



## MOBILE FOOD ESTABLISHMENT PERMIT APPLICATION

City of Mansfield  
Department of Regulatory Compliance  
620 S. Wisteria Street  
Mansfield, TX 76063  
(817) 276-4221

Application Date: \_\_\_\_\_

Permit Status (check one):

- New Business  
 Renewal  
 Information Update

This form MUST be completed before Health Permit(s) are issued. Once the permit application fee has been paid and the permittee follows all applicable ordinances, a Health Permit placard will be issued to the email listed in the Applicant Box or can be picked up at 620 S. Wisteria Street, Mansfield, Texas 76063. Payments can be made by check or money order to City of Mansfield, C|O: Regulatory Compliance at the above address. **Please note, we are unable to accept online payments at this time.**

COMPANY NAME ON TRUCK: \_\_\_\_\_

TRUCK MAKE: \_\_\_\_\_ TRUCK MODEL: \_\_\_\_\_ TRUCK YEAR: \_\_\_\_\_

LICENSE PLATE: \_\_\_\_\_ VEHICLE VIN: \_\_\_\_\_

TRUCK OWNERS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ SALES TAX ID #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

( STREET ) ( CITY ) ( STATE ) ( ZIP )

DRIVER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ DL #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

( STREET ) ( CITY ) ( STATE ) ( ZIP )

COMMISSARY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMMISSARY ADDRESS: \_\_\_\_\_

( STREET ) ( CITY ) ( STATE ) ( ZIP )

**YOU MUST ATTACH A COPY OF THE COMMISSARY APPROVAL FORM WITH THIS APPLICATION. VEHICLES MUST RETURN TO A CENTRAL PREPARATION FACILITY FOR SUPPLIES, CLEANING AND SERVICING.**

- I attest that the information provided above is true and accurate. I agree to comply with the City of Mansfield rules and regulations and understand that failure to do so may result in revocation or suspension of the permit.
- The permit is effective for one year from the date of issuance unless sooner revoked for a cause.
- The permit is not transferable, and the permit fees are non-refundable.
- **Food trucks/trailers with cooking equipment that produce grease-laden vapors must be protected by an approved automatic fire extinguishing system.**

\_\_\_\_\_  
Applicant Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\*\*IMPORTANT NOTE: A COMPLETE AND CURRENT VENDING ITINERARY MUST BE SUBMITTED AT THE TIME OF APPLICATION. NO PERMIT WILL BE ISSUED WITHOUT THIS INFORMATION. PLEASE INCLUDE ALL MANSFIELD VENDING LOCATIONS. ANY CHANGES IN THE ITINERARY SHALL BE REPORTED WITHIN 3 DAYS OF SUCH CHANGE. FAILURE TO MAINTAIN A CURRENT SCHEDULE OF VENDING STOPS MAY RESULT IN PERMIT SUSPENSION.**

<b>FOR OFFICE USE ONLY</b>		
Received by Action	Date Received	<input type="checkbox"/> Mail <input type="checkbox"/> On-site
	/ /	
Taken or Required		
Signature	Date Action Complete	
	/ /	
FEE SCHEDULE FOR ANNUAL PERMITS: <input type="checkbox"/> Hot Truck, Cold Truck, Ice Cream Mobile Unit \$300 SPECIAL EVENT PERMIT <input type="checkbox"/> Mobile Unit \$60	Check #  Amount	Receipt #



# COMMISSARY AGREEMENT

(to be filled out by Commissary)

This form is to be completed by the owner or manager of the approved commissary. This agreement expires (12) twelve months from the date of issuance unless sooner revoked for cause.

OWNER OF MOBILE UNIT: \_\_\_\_\_

DBA / NAME ON TRUCK: \_\_\_\_\_

TRUCK MAKE: \_\_\_\_\_ LICENSE PLATE: \_\_\_\_\_ VIN: \_\_\_\_\_

COMMISSARY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUSINESS ADDRESS, CITY, STATE, ZIP: \_\_\_\_\_

I, \_\_\_\_\_, Owner of Commissary, \_\_\_\_\_, located at \_\_\_\_\_  
Owner of Commissary Commissary Name Street No  
\_\_\_\_\_  
Street Name City and State Zip Code Phone Number

to use my establishment as a commissary for storing and replenishing food and operating supplies, for washing and cleaning the mobile food unit, for disposing of all solid and liquid wastes accumulated in the operation of the mobile food unit for cleaning inside and outside of the mobile food unit.

