

MOBILE FOOD UNIT CHECKLIST – ENVIRONMENTAL HEALTH

(Please Print Legibly)

Name of Establishment: \_\_\_\_\_

Address of Establishment: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Contact information of Applicant:

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date sent to Dev. Services (office use only): \_\_\_\_\_

---

***Items 1-10 MUST be turned in BEFORE application is processed for permit (New or Renewal). Applications will be forwarded to Development Services for distribution to COSA Divisions with applicable oversight of Mobile Food Units.***  
***Your permit will not be processed and deemed incomplete until all items on this checklist are submitted.***

---

- 1. Copy of Current Mobile Food Unit Vehicle License Plate and Registration
- 2. Copy of Proof of Insurance
- 3. Copy of Proof of Texas Sales and Use Tax Permit
- 4. Completed Application and Risk forms
- 5. Commissary Agreement
- 6. Restroom Agreement
- 7. Copy of Certified Food Protection Manager Certification
- 8. Site Plan showing parking location for:
  - a. Servicing beside Commissary,
  - b. Parking location is over 3 days,
  - c. Parking in a Historic or Design District (Downtown, River Corridor, Cultural).
- 9. Engineer-certified letter of grease trap/interceptor evidence at Commissary and the ability of Commissary to handle the current establishment plus any additional mobile unit discharge, and/or evidence of grease trap/interceptor servicing.
- 10. Acknowledgement Form (acknowledging you have read the MFU Guidance Document)
- 11. Call to schedule an inspection after receipt of approval of application 657-4493.

**In addition:** As a reminder, TFER / U.S. Food Code state that Outdoor Areas for parking mobile food unit are to be of concrete, asphalt or gravel or treated to prevent dust or mud.