

Date Received _____ Amt \$ _____ Check # _____
 Received By _____ Receipt # _____ RSN # _____



Austin/Travis County Health & Human Services Department Environmental Health Services Division

P.O. Box 142529 Austin, TX 78714

Phone (512) 978-0300 Email: EHSD.Service@austintexas.gov

<http://www.austintexas.gov/departments/food-establishment-requirements>

Please complete our Environmental Health Services survey at www.surveymonkey.com/s/EHSDSurvey

Walk-in Location: 1520 Rutherford LN, NE corner of Rutherford LN @ Cameron RD, Building 1 East Entrance



Application for **MOBILE FOOD VENDOR** Permit

NOTE: This application packet must be filled out completely and turned in with copy of proof of Texas sales and use tax permit and copy of current and valid identification card for owner and any applicable responsible parties. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** Application for a permit to operate does not guarantee that a permit will be granted. Permit approval is based upon the establishment or mobile food unit's compliance with state and local health requirements. **MOBILE UNITS MUST BE PRESENT TO ISSUE PERMIT.** In the event a permit is not issued, the permit fee may be refunded in the City of Austin jurisdiction only. The application fee (City of Austin only) is non-refundable. No refunds for any reason after 180 days from receipt of payment. **PERMITS ARE NON-TRANSFERABLE.**

- 1) **Application for (check one box only):** ☐ City of Austin ☐ Travis County ☐ Other _____
- 2) **Type of Mobile Vending Permit (check one box only):** ☐ Unrestricted (open foods) ☐ Restricted (pre-packaged foods)
- 3) **Mobile Vending Unit Name:** _____
- 4) **Mobile Vendor Owner's Name:** _____ Phone: _____
- 5) **Additional Responsible Party (if applicable):** _____ Phone: _____
- 6) **Owner's Address:** _____ **City:** _____ **State:** _____ **Zip Code:** _____
- 7) **Date of Birth:** _____ **Personal Identification Number/State:** _____
- 8) **E-mail Address (optional):** _____ **Number of Employees:** _____
- 9) **Mail Renewals to:** _____ **City:** _____ **State:** _____ **Zip Code:** _____
- 10) **Business Type:** ☐ Proprietorship, ☐ Partnership, ☐ Corporation
- 11) **Unit Type:** ☐ Motor Vehicle, ☐ Trailer, ☐ Pushcart, ☐ Other (Specify) _____
- 12) **Vehicle Make:** _____ **Model:** _____ **Year:** _____
- 13) **Color:** _____ **License Plate #:** _____ **State:** _____ **VIN#:** _____
- 14) **Name of Central Preparation Facility (CPF):** _____
- 15) **Address:** _____ **City:** _____ **State:** _____ **Zip Code:** _____
- 16) **Phone:** _____ **Owner / Responsible Party's Name:** _____
- 17) **Types of Food to be Offered:** _____

The mobile food operation must submit all required documents, pass all physical inspections, provide fee payments and hold a permit decal to legally operate. Permit expiration date is indicated on the permit decal. Annual permit fees are based on the type of operation, and are as follows:

City of Austin and Other Municipalities

Unrestricted Permit Fee..... \$273
Restricted Permit Fee..... \$198
Application Fee..... \$95
Fire Department Inspection Fee (if applicable)..... \$125
 City permit fees may be made with cash, check, or credit card.

Travis County

All Mobile Food Vendor Permit Fees..... \$60
 County permit fees require payment in cash or check only. Credit card payments are not available.

Fees payable to the Austin-Travis County Health and Human Services Department (ATCHSD). Fee payments may be made in person or attached to application and mailed to: EHSD MV • P.O. Box 142529 Austin, TX 78714 or Bring to 1520 Rutherford Ln. Building #1 East Entrance, Austin, TX.

All of the information contained in this application is true and correct to the best of the applicant's knowledge and belief. Applicant acknowledges that the permit applied for shall be subject to all provisions of the orders and ordinances of Travis County or Austin or the municipality under which the permit is granted, and shall be subject to all provisions of the statutes and ruled adopted under the statutes of the State of Texas governing food service establishments, retail food stores, mobile food units and roadside food vendors.

