



Mobile Food Vendor Permit Application

_____ Daily # of Days _____

Annual

Name of Business

Name of Mobile Unit (if different than above): _____

Business Owner:

Owner Home Address:

Phone Number: E-mail:

Texas Tax Permit Number or Non-profit Tax Number

Type of Unit (circle): Truck Trailer Other:

Make _____ Model _____ Year _____

License Plate # _____ State: _____

Foods & Beverages to be sold:

Food Product Name

Place of Purchase

Applicant Acknowledgement & Signature

By signing below, the applicant acknowledges receipt of the City of Winnsboro's mobile food establishment guidelines, which are approved as part of this application; and understands that completion of this application does not constitute a permit. Further, failure to comply with regulations pertaining to mobile food establishments may result in citations and/or closure of the facility until violations are corrected.

Submit completed application & required documentation: permit@winnsborotexas.com or [Building & Code Department - City Hall, 501 S. Main St., Winnsboro Tx 75494](#) - Permits will NOT be issued without the following items:

*DSHS License (Mobile Food Unit)

** State of Texas Sales and Use Tax Permit*

***Map of unit location on property(ies)**

**Notarized authorization from business/property owner at each operating location*

Signature of Applicant: _____ Date: _____



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Location/Address where Mobile Unit will be in Winnsboro:

(attach additional pages as necessary)

Dates that Unit will be in Winnsboro: From: _____ To: _____

Mobile Unit Hours of Operation while in Winnsboro:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Times:							

Mobile Unit Contact Person (if different from applicant): _____

Phone: _____

Commissary/Central Preparation Facility (CPF) Information

Commissary/CPF Name: _____

Commissary/CPF Address: _____

Distance of mobile food unit to commissary/CPF: _____

The following services may be performed at this commissary/CPF (please check all that apply):

<input type="checkbox"/> 3-compartment sink/hand wash	<input type="checkbox"/> Ice machine
<input type="checkbox"/> Area for washing vehicle	<input type="checkbox"/> Commercial refrigeration space
<input type="checkbox"/> Food preparation sink/table	<input type="checkbox"/> Mop sink
<input type="checkbox"/> Restroom access	<input type="checkbox"/> Off-street parking for mobile food unit
<input type="checkbox"/> Grease trap	<input type="checkbox"/> Freezer space
<input type="checkbox"/> Cooking equipment	<input type="checkbox"/> Storage of excess product

Other: _____

This agreement between the owner of the Commissary and the owner/operator of the mobile food unit signifies that both parties agree to the allowed use of the Commissary. Furthermore, this agreement is not transferrable to any other mobile food unit not listed on the application. ***Commissary Log Requirement**

Commissary Owner _____

Printed Name

Signature

Date

Mobile Food Unit Requirements:

All mobile food establishments serving food and/or drink in the City of Winnsboro must hold proper licenses/permits issued by the State of Texas, state health department and should be able to produce such at any time.

Mobile food establishments shall comply with all requirements of the Texas Health and Human Services Food Establishment Rules, §229.169 and applicable sections of 229.161-229.171. The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the mobile food establishment, and may prohibit the sale of some or all potentially hazardous food.

The following food service requirements shall be met and verified by the City Administrator or his designee, prior to obtaining a permit:

Permit and Fee The permit for a mobile food unit shall be displayed on the upper left rear area of the vehicle in a conspicuous location. If such location is not practicable, the permit shall be located in a location approved by the City Administrator or designee. Mobile Food Unit fees are set by the City of Winnsboro Fee Schedule and approved by City Council. * See last page

Mobile barbecue trailers. Mobile barbecue trailer cooking surfaces shall be tightly enclosed and constructed in such a way as to protect all food contact surfaces from possible contamination both in transit and during use. Mobile barbecue trailers shall be used in conjunction with an approved and permitted commissary and mobile food unit.

Commissary/Central Preparation Facility (CPF):

- 1) All mobile food units (except catering units) and pushcarts handling open, potentially hazardous foods shall operate from a commissary or other fixed food service establishments that are regularly inspected by a regulatory health agency. All mobile food units handling potentially hazardous food shall report at least once a day to their CPF to clean and service the mobile unit.
- 2) The following are exempt from these requirements:
 - a) Catering operations with their own commissary;
 - b) Snow cone trailers;
 - c) Corn roasters; and
 - d) Pre-packaged ice cream units.

