

MOBILE FOOD VENDOR PERMITTING INSTRUCTIONS

*** Effective September 1, 2023, any mobile food unit (MFU) vendor conducting business in multiple municipalities within Dallas County is now required to secure a permit from the Dallas County Health and Human Services Department. MFU vendors operating in the Dallas County portion of the city and other municipalities within the county no longer need to obtain an annual permit from the City of Richardson Health Department.

It's essential to note that while an MFU permit issued by Dallas County is in effect, it does not exempt MFUs from adhering to Richardson's local laws and regulations pertaining to zoning, parking, non-food truck restrictions, as well as requirements for police and fire permits, and other relevant ordinances. If MFU vendors operate on the Collin County side of the city, they are still required to obtain an annual permit from the Richardson Health Department.

MFUs participating in only temporary special events within the city are still obligated to obtain a temporary event food permit. ***

The City of Richardson does not allow trailers, pushcarts, or stand-alone kiosks as a mobile food vendor.

Mobile Food Vendor Permit fees:

\$350 for mobile food vendor with food preparation

\$250 for mobile food vendor with only prepackaged food (no food preparation)

Step 1: Apply for a Solicitors Permit *(Fee: \$35.00 good for six months)*

The first step is to apply for a Solicitors Permit from the Richardson Police Department. **This applies to all mobile food vendors who operate within the city, in both Dallas and Collin Counties.** The Police Department will send your Solicitors Permit to the Health Department in 3 – 5 days after submitting your application.

Step 2: Apply for a Fire Permit *(Fee: \$60 good for 1 year)*

**This step is only for mobile food units with appliances that produce smoke or grease-laden vapors. If this does not apply to you, please skip to Step 3.*

After applying for a Solicitors Permit, you will need to submit an Operational Permit Application with the Richardson Fire Department. **This applies to all mobile food vendors who operate within the city, in both Dallas and Collin Counties, if applicable.** Please contact the Fire Department at (972) 744-5750 to schedule your fire inspection. You can only move forward to Step 3 after receiving approval from the Fire Department.

Step 3: Apply for a Mobile Food Vendor Permit

After applying for a Solicitors Permit and a Fire Permit, if applicable, you will need to submit a Mobile Food Vendor Permit Application with the Richardson Health Department. The following forms are required to be completed as part of your application:

- Permit application
- Commissary authorization letter
- Commissary inspection report
- Operating schedule form
- Permission to use facilities form
- Required written procedures
- Certified Food Protection Manager Certification
- Menu

Email completed documents to the Health Department at AskRichardsonHealth@cor.gov or drop off completed forms to the Health Department front counter located at the Temporary City Hall Annex at 2360 Campbell Creek Blvd. Suite 550 in Richardson.

Step 4: Schedule Truck Inspection Appointment

When the Health Department receives the Solicitors Permit from the Police Department and all completed forms of the Mobile Food Vendor Permit Application have been submitted, a Health Department representative will contact the applicant to schedule an inspection appointment.

Location: Temporary City Hall Annex
 2360 Campbell Creek Blvd. Suite 550
 Richardson, TX 75082

Once the vehicle passes all inspections, you will contact the Health Department at (972) 744-4080 to pay the permit fee or submit payment to the Health Department front counter. You will receive your permit in the mail in approximately 1-3 weeks.



City of Richardson Health Department
MOBILE FOOD VENDOR PERMIT APPLICATION

P.O. BOX 830309 • RICHARDSON, TX 75083-0309 • (972) 744-4080

☐ NEW ☐ RENEWAL

(TYPE OR PRINT ALL INFORMATION)

BUSINESS NAME: _____ LICENSE PLATE NUMBER: _____

DATE: _____ VIN # _____

MAILING ADDRESS: _____
(STREET NO. & NAME) (CITY, STATE) (ZIP CODE)

BUSINESS PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

☐ OPERATING AT SINGLE SITE

☐ MULTIPLE SITES

☐ DRIVING ROUTE

IF OPERATING AT MULTIPLE SITES OR IF YOU HAVE A DRIVING ROUTE, COMPLETE THE OPERATING SCHEDULE ATTACHED.

SINGLE SITE, FILL IN BOX DIRECTLY BELOW.