Owner/Responsible Party Signature

Printed Name

Date

MOBILE FOOD VENDOR RESPONSIBILITIES

1. **OPERATION:** All state and local rules and ordinances related to the mobile vending operation must be adhered to at all times.
2. **NO HOME PREPARED FOOD MAY BE SERVED TO THE PUBLIC.**
3. **THE USE OF EXTERNAL EQUIPMENT IS NOT ALLOWED:** All equipment **MUST** be contained within or on the mobile unit at all times and must be properly enclosed.
4. **CENTRAL PREPARATION FACILITY (CPF) USE:** Report to your central preparation facility to service your unit. No open food preparation or handling may occur at the CPF unless the mobile vending permit owner holds a separate and valid Food Establishment permit at the CPF location. A CPF Log sheet documenting all CPF visits must be maintained on the mobile vending unit at all times for review at the request of the Health Department.
5. **REFRIGERATION AND HEATING:** Unit must have adequate hot and cold food storage facilities to maintain food products at the required temperatures. Hot foods must be held at 135°F or above. Cold foods must be stored at 41°F or below.
6. **THERMOMETER:** Metal stem dial thermometers with a range of 0-220°F and accurate to +/- 2°F must be provided on mobile food units on which food is prepared in order to monitor food temperatures. Locate additional thermometers in all refrigeration/cold-hold units.
7. **LABELING:** All pre-packaged, self-service food items offered must be properly labeled in adherence with the Texas Food Establishment Rules requirements.
8. **MOBILITY:** Units must maintain a state of mobile readiness at all times. The health authority may prohibit alteration, removal, attachments, placement or change in, under, or upon the mobile food establishment that would prevent or otherwise reduce ready mobility.
9. **UTILITIES/WATER:** Permanent utilities (i.e. plumbing, gas, electrical, water) may not be attached to the unit at any time. At no time during operation is the mobile unit to be attached to a water hose or any other permanent water supply.
10. **HOLDING TANKS:** Fresh and wastewater holding tanks must be properly sized, permanently installed on the unit and equipped with a valve to empty/fill the tanks from the exterior of the unit in a manner which prevents contamination of ground surfaces or mobile unit.
10. **HOT AND COLD WATER:** Unrestricted units must maintain a safe and secure water supply. Hot and cold water must be available under pressure for immediate use to all sinks at all times of operation.
11. **HANDWASHING:** Soap, single use towels and hot water must be supplied to hand sinks at all times.
12. **CERTIFIED FOOD MANAGER / FOOD HANDLER:** Unrestricted units must post and maintain at least one (1) employee's original and valid City of Austin Food Manager Certificate on unit at all times. All other employees must be registered as Food Handlers with the City of Austin Health Department. A verification list of all employees Food Manager and Food Handler credentials must be submitted at time of permit renewal.
13. **ZONING:** In the city limits of Austin, contact City of Austin Zoning and Right-of-Way Departments to determine if vending site is approved.

I have read and understand the items of responsibility listed above, and I agree to comply with all of the requirements. I further understand that observed violations of these requirements may result in permit suspension and/or legal charges being filed.

Owner/Responsible Party Signature

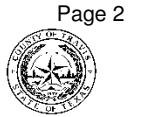
Printed Name

Date



**Austin/Travis County Health & Human Services Department
Environmental Health Services Division**

Phone (512) 978-0300 Email: EHSD.Service@austintexas.gov



CENTRAL PREPARATION FACILITY PERMISSION FOR USE VERIFICATION FORM

This form serves to verify that the owner/responsible party of the Central Preparation Facility (CPF) submitted for use has granted permission to the mobile vendor to utilize the CPF. By providing approval of use for the CPF the owner/operator agrees to provide the following criteria which are required to be utilized as a CPF with the City of Austin/Travis County Mobile Vending Program:

- Maintain a current and valid food establishment permit.
- Provide adequate and approved waste disposal facilities for handling waste water disposal, oil/grease disposal, trash disposal, and all other necessary waste disposal.
- Provide an approved sanitary process for providing fresh water to mobile units.
- Allow the mobile vendor to bring the unit to the establishment for servicing as needed.
- Provide sanitary food storage facilities for dry goods and items requiring temperature control.
- Allow foods to be held/stored overnight at CPF under approved sanitary conditions.
- Provide storage for equipment and supplies used by mobile vendor while not on mobile unit.

Mobile vendors utilizing this CPF may not engage in any food preparation at the facility unless the mobile vendor holds an individual Food Establishment Permit for this location.

The CPF owner must provide a valid Food Manufacturer's license issued by the Texas Department of State Health Services if the CPF owner provides any potentially-hazardous-foods to a mobile vendor for sale or dispersal from the mobile unit. This criterion does not apply to mobile vendors who are employees of the CPF operating under the CPF owner's mobile vending permit.

I _____ have read and understand the items of
Central Prep Facility Owner or Responsible Party (Print)

responsibility listed above and agree to comply with all of the requirements. I give permission to

_____ of _____ to use my establishment,
Mobile Vending Unit Owner/Operator (Print) Mobile Vending Unit Name (Print)

_____ located at _____
Name of Central Prep Facility Establishment (Print) Address of Central Prep Facility Establishment (Print)

as a Central Preparation Facility for the mobile vending unit. I understand that any health violations of the vendor found at this establishment can be included on the health inspection for this establishment.

