

# City of Fort Worth

## Development Services Department

### Mobile Vendor Certificate of Occupancy Requirements

#### Application Requirements

Any vendors of merchandise or food that occupies a specific location on a parcel or lot for more than one hour must apply and obtain a Mobile Vendor Certificate of Occupancy. The following items are required at the time of application or renewal. All names must match on all documents. There are no exceptions for any of these documents. Items are in order to minimize processing time.

1. Assumed Business Name Certificate - This can be obtained at the Tarrant County Court House located at 200 Taylor St Plaza Building 3<sup>rd</sup> floor Fort Worth, TX 76102. Main office number: 817-884-1550. [www.tarrantcounty.com](http://www.tarrantcounty.com)
2. Current State Sales Tax & Use Tax Permit - This can be obtained at the State Comptroller of Public Accounts Office located at 6320 Southwest Blvd #201, Benbrook, TX 76109 Main office number: (817) 377-8855. [www.window.state.tx.us](http://www.window.state.tx.us)
3. Current and valid State Vehicle Registration on the Mobile Vending Unit they are using for the sale of their goods, if applicable. Please note, it must match the vehicle information located on the health permit issued to them by either the Tarrant County Public Health Department or the Code Compliance Consumer Health Division.
4. Current and valid Vehicle Insurance on the Mobile Vending Unit or vehicle pulling the unit that will be used for the sale of their goods, if applicable.
5. Current and valid State Motor Vehicle Operators License (State Driver's License) for the owner of the Mobile Vending Unit or if an employee is driving the unit; their valid driver's license and proof of insurance.
6. Property Owner Authorization Letter authorizing applicant the use of the property the Vending Unit will be on and the use of the restroom from the property owner. This letter **MUST** be original and correctly notarized (***within the last 30 days***) before we can accept them.
7. For Food Vendors, a valid health permit is required. This can be obtained either the Tarrant County Public Health Department (if operating only in the Tarrant County portions of Fort Worth) or from the City of Fort Worth Code Compliance Consumer Health Division located at Hazel Harvey Peace Center for Neighborhoods, 818 Missouri Ave. Main office number: 817-392-7255. [www.FortWorthTexas.gov/Health](http://www.FortWorthTexas.gov/Health)
8. Basic Site Plan Sketch – This must show the entire property and the location of the Vending Unit relative to the property boundaries, accesses, parking, Fire lane(s) and any structures. This sketch should be drawn to scale, have labeled “North Arrow”, and contain the property address and Legal Description i.e. Lot, Block, Legal Name/Subdivision or Addition. *Note:* No more than one Mobile Vending Unit per individual tract, parcel or platted lot shall be allowed.

## Required Applicants and Zoning

Any vendors of merchandise or food that occupies a specific location on a parcel or lot for more than one hour must apply and obtain a Mobile Vendor Certificate of Occupancy. Vendors operating as part of an approved flea market or city-sanctioned event are excluded. Mobile Vendor Certificates of Occupancy are issued for each specific address to be occupied by a vendor. Vendors that require a CO are defined below as per Ordinance 15249:

1. Food Vendor, Non-Potentially Hazardous – A food vendor that sells food products that are not potentially hazardous, such as popcorn, pretzels, and nut, and as further defined in Chapter 16, “Health and Sanitation” of the City Code of the City of Fort Worth, from an informal fixed location out of a vehicle that is pulled or is portable under its own power. As per Chapter 4 Article 8 of Ordinance 13896, as a use both temporary and transient, is allowed in “E” Neighborhood Commercial District zoning and above.
2. Food Vendor, Potentially Hazardous – A food vendor that sells natural or synthetic food products that require temperature control and as further defined in Chapter 16, “Health and Sanitation” of the City Code of the City of Fort Worth, from an informal fixed location out of a vehicle that is pulled or is portable under its own power. As per Chapter 4 Article 8 of Ordinance 13896, as a use both temporary and transient, is allowed in “FR” Restricted Commercial District zoning and above.
3. Merchandise Vendor – A merchandise Vendor that sells merchandise products from an informal fixed location. As per Chapter 4 Article 8 of Ordinance 13896, as a use both temporary and transient, is allowed in “I” Light Industrial District zoning and above.
4. Door-to-Door Merchandise/Food/Services Vendor – A person who travels by foot or vehicle from door-to-door, house-to-house, building to building, or place to place, within the city, for the purpose of offering for sale, or soliciting orders for future delivery, of goods, services, or merchandise. As per Chapter 4 Article 8 of Ordinance 13896, as a use both temporary and transient, is allowed in “ER” Neighborhood Commercial Restricted District zoning and above. These applicants will need to apply for this certificate with the Development Department Administration Secretary.

## Non-Required Applicants

1. Transient Food Vendor – A food vendor that sells food products, from a pushcart or out of a Mobile Vending Unit that is pulled or portable under its own power, for sale to the general public from an informal location, other than a public street or thoroughfare, for a period not more than 60 consecutive minutes at any one location. *Example:* Transient Food Vendors may not stop for more than 60 consecutive minutes at any one location to sell or serve food.

