

BASTROP COUNTY
DEPARTMENT OF ENVIRONMENTAL & SANITATION SERVICES

211 Jackson Street
Bastrop, Texas 78602

Phone: (512) 581-7176

development.service@co.bastrop.tx.us

Application for Mobile Food Permit

This application must be filled out completely. Incomplete applications will not be accepted. **Application for a permit to operate does not guarantee that a permit will be granted.** Permit approval is based upon the establishment or mobile food unit's compliance with state and local health requirements.

Business Name DBA (Copy) _____

Business Owner Name(s): _____

Driver's License Number _____ Sales Tax ID # (include copy with application) _____

Business Address _____ City _____ Zip Code _____

Business Mailing Address _____ City _____ Zip Code _____

Phone number at site _____ Commissary Phone Number _____

Owner Phone Number _____ Email Address _____

Truck Trailer Pushcart Car Other _____ (Include copy of registration)

Make _____ Model _____

Color _____ License Plate _____ State _____ VIN# _____

Proposed Open Date _____ Days and Hours of Operation: _____

Type of Unit: Unrestricted (Food Prepared on Unit) Restricted (Pre-packaged Foods / Snow Cones)

List type of foods to be sold: _____

Number of employees (include management, family, and owners) _____

_____ \$150.00 for 1-5 employees (including management, family, and owners)

_____ \$250.00 for 6-10 employees (including management, family, and owners)

_____ \$300.00 for 11 + employees (including management, family, and owners)

_____ \$150.00 for additional mobile food units

All the information contained in this application is true and correct to the best of the applicant's knowledge and belief. Applicant acknowledges that the permit applied for shall be subject to all provisions of the orders and ordinances of Bastrop County, which the permit is granted, and shall be subject to all provisions of the statutes and rules adopted under the statutes of the State of Texas governing food service, retail food stores, mobile food units, and roadside vendors.

Signature of Owner, Partner, President, or Corporation Designee (cannot be manager)

Date

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Food Manager

All food establishments must have at least one employee who meets the definition of a certified food manager (CFM) on duty when time or temperature sensitive foods are prepared. The current food manager certificate must be posted in sight of customers.

Name of Certified Food Manager: _____ Certificate expiration date: _____

Commissary Information

Name of Commissary _____

Owner name: _____ Phone number: _____

Commissary Address: _____

City _____ Zip Code _____

What days and times will the commissary be utilized? _____

What activities/cooking will take place at the commissary? _____

IF YOUR COMMISSARY DOES NOT HAVE A SERVIVING AREA, YOU MUST PROVIDE INFORMATION ON THE LOCATION TO BE UTILIZED FOR THE PURPOSE.

Documentation or verification of water supply or wastewater disposal is required.

Name of Business: _____

Owner Name: _____

Address: _____

City _____ Zip Code _____

Source of Potable Water: [] Public Water System [] Private Well

Wastewater Disposal Type: [] Public Sewage System [] Septic [] Pump and Haul

Signature of Servicing Area Landowner

Date

COMMISSARY RESPONSIBILITIES

- 1) The commissary must be a separately permitted facility with a permanent location, not a mobile food establishment.
- 2) The commissary will furnish written approval to the mobile food vendor at the time of the mobile food unit's permit renewal.
- 3) The commissary will allow the mobile food vendor to bring the unit to the establishment for cleaning and servicing as needed.
- 4) The commissary will allow the mobile food vendor to bring the unit to the establishment for filling freshwater tanks as needed.
- 5) The commissary will allow the mobile food vendor to bring the unit to the establishment for removal and disposal of wastewater as needed.
- 6) The commissary will allow all food storage and preparation to be done at the commissary.
- 7) The commissary will allow all food held overnight to be stored at the commissary.
- 8) The commissary will store all equipment and supplies of the mobile food vendor.
- 9) The commissary must register with the Texas Department of State Health Services as a Food Manufacturer if the establishment does either of the following:
 - a) Prepare and package products sold by the mobile food vendor.
 - b) Prepare and package the product for a mobile food vendor, even if the vendor actually labels the product.
- 10) All food product labels must contain the following information:
 - a) Name and address of manufacturer.
 - b) The common name of the product.
 - c) A list of all the ingredients in the product from the most prevalent to the least prevalent.
 - d) The net weight of the product.

I, _____, (owner), have read and understand the items of responsibility listed above and agree to comply with all of the requirements.

I give permission to _____ mobile food vendor) to use my establishment, _____ (name of establishment), located at _____ (address of establishment) in _____ as a commissary for the mobile food vending unit. My Establishment is in _____ County.

I understand that any health violations of the vendor found at this establishment can be included in the health inspection for this establishment.

Signature of Commissary Owner or Primary Manager

Date



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Web Address: <http://www.co.bastrop.tx.us>

Restroom Facility Agreement

All Bastrop County Food Vendors are required to submit and maintain a current Restroom Facility Agreement for each location where the mobile unit will operate for longer than two (2) hours. This agreement confirms the availability of a restroom, during the hours of operation, for staff, within 150 feet of the vending location. Failure to maintain a current Restroom Facility Agreement with this department, for each vending location in which you operate may result in permit suspension and/or filing of legal charges.

****Mobile Food Vendors that intend to access restroom facilities of a store front or other similar establishment must the bottom portion of this form signed by the owner or responsible party of that establishment. ****

Fixed Establishment Restroom Facility Agreement

I, _____ (*Name of Business Owner/ Responsible Party*) owner/responsible party of _____ (*Name of Business*) located at _____ (*Business Address*) give permission to _____ (*Name of Mobile Owner/Responsible Party*) of _____ (*Name of Mobile Vending Unit*) to use my restroom facilities for their employees during the mobile unit's hours of operation. I understand that observations of inaccessibility to my restroom facilities during the mobile vendor's hours of operation, restroom facilities greater than 150 feet from mobile unit, or sewage violations may result in this agreement being rescinded by Bastrop County Environmental & Sanitation Services Department.