Signature of Central Prep Facility Owner or Responsible Party Date

Phone Number: _____

Notary Verification

Before me on this day, _____, personally appeared _____,
Date Central Prep Facility Owner or Responsible Party (Print)

owner or responsible party of _____, known to me (or proven to me) to
Name of Central Prep Facility Establishment (Print)

be the person whose name is subscribed to the above "Central Preparation Facility Permission for Use Verification Form".

Name of Notary Public, State of Texas (Print) Notary's Signature

Notary Seal (ink stamp only)

My Commission Expires: _____, 20____



**Austin/Travis County Health & Human Services Department
Environmental Health Services Division**

P.O. Box 142529 Austin, TX 78714
Walk-In Location: 1520 Rutherford Ln, Austin TX 78754
Phone (512) 978-0300 Email: EHSD.Service@austintexas.gov



Certification in Jurisdiction of Food Establishment and/or Central Preparation Facility

Vendors applying for a City of Austin/Travis County Mobile Vending Permit who seek to utilize a Food Establishment or Central Preparation Facility outside of the Austin/Travis County jurisdiction must submit this form verifying the facility's permitted status. This verification documentation must be completed by the public health authority with oversight of this facility.

The proposed food establishment listed below seeks verification from the presiding health authority that the establishment holds a valid Food Establishment Permit and meets the presiding authority's requirements to serve as a Food Establishment and/or Central Preparation Facility.

Name of Food Establishment

Permit Holder/Responsible Party of Food Establishment

Address of Food Establishment

Permit Number

Permit Expiration Date

I certify that under my jurisdiction the above establishment is currently approved to operate as a (please initial all that apply):

_____ **Food Establishment**

_____ **Central Preparation Facility**

☐ This facility is approved for wastewater disposal.

☐ This facility is NOT approved for wastewater disposal. *Grease trap pumping service agreement must be provided with a frequency rate that meets or exceeds your waste production.*

Printed Name of Health Officer/Authority

Signature of Health Officer/Authority

Jurisdiction

Date

Contact Phone Number



**Austin/Travis County Health & Human Services Department
Environmental Health Services Division**

P.O. Box 142529 Austin, TX 78714

Phone (512) 978-0300 Email: EHSD.Service@austintexas.gov

<http://www.austintexas.gov/departments/food-establishment-requirements>

Walk-in Location: 1520 Rutherford LN, NE corner of Rutherford LN @ Cameron RD, Building 1 East Entrance



City of Austin Mobile Food Vendor Itinerary Sheet

All City of Austin Mobile Food Vendors are required to submit and maintain a current itinerary sheet detailing all vending locations, hours of operation at these locations and Central Preparation Facility (CPF) service visits. If any changes are to be made regarding the itinerary on file (i.e. changes to vending locations, times, or CPF visits) then an updated itinerary must be submitted to this department prior to enactment of the changes. Failure to maintain a current and valid itinerary with this department may result in permit suspension and/or legal charges being filed.

Mobile Vending Unit Name (print): _____

Owner's Name (print): _____

Owner's Contact Phone Number: _____

Itinerary Valid From the Following Dates: _____ **to** _____ **Page:** _____ **of** _____

Vending Location Address	Days at This Location (circle all that apply)	Start Time	Stop Time
	Sun. Mon. Tue. Wed. Thu. Fri. Sat.	AM PM	AM PM
	Sun. Mon. Tue. Wed. Thu. Fri. Sat.	AM PM	AM PM
	Sun. Mon. Tue. Wed. Thu. Fri. Sat.	AM PM	AM PM
	Sun. Mon. Tue. Wed. Thu. Fri. Sat.	AM PM	AM PM
	Sun. Mon. Tue. Wed. Thu. Fri. Sat.	AM PM	AM PM
	Sun. Mon. Tue. Wed. Thu. Fri. Sat.	AM PM	AM PM
	Sun. Mon. Tue. Wed. Thu. Fri. Sat.	AM PM	AM PM
	Sun. Mon. Tue. Wed. Thu. Fri. Sat.	AM PM	AM PM
Central Preparation Facility Service Visit	Sun. Mon. Tue. Wed. Thu. Fri. Sat.	AM PM	AM PM
Central Preparation Facility Service Visit	Sun. Mon. Tue. Wed. Thu. Fri. Sat.	AM PM	AM PM

(Please submit additional itinerary pages if needed.)

Owner/Responsible Party Signature

Printed Name

Date



Austin/Travis County Health & Human Services Department Environmental Health Services Division

P.O. Box 142529 Austin, TX 78714

Phone (512) 978-0300 Email: EHSD.Service@austintexas.gov

<http://www.austintexas.gov/departments/food-establishment-requirements>

Walk-in Location: 1520 Rutherford LN, NE corner of Rutherford LN @ Cameron RD, Building 1 East Entrance



CITY OF AUSTIN RESTROOM FACILITY AGREEMENT

All City of Austin mobile vendors operating at a location for duration of two (2) hours or more must provide this Restroom Facility Agreement form confirming the availability of a restroom for use within 150 feet of the vending location during the hours of operation. A valid Restroom Facility Agreement must be on file for each individual location a vendor operates at for two (2) or more hours. Failure to maintain a valid and accurate Restroom Facility Agreement form may result in permit suspension and/or possible legal charges being filed against the Mobile Vending Permit holder.