Commercially manufactured vehicle. All mobile food units handling open potentially hazardous foods shall be commercially manufactured. This requirement shall not apply to snow cone vendors, pre-packaged ice cream, corn roasters or other foods as determined by the City Administrator or designee.

Mobile unit; log. Each mobile unit operator must maintain a log that contains the date of servicing and the signature of the commissary operator. This log will be made available to the City Administrator or designee upon request.

***Commissary/CPF; log.** Each approved commissary must maintain a log that contains the date of servicing for each mobile food unit operator and the signature of the mobile food unit operator after each servicing. This log will be made available to the City Administrator or designee upon request.

Servicing area. All mobile food units and pushcarts handling open foods shall have a servicing area which shall have overhead protection, a location(s) for draining and flushing liquid wastes, and a location(s) for the loading and unloading of food and related supplies.

Servicing area operation.

- 1) All liquid waste containers shall be thoroughly flushed and drained daily during servicing operations.
- 2) Flushing and draining activities shall be conducted in the servicing area. No flushing or draining of liquid waste shall be permitted on public streets or in any area other than the servicing area.

Waste retention.

- 1) All liquid waste shall be stored in a retention tank that shall have a minimum capacity of seven and one-half gallons or that is at least 15% larger in capacity than the fresh water supply tank, whichever is greater.
- 2) Solid waste shall be contained in an easily cleanable, self-closing, lidded trash receptacle which shall be kept on or near the mobile unit at all times. The area around the mobile vending unit shall be kept clean and free from litter, garbage and debris.

Water system. All mobile food units handling open potentially hazardous foods shall provide not less than 15 gallons of hot/cold potable water under pressure at all times for use in utensil cleaning, sanitizing and hand washing. A single water inlet shall be located so as not to be contaminated by waste discharge. Such inlet shall be capped at all times except when being filled, and shall contain only potable water. Connection or direct hook-up to water sources other than those on the mobile unit is prohibited unless approved by the City Administrator or designee.

Zoning Requirements

Operating location. All mobile units that will operate at the same location throughout operating hours will provide the City Administrator or designee with the address of the operating location. If the operating location changes during the period of the permit, the operator will provide the City Administrator or designee with the new operating address seven days prior to moving to the new location. A notarized letter from the primary business granting bathroom access must also be provided to the City Administrator or designee.

The following zoning locations have been approved for mobile food units and mobile food unit parks: Retail (R), Business 1 (B-1), Business 2 (B-2), and Industrial (I)

Mobile Food Unit: *Vehicles that are designed to be readily moveable from which food is sold or served. The term includes, but is not limited to, a commercially manufactured vehicle that was originally manufactured for use as a food preparation vehicle.*

Mobile Food Unit Park: *Locations designated for the operation of two or more Mobile Food Units.* Any person, firm, association of persons, corporation, or other organization violating the provisions



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of this ordinance shall be deemed to be guilty of a misdemeanor and, upon conviction, shall be fined an amount not to exceed \$2000.00 per offense. Each day that a violation occurs shall be deemed a separate offense.

A zoning map may be found at <http://www.gis-etcog.org/winnsboro.html#>

Temporary events. Mobile food units and caterers may operate at temporary events by possessing a valid mobile food unit permit or by obtaining a temporary food establishment permit and meeting the requirements of a temporary food service establishment as described in this article.

Seasonally or annually permitted mobile units. All seasonally or annually permitted mobile units that operate at the same location throughout the day shall either:

- 1) Provide a sanitary restroom facility built in the mobile unit; or
- 2) Have access to the primary business owner's commercially plumbed restroom that is accessible during all hours of food preparation and vending, provides hot and cold running water through a mixing valve or combination faucet and is within 300 feet of the unit; or
- 3) Have access to portable restrooms and portable handwashing stations within 100 feet.

Violation. The owner or operator of a mobile food unit commits an offense if the mobile food unit is operated in violation of any provision of this section.

Offense. The owner or operator of the primary business, as defined by the City Administrator or designee, on which the unit is located commits an offense if the mobile food unit is operated during preparation and vending without access to the restroom as required by this section.

Mobile Food Truck Checklist

- Completed permit application with signatures
- DSHS License (Mobile Food Unit)
- State of Texas Sales and Use Tax Permit
- Map of unit location on property(ies)
- Notarized authorization from business/property owner at each operating location

Fees for operation of mobile food units within the city limits.

: \$100 per day
\$500 per year

Rcvd By: _____ Date: _____