Signature of Business Owner / Responsible Party *Print Name of Business Owner / Responsible Party* *Contact Phone Number* *Date*

Signature of Mobile Vending Unit Owner/Responsible Party *Printed Name of Mobile Vending Unit Owner/Responsible Party* *Date*

MOBILE FOOD VENDOR RESPONSIBILITIES

- 1) COMMISSARY USE: You must report to your commissary to service your unit. (Not required for snow cone vendors using non-potentially hazardous flavorings.)
- 2) FOOD STORAGE: All food and supplies used must be stored at your commissary. Unless the units are equipped for food preparation, all food and storage and preparation must be done at the commissary. All food held overnight must be prepared at the commissary.
- 3) REFRIGERATION AND HEATING: You must have adequate hot and cold food storage facilities to maintain food products at the required temperatures. Hot foods must be 140° For above.
- 4) THERMOMETER: Metal stem dial thermometers with a range of 0- 220° F and accurate to +/- 3°F must be provided on mobile food units on which food is prepared in order to monitor food temperatures.
- 5) LABELING: All foods must have complete and proper labels.
- 6) FOOD MANUFACTURING LICENSE: You must register with the Texas Department of State Health Services as a Food Manufacturer if you sell any pre-packaged food products and do either of the following:
 - a) Prepare and label the products sold from your mobile food unit.
 - b) Place your label on the food products even if another food establishment prepares these products for you.
- 7) WATER: All mobile food units that are required to have water supplies must have properly designed wastewater holding tanks of a 15% greater capacity than the hot and cold water supply. The holding tank must be permanently installed in the unit and equipped with a drain valve to empty the tank on the outside of the vehicle.
- 8) HOT AND COLD WATER: If the mobile food unit's operation requires hot and cold water, it must be supplied and working at all times during the entire serving day. If it is not, the operation may be required to close until the Health Authority verifies that the problem has been corrected.
- 9) SINKS: There must be at least a two-bay sink on the unit for utensil washing. A separate sink for hand washing is also required. (A minimum of 3 sinks are thus needed.) Soap and single-use towels (paper towels) must be supplied to the hand washing sink.
- 10) HANDWASHING: Soap and towels must be supplied at all times to the hand washing sinks on mobile food units in which food is prepared.

I have read and understand the items of responsibility listed above, and I agree to comply with all of the requirements.

Signature of Mobile Food Vending Owner/Operator

Date



BASTROP COUNTY DEVELOPMENT SERVICES
Environmental and Sanitation Services
MOBILE FOOD ESTABLISHMENT CHECKLIST

This checklist provides a list of requirements necessary for the approval of a Mobile Food Establishment in those areas permitted by Bastrop County Environmental and Sanitation Services. Mobile food establishment equipment and criteria may vary depending on the type of operation. Refer to the Texas Food Establishment Rules (TFER) for complete information regarding the requirements. The TFER can be found at <https://www.dhs.texas.gov/retail-food-establishments/state-laws-retail-food-establishments>.

Requirements must be met to be permitted.

- 1.) Food products are obtained from approved sources. Do not serve food prepared at home to the public.
- 2.) Maintain a state of mobile readiness at all times. The health authority may prohibit alteration, removal, attachments, placement or change in, under, or upon the mobile food unit that would prevent or otherwise reduce ready mobility. Ready mobility means quickly, without hesitation, and effortlessly movable. Tires must be inflated, and wheels may not be removed from mobile vending units.
- 3.) Do not attach permanent utilities (i.e., plumbing, gas, electricity water) to the unit. Do not attach a permanent water supply to the unit. Use food grade hoses for potable water tank refilling.
- 4.) Liquid waste retention tank is provided, and capacity is at least 15% larger than the potable water storage tank.
- 5.) Potable water from an approved source.
- 6.) Hot and cold running water under pressure is provided to sinks.
- 7.) Handwash sink is provided and is conveniently located and accessible.
- 8.) Soap, paper towels, detergent and sanitizing chemicals are provided.
- 9.) A three-compartment sink is provided.
- 10.) Equipment for hot and cold holding, adequate to maintain potentially hazardous food at required temperatures.
- 11.) Do not use external equipment. All equipment MUST be located within or on the mobile unit at all times, including propane tanks. Have the equipment properly secured at all times.
- 12.) A servicing area shall be provided for cleaning, supplying, loading of water and discharge of sewage.
- 13.) A Certified Food Manager shall be employed if potentially hazardous food is to be prepared.
- 14.) Only single service articles are provided and used.
- 15.) A central preparation facility must be licensed and be operated according to the requirements of TFER.
- 16.) The potable water inlet is equipped with a hose connection of a size or type that prevents its use for any other purpose.
- 17.) Potable water distribution pipes or tubing are constructed and installed in accordance with public health and plumbing standards.
- 18.) Liquid waste servicing connection is of a different size than the water connection.
- 19.) Effective control measures are used for insects, rodents, and environmental contaminants. Screening is at minimum 16 mesh to the inch.
- 20.) Mobile food establishments are constructed of corrosion-resistant, durable materials.
- 21.) Mobile food units are easily cleanable. non-absorbent floors, walls, and ceilings.
- 22.) Counters and tables are designed for durability and are easily cleanable.
- 23.) Equipment is installed so that it is easily cleanable and is in clean. sound condition.
- 24.) Facilities are provided for solid waste storage that are easily cleanable and covered