Vendors utilizing fixed establishment's restroom facilities must have the top portion of this form filled out and signed by the owner/responsible party of the facility intended for use. Those vendors utilizing portable restrooms must complete the bottom portion of this form. Note: Residential restroom facilities may not be utilized for this requirement.

Fixed Establishment Restroom Facility Agreement

I, _____, owner/responsible party for _____
Name of Business Owner/Responsible Party (printed) Name of Business (printed)

located at _____, give permission to _____
Business Address (printed) Name of Mobile Owner/Responsible Party (printed)

of _____ to use my restroom facilities for their employees during
Name of Mobile Vending Unit (printed)
the mobile unit's hours of operation. I understand that observations of inaccessibility to my restroom facilities during the mobile vendor's hours of operation, restroom facilities greater than 150 feet from mobile unit or sewage violations may result in this agreement being rescinded by the Austin/Travis County Health & Human Services Department.

Signature of Business Owner/Responsible Party Printed Name of Business Owner/Responsible Party Contact Phone Number Date

Signature of Mobile Vending Unit Owner/Responsible Party Printed Name of Mobile Vending Unit Owner/Responsible Party Date

Portable Restroom Facility Agreement

I, _____, owner/responsible party for _____
Name of Mobile Vending Unit Owner/Responsible Party (printed) Name of Mobile Vending Unit (printed)

will adhere to the requirements of the Restroom Facility Agreement when in operation for two (2) consecutive hours or more. I will adhere to this requirement through the use of a portable

restroom facility to be located at _____ which will be routinely
Address of Portable Restroom Location

served by _____ and will be located and maintained in
Printed Name of Liquid waste Hauler Company
adherence to all local zoning and code regulations. I understand that observations of inaccessibility to my restroom facilities during the hours of operation, restroom facilities greater than 150 feet from mobile unit or sewage violations may result in this agreement being rescinded by the Austin/Travis County Health & Human Services Department.

Signature of Mobile Vending Unit Owner/Responsible Party Printed Name of Mobile Vending Unit Owner/Responsible Party Date



**Austin/Travis County Health & Human Services Department
Environmental Health Services Division**

P.O. Box 142529 Austin, TX 78714
Phone (512) 978-0300 Email: EHSD.Service@austintexas.gov
<http://www.austintexas.gov/departments/food-establishment-requirements>



Additional Materials Required for a Mobile Food Vendor Permit

In addition to the submittal of all applicable paperwork found in the Mobile Food Vendor application packet, the following materials outlined below must be provided at the time of permitting and/or permit renewal.

Valid Personal Identification (ID) Card: A current and valid personal identification (ID) card must be provided for all owners and responsible party personnel assigned to the mobile vending permit.

Proof of Texas Sales and Use Tax Permit: A copy of the vendor's current and valid Texas Sales and Use Tax Permit must be provided. The provided permit must be registered under the mobile vending unit owner's name or under the business name of the mobile vending operation. The application for this tax permit is available at: <http://www.window.state.tx.us/taxpermit>. The physical location of this permitting office is located at: 1711 San Jacinto Blvd, Suite 180, Austin, TX 78701. For additional questions, call 1-800-252-5555. **Not required to be submitted for Travis County Mobile Vending Permits.**

Austin Fire Department Safety Inspection: Any mobile vending operation utilizing propane or a similar combustible material must pass an Austin Fire Department inspection. Vendors required to complete a fire inspection may not be permitted by the Health Department until an inspection has been completed and approved by the Austin Fire Department. An Austin Fire Department inspector will be available to perform this inspection at the same time and location of the Health Department permitting inspections. The Austin Fire Department will assess a fee of \$125 if your unit requires this inspection. **Not required for Travis County Mobile Vending Permits.**

Vendors required to complete an Austin Fire Department Safety Inspection must provide the following documents/items at time of inspection:

- ☐ **System Pressure Test Documentation** – A valid invoice from a Certified Master Plumber indicating an **annual** pressure test has been successfully completed.
- ☐ **Fire Extinguisher** – A Class 2A10BC Fire Extinguisher is required on all units. In addition, units utilizing oil/grease fryers are required to have a Class K Fire Extinguisher on unit. Extinguishers must be tested and certified **annually** with proper documentation of this testing provided.
- ☐ **Documents of Approved Appliance Testing** – Listing identifying that propane appliances have been tested through an approved testing lab such as UL, CSA, CGA, AGA, and/or ETL.
- ☐ **Ancillary Fire Suppression System** – Ancillary Fire Suppression Systems are **not** required. However, if an Ancillary System is present then **biannual** system testing invoices must be provided.

