



MOBILE UNIT LICENSING INSPECTION PROCESS

The following information is intended to assist mobile operators navigate the application and physical inspection of their mobile unit as part of the licensing process. A physical inspection by the Environmental Health Division and the Fire Prevention and Safety Division is required annually for licensing; mobile units must be fully functioning. In addition, the Texas Food Establishment Rules (TFER), Subchapter H, §228.221, Mobile Food Units, states that the regulatory authority shall require a Mobile Food Unit operator to demonstrate that the vehicle is readily moveable. In order to demonstrate readily moveable, and thus compliance with the TFER, mobile units are required to be brought to our offices annually. Inspections will occur in the parking lot behind 122 W. 1st Street. **CALL THE OFFICE AT 657-4493, OR ONE OF THE INSPECTORS BELOW, TO SCHEDULE AN INSPECTION TIME BEFORE January 31:**

Kevin Little: 657-4493 (office); 650-2161 (cell)

Robert Diaz: 657-4493 (office); 650-2215 (cell)

NEW UNIT and RENEWAL UNIT:

- All new and renewal mobile units are required to submit the following paperwork to the Environmental Health Office along with the application, risk form and permit fee:
 - Valid Texas Driver's License (copy)
 - Current Vehicle License Plate and Registration (copy)
 - Proof of Insurance (copy)
 - Proof of Texas Sales and Use Tax permit (copy)
 - Commissary Agreement
 - Restroom Agreement
 - Certified Food Protection Manager Certification (copy)
- Renewal Unit Inspection / permit fees are \$150.00 per year, **PER UNIT**. Mobile units are not considered an extension of a fixed food facility (i.e. additional area); they are considered a food establishment based on the Texas Food Establishment Rules and require a separate permit. Renewal permit fees are due by January 31 as well as the Inspection; **THERE IS NO GRACE PERIOD AFTER THIS DATE.** A \$25 late fee will be assessed after that date; additionally, if renewal inspection is not performed and permit and late fee not paid by the end of February, the mobile unit will not be permitted to operate and the City will use all legal remedies, including citations until the mobile unit comes into compliance.

ITEMS REQUIRED FOR INSPECTION:

1. Power source (i.e. generator) to demonstrate equipment is functioning properly at full capacity. Power is not provided at the inspection site.
2. Water (must fill tanks at commissary prior to inspection). Water is not provided at the inspection site. Must have hot and cold running water under pressure.
3. If the mobile unit has a ventilation hood, must demonstrate operability.
4. Bring food grade hose (if applicable), thermometer, soap, paper towels, sanitizer, and test strips.
5. Post business name on each side of the vehicle with a minimum of 4-inch letters.