NAME OF BUSINESS WHERE OPERATING: _____ ADDRESS: _____

HOURS OF BUSINESS ABOVE: _____

DAYS AND HOURS YOU WILL BE OPERATING: _____

APPLICANT'S NAME: _____
(PLEASE PRINT CLEARLY)

APPLICANT'S SIGNATURE: _____

IMPORTANT NOTE: A COMPLETED APPLICATION, COMMISSARY LETTER AND INSPECTION REPORT, MENU, CERTIFIED FOOD MANAGER CERTIFICATE, AND OPERATING SCHEDULE MUST BE SUBMITTED AT THE TIME OF APPLICATION. NO PERMIT WILL BE ISSUED WITHOUT THIS INFORMATION.

FEE SCHEDULE:

Prepackaged Food\$250.00

(Serve only food that is already prepared and prepackaged, ie. ice cream truck)

Food Preparation\$350.00

(Serve packaged or prepared on the vehicle, including the slicing or peeling of fruits and vegetables, ie. hot dogs)

**** DO NOT WRITE BELOW THIS LINE ****

FEE PAID: _____ APPROVED: _____ DENIED: _____

SOLICITOR'S PERMIT NO. AND EXPIRATION DATE: _____

COMMENTS: _____



City of Richardson Health Department
MOBILE FOOD COMMISSARY AUTHORIZATION LETTER

P.O. BOX 830309 • RICHARDSON, TX 75083-0309 • (972) 744-4080

Date: _____

Commissary Name: _____ Phone: _____

Address: _____
(Street) (City) (State) (Zip Code)

Is the facility permitted and inspected by a regulatory agency? ☐ YES ☐ NO
Provide copies of the commissary inspection report.

The mobile vehicle(s) listed below has permission to use my facilities:

Name of Company	VIN #	Name of Owner
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If more than four vehicles, please list other vehicles on the back of this form.

The following services may be performed at my commissary by the above mobile vehicle:

- ☐ Use of the facility at all times
- ☐ Have limited access to facility - If yes, access hours and days are: _____
- ☐ Use of preparation area
- ☐ Use of utensil washing area
- ☐ Use of food storage areas
- ☐ Purchase supplies: food and beverage products, paper goods, utensils, etc. when needed
- ☐ Store/park mobile unit at facility and have access to wash bay area
- ☐ Dispose of waste water, solid waste and grease
- ☐ Fill potable water tanks
- ☐ Service area is covered with non-absorbent floor

State of _____, County of _____

I, _____ (Commissary Owner's Name), do solemnly swear that I have read the contents hereof and the foregoing statements are true in substance and effect and are made in good faith. I have read this letter notarized with my signature affixed and acknowledge that the mobile vendor identified above is authorized to perform the activities checked above.

(Commissary Owner's Signature)

(Notary's Signature)

(Commissary Owner's Name)

Commission Expires _____ day of _____ 20____

(Commissary Address)

NOTARY'S SEAL



City of Richardson Health Department
MOBILE FOOD VENDOR OPERATING SCHEDULE

P.O. BOX 830309 • RICHARDSON, TX 75083-0309 • (972) 744-4080

This form shall be used to identify multiple site locations or a driving route. Provide driving route on back. You may also use your own form.

All mobile vendors must obtain a solicitor's permit from the Richardson Police Department located at 140. N. Greenville Ave. Please contact the Police Department for information regarding a solicitor's permit at (972) 744-4800. Once obtained, contact our office with the information.

No vending is allowed in city parks without a written agreement or a permit issued by the Director of Parks and Recreation.

Mobile Food Vendor Information

Name of Business: _____

Operator: _____ Cell Phone: _____

Location 1

Name of Business: _____ Address: _____

Business hours of operation: _____

Days and hours you will be operating _____

Location 2

Name of Business: _____ Address: _____

Business hours of operation: _____

Days and hours you will be operating _____

Location 3

Name of Business: _____ Address: _____

Business hours of operation: _____

Days and hours you will be operating _____

Location 4

Name of Business: _____ Address: _____

Business hours of operation: _____

Days and hours you will be operating _____

For driving route, please list below the location and approximate day and times you will be visiting these sites.