* Additional inspection requirements may be necessary upon request. For questions regarding the Austin Fire Department inspection or information regarding the requirements you may contact the Austin Fire Department at (512) 974-0160.

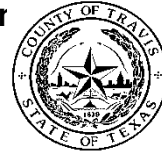


**Austin/Travis County Health & Human Services Department
Environmental Health Services Division**

P.O. Box 142529 Austin, TX 78714

Phone (512) 978-0300 Email: EHSD.Service@austintexas.gov

<http://www.austintexas.gov/department/food-establishment-requirements>



Walk-in Location: 1520 Rutherford LN, NE corner of Rutherford LN @ Cameron RD, Building 1 East Entrance

GENERAL MOBILE FOOD VENDING INFORMATION

PERMITTING INFORMATION

WHEN IS A MOBILE FOOD VENDOR PERMIT REQUIRED? - Any vendor providing foods or beverages from a mobile operation or outside the location of a permitted food establishment must obtain a City of Austin/Travis County Mobile Food Vendor permit. This includes vendors who sell, serve or give away food to the public.

TYPE OF MOBILE VENDOR PERMITS AVAILABLE – Vendors seeking to obtain a Mobile Food Vendor permit will be applying for either a Restricted Mobile Food Vendor permit or an Unrestricted Mobile Food Vendor permit. The distinction between these two types of permits is describes as follows:

RESTRICTED MOBILE VENDOR refers to a mobile food vendor offering only prepackaged foods. Under this type of permit no open food preparation or handling may occur. All food items, including beverages and condiments, must be prepackaged at an approved food establishment by the employees of that establishment or come prepackaged from an approved source.

UNRESTRICTED MOBILE VENDOR refers to a mobile food vendor offering food that is packaged or prepared on the mobile unit itself.

PERMIT JURISDICTIONS – Vendors seeking to operate in areas under the City of Austin jurisdiction must obtain a City of Austin Mobile Vending Permit. Included within the Austin jurisdiction is the City of Austin **and** local municipalities which have contracted the City of Austin through an Inter-Local Agreement (ILA) to perform their Health Department related permitting and inspections. Areas located outside of the City of Austin jurisdiction or outside of municipalities with ILAs will likely require a Travis County Mobile Vending Permit to operate.

PERMITTING LOCATION AND TIMES – Issuance of all Mobile Food Vendor permits and physical inspections of mobile vending units are conducted on Tuesday and Thursday mornings from 8:00 AM to 12:00 PM at 1520 Rutherford Ln., Building 1, Austin, TX (map of physical location provided at end of this section). All vendors seeking a permit must sign-in at the front desk with the Health Department representative located in Suite 200. Vendors will be processed dependent on the sign-in order. Vendors with incomplete or invalid documentation, unapproved physical inspections, lacking required fee payment, or signed-in after the designated cut-off time may be asked to return on the next available permitting day.

INITIAL PERMITTING PROCESS – A valid Mobile Food Vendor permit must be obtained in person prior to operating inside the City of Austin/Travis County limits. Prior to approval of a Mobile Food Vendor permit vendors must submit all required permit application documents for review, undergo all required physical inspection of the mobile unit and provide payment of any necessary fees. Physical inspections of units may be performed prior to submittal of all required paperwork however units will need to be present at the time of final approval and permit issuance. Permits may not be issued until the application review process results in approval verification of all required documentation, approval of all physical unit inspections and payment of all necessary fees. Permits expire annually, one year after the day they are approved, and must be renewed on or before the expiration date.

PERMIT RENEWAL PROCESS – Vendors seeking to renew their Mobile Food Vendor permit will undergo the same process as that engaged during the initial permitting process. Permit renewals may not be issued until the application review process results in approval verification of all resubmitted and required documentation, approval of all physical unit inspections and payment of all necessary fees. Upon approval permits renewals will be extended for one year from the original date of expiration. Permits must be renewed on or before the expiration date. Permits may be renewed up to 45 days prior to the permit expiration date. Observations of vendors operating with an expired permit may result late fees being applied to the vendor's account and/or legal charges being filed.