### THE FOLLOWING SERVICES ARE PERFORMED AT THIS COMMISSARY BY THE ABOVE UNIT.

(Y/N) Yes or No

- \_\_\_\_\_ Access to the commissary at all times. \_\_\_\_\_ Access to preparation facilities.
- \_\_\_\_\_ Fill with potable water. \_\_\_\_\_ Storage of supplies.
- \_\_\_\_\_ Disposal of wastewater via the sanitary sewer.
- \_\_\_\_\_ Access to dishwashing facilities to clean and sanitize equipment and utensils.
- \_\_\_\_\_ Stores mobile unit at the commissary. If no, where is unit stored: \_\_\_\_\_
- \_\_\_\_\_ Limited access. If yes, access hours are: \_\_\_\_\_
- \_\_\_\_\_ Food products provided exclusively by the commissary. If no, where is food purchased?  
\_\_\_\_\_

The commissary agreement between the above-mentioned mobile unit and the approved commissary is valid until \_\_\_\_\_. However, in the event that agreement usage is terminated, the mobile unit license issued by the City of Mansfield is immediately suspended and all operations must immediately discontinue. This agreement also becomes invalid if the commissary does not have a current license to operate. The owner of the mobile unit must provide a copy of the commissary health permit to the City of Mansfield Regulatory Compliance Department.

### STATEMENT OF AFFIRMATION



NOTARY SEAL

I, \_\_\_\_\_, have read the notarized letter affixed with my signature and do solemnly swear that the foregoing statements are true in substance. I will provide servicing facilities for the mobile vendor identified above.

\_\_\_\_\_  
SIGNATURE OF OWNER OF COMMISSARY

\_\_\_\_\_  
NOTARY'S SIGNATURE

\_\_\_\_\_  
OWNER OF COMMISSARY - PRINT

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

\*\*\*\*PLEASE COMPLETE THIS FORM IN ITS ENTIRETY PRIOR TO SIGNING AND NOTARIZING OR THE DOCUMENTS WILL NOT BE ACCEPTED\*\*\*\*\*



## MOBILE ROUTE SHEET

Department of Regulatory Compliance  
620 S. Wisteria St. Mansfield, TX 76063  
(817) 276 - 4221

TRUCK NAME: \_\_\_\_\_ LICENSE #: \_\_\_\_\_

STOP #	DATE	PROPOSED TIMES	ADDRESS AND LOCATION OF STOP
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

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## REQUIREMENTS FOR MOBILE FOOD VENDORS

Department of Regulatory Compliance  
620 S. Wisteria St. Mansfield, TX 76063  
(817) 276 - 4221

1. Mobile food establishments shall provide only single-service articles for use by the consumer.
2. All foods must be commercially produced prepackaged items from a licensed facility or commissary or prepared on the truck for immediate sale.
3. All prepackaged foods must be properly labeled.
4. All cold foods must be maintained below 41 degrees; if ice is used, it must be drained.
5. All hot foods must be held at a temperature over 135 degrees F.
6. When applying for a new mobile food vending permit, or renewing an existing permit, the following must be provided to our office.
  - a. A signed letter from the commissary or supplier stating that:
    - i. they provide commercially prepackaged food items for the individual requesting a food permit, and/or
    - ii. they provide a central preparation facility for supplies and for cleaning and servicing operations for the individual requesting a food permit.
  - b. A photocopy of the commissary's current Health Permit.
  - c. A copy of the commissary's latest Health Department Inspection.
  - d. A completed application for a food service permit, along with the annual permit fee.
  - e. A copy of the proposed route plan for the mobile truck.
7. No open foods of any kind may be displayed or sold, with the exception of the sale of coffee, tea, or other non-potentially hazardous beverages dispensed through a self-closing spigot from an approved food-grade container or urn.

