



Mobile Retail Vendor Application

NOTE: This application 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 to operate does not guarantee that approval will be granted. Approval is based upon the establishment or mobile retail unit's compliance with applicable requirements. Application fee is non-refundable. Applications are per mobile retail vendor and are non-transferable.

For Office Use Only

Date Received _____

Amt \$ _____ Check # _____

Received By _____

Receipt # _____ RSN # _____

To complete this form electronically: Open with Internet Explorer, then [Click Here to Save and continue.](#)

Type of Mobile Retail (*select one*): General Retail Sales (Convenience) Pet Services Personal Services

Items and/or Services to be Sold Description: _____

Mobile Vending Unit Name and Description: _____

Mobile Vendor Owner Name: _____ Phone: _____

Additional Responsible Party (*if applicable*): _____ Phone: _____

Owner Address: _____

City: _____ State: _____ Zip: _____

Owner Date of Birth: _____ Email (*optional*): _____

Mobile Vending Unit Type: Motor Vehicle Trailer Other – specify: _____

Vehicle Make: _____ Model: _____ Year: _____

Color: _____ License Plate #: _____ State: _____ VIN #: _____

Additional Requirements

Proof of sales tax and use permit

Proof of Texas Department of Licensing and Regulation license(s), for Personal Services Use

 A *Mobile Retail Vendor Log* of vending locations must be maintained by the vendor and produced if requested by a City official. A *Mobile Retail Restroom Facility Agreement* must be completed by vendor, if needed, and produced if requested by a City official. See <http://austintexas.gov/page/development-assistance-applications#dac>.

- The mobile retail operation must provide all required information, provide fee payments and have an approved application to legally operate.
- Application Fee - See Development Services Department fee schedule at <http://www.austintexas.gov/department/fees>.
- City permit fees may be made with cash, check, or credit card. Fees payable to City of Austin.

Acknowledgment: By signing this form the applicant acknowledges that 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 the City of Austin, and shall be subject to all provisions of the statutes and ruled adopted under the statutes of the State of Texas governing mobile retail service establishments. The applicant acknowledges that if any of the information contained in this application is incorrect, or if the mobile retail establishment listed on this application violates the ordinances and provisions governing mobile retail establishments, that the Director of Development Services Department may revoke an approved application.

Owner/Responsible Party Signature

Printed Name

Date