GENERAL REQUIREMENTS FOR MOBILE VENDING OPERATIONS

CENTRAL PREPARATION FACILITIES (CPFs) – The CPF is intended as a base of operation for servicing the Mobile Food Vendor. These operations include: providing an approved source for storage, servicing, cleaning, and waste disposal. All vendors seeking a Mobile Food Vendor permit must submit verification documentation of all CPFs associated with the vendor's operation. To serve as a CPF a facility must hold a valid food permit with the presiding health authority. Additionally, the CPF must have sufficient waste disposal facilities in place to handle the additional load from a vendor's operation. **State law prohibits residential homes and day care facilities from being used as a CPF. No open food preparation or handling may occur by the mobile vendor at the CPF unless the mobile vendor holds a separate food permit for the CPF location.** A minimum of one approved CPF must be associated with each Mobile Food Vendor permit issued. There is no exception to this requirement. The associated CPFs serve the following purposes for the outlined type of mobile vending operation:

Restricted Mobile Vending Operations CPFs:

- Confirms that food items to be offered are coming from an approved source.
- Confirms that an approved location is available for storage and holding of all food items and dry goods not being held on the mobile vending unit itself.
- Confirms that approved waste disposal facilities are available for use.

Unrestricted Mobile Vending Operations CPFs:

- Confirms that an approved location is available for storage and holding of all food items and dry goods not being held on the mobile vending unit itself.
- Confirms that approved waste disposal facilities are available for handling all potential waste waters, oil/grease disposal, trash, and all other necessary waste disposal.
- Confirms a sanitary process is available for providing fresh water to units.

SINGLE SERVICE ITEMS - Only single service articles for use by the consumer may be provide.

CONDIMENT OFFERINGS – Those condiments intended for customer use must be self-contained in individual, prepackaged containers or provided in approved dispensing bottles with closeable openings. Potentially-hazardous condiments must be held in adherence to all applicable food protection rules. Restricted Mobile Vendors may only provide condiments to customers in approved containers for customer self-application. Restricted Mobile Vendors must fill containers or dispensing bottles at their approved food establishment location. Unrestricted Mobile Vendors may prepare and dress food items for customer service.

BEVERAGE OFFERINGS – Restricted Mobile Vendors may offer pre-packaged beverages or beverages contained in approved self-service, covered containers with spigots or pumps. Restricted vendors may not dispense or openly prepare beverages for service to the customer. Beverages offered by Restricted Mobile Vendors in self-service containers must be filled at their approved food establishment. Unrestricted Mobile Vendors may prepare open beverages for customers or provide approved self-service, covered containers with spigots or pumps for customer use.

VEHICLE CONSTRUCTION - The interior of the vehicle must be constructed of smooth, durable, easily cleanable surfaces. The vehicle must be completely enclosed. (No open truck beds; windows must be screened or kept closed.) Further details regarding construction requirements provided at the end of this packet.

OPERATIONAL REQUIREMENTS – All vending activity must occur from the permitted mobile food unit and unit must remain in a state of ready mobility at all times. No hard wiring, hard plumbing or any other connections which prevent unit from being readily mobile are allowed. All equipment or service items utilized in the operation must be held on the unit or at the CPF at all times. Operational items held on the ground surface off of unit are not allowed. This includes, but is not limited to: coolers, propane tanks, generators, BBQ pits, disposal bins (for oil, grease, etc.) and cash registers.

SANITARY CONDITIONS – Sanitary conditions must be maintained on the unit at all times. This includes maintaining the availability of hot water to all required sinks at all times.

WASTE DISPOSAL – An attached trash receptacle must be provided on all mobile vending units. All waste products generated must be contained on the mobile unit in a manner which does not create unsanitary conditions while being held for disposal. Disposal of all waste products must occur in a continuous manner. That is, once a waste product is removed from the unit it must be taken to the CPF for immediate disposal. No staging of waste products off the unit for future disposal is allowed except at the vendors CPF on record. Vendors may utilize approved waste haulers to service the unit directly under the following guidelines. Pumping of liquid and grease waste must occur from the exterior of unit in a manner which does not result in contamination of unit or ground surface. Records of all service visits conducted must be maintained on the unit at all times for review at the request of the Health Department.

CERTIFIED FOOD MANAGER & REGISTERED FOOD HANDLERS – All Unrestricted Mobile Food Vendors operating under a City of Austin Mobile Food Vending Permit are required to obtain and post at least one (1) employee's original and valid City of Austin Certified Food Manager Certificate. This required, original document must be posted on unit at all times of operation for review by the Health Department. Failure to maintain an original and valid City of Austin Certified Food Manager Certificate on unit may result in the requirement for a re-inspection to be performed with the applicable fee or legal charges being filed against the unit owner/responsible party. All other employees of an Unrestricted Mobile Food Vending operation not holding a Certified Food Manager Certificate must complete a Certified Food Handlers course and register their Food Handler Certificate with the Health Department. Upon renewal of a City of Austin Unrestricted Mobile Food Vendor permit the Food Manager/Food Handler Employee List provided with the permit renewal notice must be submitted.

