

## Types of Mobile Food Vendors:

- **Caterer\***  
approved for delivery of all prepared food in a catering operation
- **Cook/Serve Open Food\***  
approved for cooking and/or serving open food
- **Corn Roaster**  
approved for roasted corn and pre-packaged non-perishable foods
- **Ice Cream Push Cart**  
approved for vending pre-packaged ice cream from 7 a.m. - Sundown
- **Ice Cream Truck**  
approved for vending pre-packaged ice cream and pre-packaged non-perishable foods
- **Push Cart\***  
approved to sell no more than 3 pre-cooked perishable foods
- **Snow Cone Stand/Truck**  
approved for vending snow cones and pre-packaged non-perishable foods
- **Pre-Wrapped or Prepared Foods\***  
approved for already prepared wrapped perishable foods, no raw foods

### **NO FOOD OR INGREDIENTS SHALL BE STORED OR PREPARED AT HOME.**

\***Commissary** - means a fixed food service establishment permitted and regularly inspected by Consumer Health or another health authority. A mobile vendor shall use this facility to:

- Service unit every day of operation
- Drain waste water
- Refill potable water
- Clean the mobile unit
- Store foods
- Cook foods not easily prepared on the unit

FORT WORTH CODE COMPLIANCE DEPARTMENT  
CONSUMER HEALTH DIVISION  
818 MISSOURI AVE  
FORT WORTH, TX 76104-3618

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# How to Become a Mobile Food Vendor

## 3 Steps to Starting your Mobile Food Business



FORT WORTH®

## Step 1: Plan Review

Interested in starting your own Mobile Vendor business?

Before purchasing, altering, or operating a mobile food unit, a plan review must be conducted. Contact our office to be assigned a health inspector.

Contact: Code Compliance Department -  
Consumer Health Division  
818 Missouri Ave Room 154  
Fort Worth, TX 76104  
817-392-7255

Together, you and the health inspector, will conduct a plan review specific to your type of mobile vendor business.

The Mobile Plan Review fee of \$65.00 is due at the time of the plan review.

## Step 2: Meet Requirements

Begin preparing your mobile unit to meet all requirements discussed during the plan review. In addition, depending on your type of mobile unit, you will be required to obtain the documents below:

- Sales Tax Permit
- Vehicle Registration
- Texas Drivers License
- Notarized Commissary Letter (Original)
- Copy of Commissary Health Permit
- Commissary's Most Recent Inspection Report
- Fort Worth Food Manager Card(s)
- Food Handler Card(s)
- Notarized Restroom Letter (If Stationary)
- Full Menu with Days/Hours of Operation
- Bill of Sale/Lease Agreement
- Proof of Commercial Manufacturer

## Step 3: Permit Inspection

Once you have gathered all requirements, contact your assigned inspector to schedule a permit inspection.

Permit inspections take place at Hazel Harvey Peace Center, 818 Missouri Ave. Park your mobile unit on the west side of the building. Follow the painted arrows and park your unit in a numbered spot.

You must provide a generator at the time of inspection. We recommend arriving 30 minutes prior to your appointment to ensure your equipment and hot water is at the proper temperature.

You cannot operate your mobile unit until you have paid for and received your health permit. Operating without a health permit will result in a citation.

- Annual Health Permit - \$285 + \$5/employee
- Seasonal Health Permit - \$200
- Ice Cream Push Cart Permit - \$85

### Vendor Certificate of Occupancy (VCO):

If you will be selling food from any location for more than 60 consecutive minutes, a Vendor Certificate of Occupancy from the Planning and Development Department must be obtained after the health permit is issued.

After selecting a vending site, and before signing a rental agreement and obtaining a restroom letter for the site, call the Department of Planning and Development at (817) 392-2222 to inquire whether or not the site you have selected is eligible for a VCO.

## Mobile Inspection A - Z

At the time of inspection, depending on the type of mobile unit, ensure you meet A-Z:

- A. Commercially Manufactured Vehicle
- B. Vehicle is clean and free of debris or residue
- C. All food from approved source (No food prepared at home)
- D. Cleanable smooth durable walls, floors, and ceiling
- E. Adequate work space, 3' aisles
- F. Shelving and racks shall store items at least 6 inches off the floor
- G. Lighting shall be shielded and bright
- H. Widely spaced caution lights on front and rear of vehicle
- I. Pass thru window shall be small and/or screened
- J. Storage and display space adequate for operation needs
- K. 15 gallon minimum potable water tank (Push Cart - 5 gallon tank)
- L. Liquid waste tank 15% greater than potable tank
- M. Hand sink available with 100°F hot water, soap, and paper towels
- N. Three-compartment sink with 110°F hot water
- O. Approved dish soap, sanitizer, and test strips
- P. Commercial equipment at proper temperature (41°F/135°F)
- Q. Ice properly drained and stored
- R. Food contact surfaces shall be easily cleanable (plastic or stainless steel)
- S. Thermometers in hot and cold food storage areas
- T. Stem thermometer (0-220°F)
- U. Food, food containers, and serving utensils properly stored
- V. Single-service articles properly stored
- W. Approved chemicals labeled and properly stored
- X. Self-service areas protected with sneeze guard
- Y. Daily resupply, cleaning, servicing at Commissary- Daily record required
- Z. Outdoor cooking surfaces shall be tightly enclosed and constructed to prevent from contamination