not complying with the requirements of this chapter or any other ordinance or law.
5. The permit holder of a mobile food unit that does not comply with the requirements of state rules and any responsible officer of that permit holder or those persons shall be fined not more than \$2,000.00.

You can find a copy of the Mobile Food Vendor Ordinance online at:

https://library.municode.com/tx/van_alstyne/codes/code_of_ordinances?nodeId=COOR_CH10BU_ARTICLEIIFOES_DIV3M_OFOVE

MOBILE FOOD VENDOR PERMIT APPLICATION



Please complete the application and return to the Permitting Department located at Van Alstyne City Hall. Failure to complete the application in its entirety and submit with the required documentation will result in a permit denial. If there are any questions, please contact the Permit Department at (903) 482-5426.

Mobile Food Vendor Application Checklist:

The following items must be submitted with this application:

	Provide a plan depicting the mobile food unit location
	Pay the applicable Mobile Food Vendor Permit Fee
	A copy of written permission from the property owner agreeing to all terms of permit.
	A copy of the agreement for the onsite toilet AND handwashing facility for the mobile unit.
	A copy of the Sales Tax Permit issued by the Texas Comptroller.
	Each mobile food vendor must maintain and provide proof on demand of a valid insurance policy that provides minimum liability coverage of \$500,000.00 per mobile food unit.
	Each mobile food vendor must provide to the city proof of valid vehicular insurance that conforms with minimum coverage requirements of the state.
	Each mobile food vendor applicant must provide a color photo clearly identifying the mobile food establishment (vehicle).
	A copy of a health permit issued to the commissary.
	The Retail Food Establishment Permit issued by the regulatory authority.

I have reviewed the Mobile Food Vendor Regulations adopted by the City of Van Alstyne Code of Ordinances Article III, Division 3.

By signing below, I acknowledge that I understand and agree to comply with all regulations.

Applicant: (Please Print)	Phone Number:
Address:	
Email:	
Signature:	

I have reviewed the Mobile Food Vendor Regulations adopted by the City of Van Alstyne Code of Ordinances Article III, Division 3.

By signing below, I acknowledge that I understand and agree to comply with all regulations.

Property Owner of Operating Site: (Please Print)	Phone Number:
Address:	
Email:	

MOBILE FOOD VENDOR PERMIT APPLICATION



Annual Mobile Food Vendor

Seasonal Mobile Food Vendor
+/- 6 Months

Seasonal Only: Provide Date Range of Use ()

Name under which Business is Conducted (DBA):	
Business Owner's Name(s):	
Business Address / Location:	
Business Mailing Address: <i>(If Different than above)</i>	
Business Phone #:	Business E-Mail:
Vehicle Make/Model:	Vehicle Color:
TX License Plate # :	VIN #

Additional Business Owner's? Yes No **Please list any additional Owners on a separate page**

Insurance Company _____

Address & Phone Number _____

Commissary Name _____

Address & Phone Number _____

Certified Food Manager's Name _____

TDH Certification Number _____ Exp. Date _____

List Types of Food items your business will provide:

I swear or affirm that all information provided in this application is true and correct. I further swear to have reviewed Mobile Food Vendor Regulations adopted by the City of Van Alstyne Code of Ordinances Article III, Division 3.

By signing below, I acknowledge that I understand and agree to comply with all regulations.

Printed Name

Fee: \$ _____

Signature

Permit Expiration Date: _____