RE-INSPECTIONS – Deficiencies observed during the course of a mobile vending operation inspection may require a Re-Inspection by the Health Department to verify the noted deficiencies have been corrected. If a Re-Inspection order is issued then the Mobile Food Vendor Permit holder may be required to pay a re-inspection fee and/or to bring their mobile vending unit to the Health Department during the designated permitting days and times. Permit holders required to bring their mobile vending unit to the Health Department for Re-Inspection must provide their own power source during the Re-Inspection as no power sources are provided at the permitting location.

SPECIFIC REQUIREMENTS FOR PUSH CART, FOOT PEDDLARS, & FARMERS MARKETS

PUSH CARTS – Mobile vending units seeking the Pushcart designation must meet the following criteria. Pushcarts must be non-motorized. They must also be maneuverable by one person when fully loaded. There are no specific dimensions for pushcarts required by the Health Department but do understand that the Austin Right-of-Way Management limits Pushcarts to dimensions of 4' X 5' for vendors seeking permits to operate on the city right-of-ways. The cart must be constructed of smooth, durable, and easily cleanable surfaces. Pushcarts seeking an Unrestricted Mobile Vending Permit must provide an overhead covering mounted to unit

which covers the entire food preparation and service area. Unrestricted Pushcarts must also provide three, fully enclosed sides of protection to the food preparation and service area. These sides must extend above the preparation and service area to the extent that adequate protection from potential contamination is provided. Unrestricted Pushcarts are also required to provide a 3-compartment sink with hot and cold water supplied under pressure. Additionally, Unrestricted Pushcarts must meet the physical requirements outlined with regards to fresh and wastewater holding tanks and fill and clean-out valves.

Types of Food Approved for Pushcarts – Restricted Pushcart vendors must adhere to the same requirements outlined for all Restricted Mobile Vendor permits. Due to a lack of full enclosure, Unrestricted Pushcart vendors may only offer the following open foods: hot dogs, sausages, frozen treats such as snow cones or ice creams, or other foods specifically approved by the Health Department.

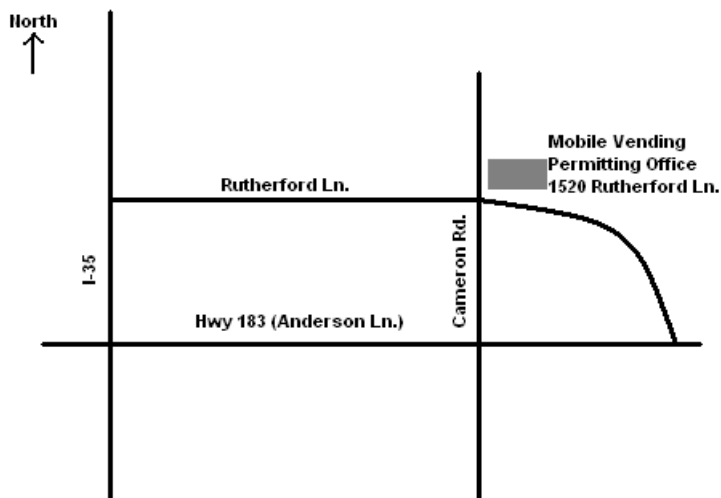
FOOT PEDDLER (Restricted Mobile Food Vendor) – Vendors seeking to provide foods not held on a mobile vending unit may obtain a Restricted Mobile Food Vending Foot Peddler permit. Under this permit a vendor must adhere to the same guidelines in place for Restricted Mobile Food Vendors. This means only pre-packaged food items from an approved source may be offered. A Foot Peddler must contain their product offering to a single conveyance device such as a cooler or ice chest which may be carried by the individual vending while fully loaded. All vending operation must occur from this single conveyance device. No tables or stands may be set up in conjunction with this type of operation.

FARMERS MARKET FOOT PEDDLER – No longer allowed under mobile vending permitting process. See Farmer's Market Permit Application.

NOTE: The purpose of these 'General Mobile Vending Information' pages is to provide basic information and guidance related to commonly asked questions. This information is not all inclusive of the rules and regulations pertaining to mobile vending operations. Please contact the Health Department at 512-978-0300 for additional questions or inquiries.

Map to Physical Location:

Permit Inspections and Issuance Available on Tuesday & Thursday from 8:00 AM to 12:00 PM