### **Basic Restrictions**

1. No mobile vending unit shall operate at any time between the hours of 2:00 AM and 7:00 AM.
2. Transient Food Vendors may not stop for more than 60 consecutive minutes at any one location to sell or serve food.
3. No more than one Mobile Vending Unit per individual tract, parcel or platted lot shall be allowed. A maximum of three mobile vending units shall be allowed on an individual tract, parcel, or platted lot in which a grocery store with a footprint exceeding 50,000 square feet, may be located with a special exception by the Board of Adjustment, provided, however, that in granting any such special exception, the Board shall consider the following:
  - a. The reason for the request;
  - b. The number of available parking spaces on the lot;
  - c. Whether an increase number of mobile vending units would be compatible with the existing use and permitted development of adjacent properties; and
  - d. Any other issued the Board of Adjustment considers to be relevant.
4. Vending Units must park on improved surfaces and may not occupy required parking spaces, obstruct traffic movement or impair visibility or safety to the site. Units must also observe standard setback restrictions.
5. A food vendor selling food that is Potentially Hazardous (natural or synthetic food products that require temperature control) shall remove the Mobile Vending Unit daily from the property.
6. No Mobile Vending Unit may operate within 50 feet from a Single Family or Multi-Family residential use. Single-Family or Multi-Family residential use shall not include a residence that is part of a business or a Mixed-Use structure.
7. All Mobile Vending Units between 50 and 100 feet from a Single-Family or Multi-Family residential use must obtain the unanimous consent of all the owners of the of the Single-Family or Multi-Family residential property within 100-foot radius around the Mobile Vending Unit.
  - a. Consent from the property owners must be original, signed, notarized, and dated within 30 days from the date the vendor applies for a Vendor Certificate of Occupancy.
  - b. If the Single-Family or Multi-Family residential property is not the primary residence of the owner, the resident or tenant of the property must give his or her consent.

c. Measurement shall be determined in a straight line (ignoring intervening structures) from the closest point of the Mobile Vending Unit to the closest point of the property line of the Single-Family or Multi-Family residential use.

8. Food vendors must have access to a restroom and may not be open unless access to the restroom is made available to the vendor.

9. The Mobile Vendor Certificate of Occupancy is good only for the location assigned to it. Each different location will require a separate Vendor Certificate of Occupancy.

10. Mobile Vendor Certificate of Occupancies may be renewed no earlier than 24 hours prior to expiration. Renewals after the expiration date are on a first come first served basis. There is not a grace period.

Application can be made at:

**City of Fort Worth Development Services Department  
200 Texas St Fort Worth, TX 76102  
817-392-2222**



City of Fort Worth  
Development Services Department  
Certificate of Occupancy Application

**Project Address:** \_\_\_\_\_ **Bldg/Suite/Unit#:** \_\_\_\_\_

**Legal Description:** Addition \_\_\_\_\_ **Block** \_\_\_\_\_ **Lot** \_\_\_\_\_

*(Apartments require a list of all addresses, number of units in each building, site plan, floor plan drawn to scale of any non-residential spaces, and pre-code inspections.)*

**Name of Business:** \_\_\_\_\_

**Proposed Business Use:** \_\_\_\_\_ **Previous Business Use:** \_\_\_\_\_

**Electricity Release:** ( Y / N )

**Previous Certificate of Occupancy # (if known):** \_\_\_\_\_

**Zoning of Property:** \_\_\_\_\_ **Legal Non-Conforming (LNC#):** \_\_\_\_\_

**Annexation:** ( Y / N ) (If yes, copy of Annexation letter is required)

**Mobile Vendor:** ( Y / N ) **License Plate Number For Mobile Vendor:** \_\_\_\_\_

**Site Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **\*E-Mail Address:** \_\_\_\_\_

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**\* Please fill out the information below if a Change of Use Required:**

**Change of Use with Remodel:** Yes \_\_\_\_\_ (If yes, complete the items below) No \_\_\_\_\_ (If no, skip to Applicant Name & Signature)

**Total Cost of Construction with Materials & Labor:** \_\_\_\_\_

**Total Cost of Construction not including Mechanical/Electrical/Plumbing:** \_\_\_\_\_

**TABS # (if Cost of Construction is \$50,000 or more ):** \_\_\_\_\_

**City of Fort Worth Contractor Registration #:** \_\_\_\_\_

**Contractor's Business Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **\*E-Mail Address:** \_\_\_\_\_

**Plans Exam Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **\*E-Mail Address:** \_\_\_\_\_

**Applicant Name (Printed):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **\*E-Mail Address:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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City of Fort Worth

Mobile Vendor Property Access & Restroom Access Letter

Name & Address of Business: \_\_\_\_\_

I \_\_\_\_\_ the owner/leasee, am authorizing \_\_\_\_\_ to locate a Mobile Vending Unit at the above address. (Name of Mobile Vending Unit)

I understand that by granting the above named Mobile Vendor permission to locate at this address and have access to the restroom facilities, the City of Fort Worth ("City") will issue a Vendor Certificate of Occupancy, provided the Mobile Vendor meets all other City requirements.

The City's Zoning Ordinance does not allow more than one Mobile Vending Unit per individual tract, parcel, or platted lot. No more than **one** Mobile Vending Unit may operate on the property at any given time. The property owner must complete this form indicating the times in which each Mobile Vending Unit will operate on the premises.

I certify that I have access to parking spaces for the occupancy of the Mobile Vending Unit or the Mobile Vending Unit will not occupy required parking spaces.

I further certify that the Mobile Vending Unit has permission to use the restroom facilities on the property during the hours of \_\_\_\_\_ m to \_\_\_\_\_ m (time at location) on days of the week: \_\_\_\_\_ each week (S S M T W TH F).

I also authorize the City to have access to the property for the purpose of performing site inspections in anticipation of a Vendor Certificate of Occupancy being issued.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Notary Signature)

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

\_\_\_\_\_  
(Commission Expires)

\_\_\_\_\_  
(Date)

Notary Seal

**\*\*Form must be completed in its entirety prior to signing and notarizing or document is invalid and will not be accepted. Notary stamp must be within 30 days of signature.\*\***