Absolutely no unlabeled foods, or foods from any source other than the documented commissary, may be sold to the public from a mobile food vendor. Any unlabeled foods, improperly labeled foods, or foods that are found being held at improper temperatures may be detained or immediately condemned by the inspecting officer. Repeat violations may result in citations being issued to the operator and/or owner of the mobile vending unit, or both.

The owner/operator should immediately notify this office if any vehicle is removed from service, or substituted for by another vehicle, for any length of time. Failure to do so could result in the issuance of citations for the vehicle being operated without a valid food vendor's permit.

**PERMITS ARE NOT TRANSFERABLE.** The permit issued is for the vehicle indicated on the permit only. Any time a vehicle is sold or transferred to another individual or entity, the existing permit becomes null and void.

**I acknowledge receipt of a copy of Requirements for Mobile Food Vendors and understand that failure to comply with the City of Mansfield Ordinance on Food Service Sanitation may result in citations and/or permit suspension or revocation.**

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MOBILE FOOD UNIT DRIVER

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DATE



## REQUERIMIENTOS PARA MÓVIL ALIMENTO VENDEDORES

Department of Regulatory Compliance  
620 S. Wisteria St. Mansfield, TX 76063  
(817) 276 - 4221

1. Móvil alimento establecimientos dotamos nomás botamos articulos for usamos por el consumidor.
2. Toda alimentos eres a estar comercialmente fabricaron desde un licenciada facilidad o proveedor, o aparejada on el camión por inmediata venta.
3. Toda empapelada alimentos eres a estar propiamente con etiqueta.
4. Toda catarro alimentos eres a estar mantenida bajo 41 grados; si hielo es usado, ello eres a estar drenada.
5. Toda caliente alimentos eres a estar mantenida a temperatura encima 135 grados.
6. Cuando aplicando for un novedosa móvil alimento vending permita, o reanudando an existente permita, el perseguir eres a estar dotada a nuestra oficina:
  - a. Un firmada, notarized carta del proveedor manifestando aquel:
    - i. ellas dotamos comercialmente empapelada alimento al fulano pedir un alimento permita, e/o
    - ii. ellas dotamos un centramos aparejo facilidad for abastece e for limpiando funcionamientos for el fulano pedir un alimento permita.
  - b. Un fotocopia del proveedor corriente Salud Permita.
  - c. Un calcamos del proveedor duramos Salud Departamento Inspección.
  - d. Un completada aplicación para un alimento servicio permita, con el anual permita honorario.
  - e. Un calcamos del planteada ruta plan de el móvil camión.
7. Ningun abierta alimentos de cualquier apacible mayo estar displayed o vendida.

Absolutamente ningun alimentos desde cualquier fuente otra than el documentada proveedor mayo estar vendida al pública desde un móvil alimento vendor. Cualquier alimentos sin etiqueta, impropriamente sin etiqueta alimentos, o alimentos aquel eres encontrada estando mantenida impropia temperaturas mayo estar detenida o inmediatamente condenada por el inspeccionando oficial. Repetimos delitos mayo resulta en boletos estando issued al operador e/o dueño del móvil vending unidad, o ambas.

El dueño/operador debería inmediatamente notificamos esta oficina si cualquier vehículo es alejada desde servicio, o substituida for por otro vehículo, por cualquier longitud de tiempo. Avería a hacemos tan mayo resulta en el issuance de boletos para el vehículo estando operada sin un valedera alimento vendedores' permita.

PERMITE ERES NO TRANSFERIDA. El permita es a el vehículo indicada on el permita nomás. Cualquier tiempo un vehículo es vendida o transferida a an fulano o entidad, el existente permita es inválida.

Yo acknowledge recibo de un calcamos de Requerimientos para Móvil Alimento Vendors e entendemos aquel avería a cumpla con el Ciudad de Mansfield Regulatory Compliance Department mayo resulta en citaciones e/o permita parada.

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CONDUCTOR

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FECHA