Mobile Vending Unit Physical Inspection Checklist



- ☐ License Plate - Present and current
- ☐ Adequate Clean & Wastewater Capacities – Wastewater tank must be sized with a minimum capacity of 15% larger than potable water tank's capacity
- ☐ Water Tank Security – All tanks must be permanently mounted to unit
- ☐ Wastewater Tank Clean-out Valve – Clean-out valve must be located on the exterior of unit; diameter of clean-out must be 1" in diameter or larger and may not be the same size as clean water fill up valve; clean-out valve must be located at height below clean water fill up valve
- ☐ Clean Water Tank Fill Valve – Fill valve must be located on exterior of unit; fill valve must be located at height above waste water clean-out valve; fill valve may not be the same size as waste water clean-out valve
- ☐ Hand Washing Sink – Hand wash sink present and available for convenient use with a dedicated faucet providing hot and cold water under pressure.
- ☐ Ware Wash Sink – 3-compartment ware wash sink present; static fill faucet able to reach all compartment for filling (spray nozzles do not meet this requirement); hot and cold water provided under pressure to all basins; compartments capable of holding water; compartments must be large enough to fully submerge all commonly used food contact wares requiring regular washing and sanitizing
- ☐ Splash Guard – A splash guard may be required between hand sink and ware washing sink to prevent possible cross contamination
- ☐ Hot Water Heater – Water heating device present and secured in unit
- ☐ Water Pump – Mechanical pump present for delivery of hot and cold water to all required sinks; on/off switches utilized for pumps must be readily accessible
- ☐ Light Shields – All lighting must have protective covers or shields in place to prevent contamination from possible breakage of bulbs
- ☐ Exterior Openings – All exterior openings left open while in operation such as doors, windows, and vents must be provided with screening material to prevent pest or contaminant entry
- ☐ Cold Hold Unit – Mechanical cooler/refrigerator present in unit; it is highly recommended that unit is equipped with commercial refrigeration unit; residential refrigeration units often lack the capability to maintain food items at appropriate temperature in mobile unit operating environments
- ☐ Cleanable Surfaces – All interior surfaces must be constructed of smooth, durable, easily cleanable, non-absorbent materials
- ☐ Physical Condition – No conditions present which may pose a risk to food or personal safety

*This checklist is solely intended to provide guidance in adherence to the Texas Food Establishment Rules and City of Austin ordinances. This guidance is not all inclusive of the rules and regulations pertaining to mobile vending units.



**Austin/Travis County Health & Human Services Department
Environmental Health Services Division**

P.O. Box 142529 Austin, TX 78714
Phone (512) 978-0300 Email: EHSD.Service@austintexas.gov
<http://www.austintexas.gov/departments/food-establishment-requirements>



New Permit and Permit Renewal Documentation Checklist

This checklist serves to summarize and provide guidance regarding all necessary documentation which must be submitted by vendors seeking to obtain a new permit or renewal of permit. Vendors are encouraged to utilize this checklist in order to help minimize delays with their permit issuance.

Unrestricted and Restricted City of Austin Mobile Vending Permits

- ☐ Application/Renewal Information Page (Page 1)
- ☐ Responsibilities Page (Page 2)
- ☐ Central Preparation Facility (CPF) Permission Form (Page 3)
- ☐ CPF Out of Jurisdiction – **Only required if CPF is located outside of Austin/Travis County** – (Page 4)
- ☐ Itinerary Listing (Page 5)
- ☐ Restroom Agreement – **Only required if operating at a site for two (2) or more hours** – (Page 6)
- ☐ Valid Personal Identification Card for all owners and responsible parties
- ☐ Proof of valid Texas Tax ID
- ☐ Food Manager & Food Handler Registration Documentation – **Renewing Permits Only**

Fire Department Inspection Requirements

Units utilizing propane or similar fuels must provide the following items for the Austin Fire Department Inspector at time of inspection. Questions regarding these requirements are directed to call (512)-974-0160.

- ☐ Valid invoice of **annual** pressure test performed on unit.
- ☐ Fire Extinguisher type 2A10BC with annual maintenance inspection tag.
- ☐ Fire Extinguisher type Class K – **only required if unit utilizes oil fryer** – with annual maintenance inspection tag.
- ☐ Documentation of approved appliance testing – such as UL or CSA listing.
- ☐ If an Ancillary Fire Suppression System is present on unit then a valid, **biannual** system testing invoice must be provided.

Unrestricted and Restricted Travis County Mobile Vending Permits

- ☐ Application/Renewal Information Page (Page 1)
- ☐ Responsibilities Page (Page 2)
- ☐ Central Preparation Facility (CPF) Permission Form (Page 3)
- ☐ CPF Out of Jurisdiction – **Only required if CPF is located outside of Austin/Travis County** – (Page 4)
- ☐ Valid Personal Identification Card for all owners and responsible parties

Fire Department Inspection Requirements

There are no fire department inspection requirements for any units seeking to obtain or renew an Unrestricted or Restricted Travis County Mobile Vending Permit.

These checklists are intended to provide guidance for customer regarding the minimum required documents to be submitted for new and renewing permits. Additional documents not outlined here may be required at the request of the Health or Fire Department.

Questions regarding the Austin Fire Department inspection criteria and/or documentation requirements you may contact the Austin Fire Department at (512) 974-0160.

Vendors seeking to operate on public property and right-of-ways should contact the City of Austin Right-of-Way Management Department at (512) 974-2217 to inquire about additional permit requirements.