Mobile Vendor _____

Stop #	Day(s)	Time	Address/Location of Each Stop
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

City of Richardson Health Department
MOBILE FOOD PROPERTY/RESTROOM AGREEMENT

P.O. BOX 830309 • RICHARDSON, TX 75083-0309 • (972) 744-4080

All mobile food vendors must provide restroom facilities for employees and customers within 1000 feet during all hours of operation. Proof of written permission is required. You may submit this form or other written documentation to meet this requirement.

This agreement between the owner/agent of the property/restroom and the mobile food vendor signifies that both parties agree to the allowed use of the property/restroom facilities as specified and are allowing this vendor to park on this property for no longer than 10 consecutive hours and no later than midnight.

Each additional site will require a separate property/restroom agreement form or other written documentation.

Mobile Food Vendor Information

Name of Mobile Vendor: _____

Address: _____ City: _____ Zip: _____

Owner/Operator: _____

Email: _____ Phone: _____

Days/time for use of this property/restroom: _____

Property/Restroom Accessibility Information

Name of Business: _____

Address: _____ City: _____ Zip: _____

Contact Person: _____ Title: _____

Email: _____ Phone: _____

Business hours of operation: _____

Property/Restroom Owner/Agent – Signature & Date

Mobile Vendor – Signature & Date

A copy of this form or written authorization should be kept onboard the mobile food unit.



RICHARDSON, TX
HEALTH

City of Richardson Health Department MOBILE FOOD VENDOR INSPECTION CHECKLIST

P.O. BOX 830309 • RICHARDSON, TX 75083-0309 • (972) 744-4080

This checklist provides a list of requirements necessary for the approval of a Mobile Food Vendor operating within the City of Richardson.

Further information is available at www.cor.net/foodtruck.

		YES
1	Liquid waste retention tank provided and capacity at least 15% larger than the potable water storage tank, permanently installed, sloped to drain and labeled "wastewater".	
	Liquid waste servicing connection is different size than the water connection. Liquid waste connection labeled.	
2	Potable water from an approved source.	
	Potable water tank provided, labeled "potable water", and installed sloped to drain.	
	Potable water inlet equipped with a hose connection of a size or type that prevents its use for any other purpose, is labeled "potable water", and provided with a 3/4-inch or less inlet connection.	
	Potable water distribution pipes or tubing constructed and installed in accordance with public health and plumbing standards.	
3	Hot and cold running water under pressure provided to all sinks. Hot water temperature at least 100°F.	
4	Handwash sink provided, conveniently located and accessible.	
5	Soap, paper towels, detergent and sanitizing chemicals provided.	
6	Three compartment sink provided, large enough to clean largest piece of equipment/utensil.	
7	Equipment for hot holding and cold holding, adequate to maintain time/temperature control for safety (TCS) foods at required temperatures. Must be commercial grade NSF/UL approved.	
8	Food products obtained from an approved source.	
9	A servicing area provided for cleaning, supplying, loading of water and discharge of sewage.	
10	Thermometers inside coolers and to check internal temperatures of foods and test strips provided.	
11	Central preparation (commissary) or storage facility licensed and operated according to Texas Food Establishment Rules. Provide authorization letter and inspection report for commissary.	
12	A Certified Food Manager employed when TCS food is prepared.	
13	All other employees have a Texas or ANSI accredited food handler certificate.	
14	Effective control measures used for insects, rodents and environmental contaminants. Installed screening at least 16 mesh to the inch.	
15	Provide a copy of menu.	
16	Single service articles provided and used.	
17	2A-10BC or larger fire extinguisher provided and mounted by the door away from cooking equipment. Must be current on inspection tag.	
18	Mobile food establishment constructed of corrosion resistant, durable materials.	
19	Mobile food establishment has easily cleanable, non-absorbent floors, walls and ceilings.	
20	Counters and tables designed for durability and are easily cleanable.	
21	Equipment installed so that it is easily cleanable and is in clean, sound condition.	
22	Facilities are provided for solid waste storage that are easily cleanable and covered.	
23	Mobile unit readily moveable.	
24	Designated locations for employees to eat, drink, use tobacco, and store personal items.	
25	Provide Property/Restroom Agreement or written permission upon request if setting up at a site.	
26.	First aid kit provided.	
	Written procedures for cleaning up vomiting and diarrhea accidents provided.	

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1/19/2017