Mobile Food Establishment (MFE) - Application Procedures

READ THIS INFORMATION COMPLETELY. Your permit will not be issued unless and until all requirements are met. All Mobile Food Establishment permits will expire 12 months from issue date.

Some of the Cities in our jurisdiction require an inspection from the local Fire Department prior to using your MFE in their city limits. If you will be working in any of the following cities, please contact the Fire Department at the number provided below:

- Cedar Park Fire Prevention Division – 512-401-5200
- Georgetown Fire Department – 512-930-3473
- Hutto Fire Department – 512-759-2616

Other cities may require an inspection that we are not aware of. Always check with the City where you will be conducting business.

GENERAL INSTRUCTIONS:

*** READ CAREFULLY! All requirements below must be met prior to issuance of your Mobile Food Establishment permit:***

1. Fill out the attached application accurately and completely. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
2. Fill out Central Preparation Facility (CPF) agreement completely. The facility must have a current permit and meet the requirements of the TFER §228.221(b)
http://www.dshs.texas.gov/foodestablishments/laws-rules.aspx
3. Indicate where the wastewater tank will be dumped and the fresh water tank refilled. The service area must meet the requirements of TFER §228.221(c)
http://www.dshs.texas.gov/foodestablishments/laws-rules.aspx
4. If the CPF is located outside the jurisdiction of Williamson County and Cities Health District (WCCHD), a copy of the current food establishment permit and copy of the latest inspection for the CPF or signed approval from the regulatory authority in the county or city in which the CPF is located must be submitted with this application.
5. All MFEs with the completed, applicable forms and appropriate fees must be brought to our location at 355 Texas Ave., Round Rock, 78664, (512) 248-3292. Please call and make an appointment prior to bringing your MFE to our office.
6. The MFE must be fully operational for the purpose of an inspection. There is no electrical outlet at our site available for use by a MFE.

UNIT REQUIREMENTS:

1. The following requirements must be met prior to issuance of the permit:
   a. All wastewater retention tanks shall be permanently installed on the unit and be 15% larger than the potable water supply tank.
   b. Potable water shall come from an approved source.
c. **Hot and cold running water** under pressure shall be available at all sinks.

d. **A hand wash sink** shall be provided, conveniently located and accessible.

e. **Soap, paper towels, detergent and sanitizing chemicals** shall be present on the unit

f. **A 3-compartment sink** shall be provided.

g. **Food products** shall be obtained from an approved source.

h. **Equipment for hot and cold holding** shall be adequate to maintain potentially hazardous food at required temperatures.

i. All food products shall be obtained from an approved source.

j. **A servicing area** shall be provided for cleaning, supplying, loading of water and discharge of wastewater.

k. A **Central Preparation Facility** shall be licensed and be operated according to the requirements of TFER.

l. A restroom facility must:
   - be available or accessible to MFE employees during all hours of operation,
   - include a hand wash sink equipped with hot and cold running water, and
   - meet all plumbing requirements of the TFER and local plumbing codes.

   A signed restroom facility agreement may be required for businesses allowing MFE employees to utilize their restroom facility.

**EMPLOYEE TRAINING REQUIRED**

**NEW REQUIREMENT:** At least one Certified Food Protection Manager must be employed.

There are two options for obtaining the required food handler training:

**Option 1 – Training received by a Texas Department of State Health Services (DSHS) Accredited Food Handler Training Provider**

- Information regarding the DSHS Accredited Food Handler Training Providers can be found at the following web site: [http://www.dshs.state.tx.us/food-handlers/training/online.aspx](http://www.dshs.state.tx.us/food-handlers/training/online.aspx)
- Training can be obtained by any accredited program.
- A Certificate of Training will be provided by the accredited program after completion of the course.

**Option 2 – Training received by an American National Standards Institute (ANSI) approved course**

- Any course listed under the ANSI website is accepted as approved training [https://www.ansica.org/wwwversion2/outside/ALLdirectoryListing.asp?menuID=212&prgID=237&prgID1=238&status=4](https://www.ansica.org/wwwversion2/outside/ALLdirectoryListing.asp?menuID=212&prgID=237&prgID1=238&status=4)
- More training may be required by your employer at your place of employment to ensure all requirements of the Texas Food Establishment Rules are met.
MOBILE FOOD ESTABLISHMENT PERMIT APPLICATION

- A Mobile Food Establishment (MFE) must utilize a **Central Preparation Facility (CPF)** for supplies and for cleaning and servicing operations.
- The CPF must be an approved, currently permitted, routinely inspected facility.
- If there is no potable water available for use on the MFE, food production/handling/service must stop.
- You must bring your unit to 355 Texas Ave., Round Rock, 78664 for inspection every year to renew permit.

**FEES DUE: $200.00 / truck**

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Mobile Vendor Business Name: ____________________________________________

Mobile Vendor Owner: ________________________________________ Phone: __________

Mobile Vendor Responsible Party: ____________________________ Phone: __________

Mailing Address: ________________________________________________

City: ___________________ Zip: __________ Email: ____________________________

Type of Vendor:   □ Unrestricted   □ Restricted/Roadside Vendor***
    (Food Prepared on Unit)      (Pre-packaged TCS foods)

*** A restricted/roadside vendor does not need to comply with the rules relating to water supply and wastewater retention. All cleaning and sanitation of equipment and utensils must be conducted at the CPF.

ALL foods to be sold from MFE: ____________________________________________

________________________________________

________________________________________

Description of Vehicle: Year ______ Make ______________ Model __________

License Plate # _______________________

CENTRAL PREPARATION FACILITY INFORMATION

Name of CPF: ____________________________________________

Owner Name: ____________________________ Phone: ________________

Address: ____________________________________________

City: __________________ State: ______ Zip: ______
Days and Times Working at CPF: ____________________________________________

What activities will take place at the CPF? ____________________________________

__________________________________________________________________________

__________________________________________________________________________

Menu and Food Preparation Information (provide information for all foods prepared at CPF):

(Check “Yes” or “No” where appropriate)

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Prepared CPF</th>
<th>Cooked CPF</th>
<th>Prepared in Trailer</th>
<th>Cooked in Trailer</th>
<th>How will food be transported from CPF to Site where food is to be sold or served?</th>
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</table>

If not using CPF as your servicing area, you must provide information on the location to be utilized for this purpose:

Name of business: ____________________________________________________________

Address: __________________________________________________________________

Owner Name: __________________________________________________________________

(Printed)  (Signed)

• Source of potable water: Public Water System Private Well

• Type of wastewater disposal: Public Sewage System On-Site Sewage Facility

**Documentation / verification of water supply or wastewater disposal may be required.
CENTRAL PREPARATION FACILITY (CPF) RESPONSIBILITIES AND AGREEMENT

1. The CPF must be a separately permitted facility, not a MFE.
2. The CPF will allow the Mobile Food Vendor to bring the unit to the facility for cleaning and servicing. The servicing area shall provide:
   a. overhead protection for supplying, cleaning, or servicing operations except areas used only for loading of water or discharge of sewage and other liquid waste through a closed system of hoses,
   b. a location for flushing and drainage of liquid wastes, and
   c. a location for water servicing and the loading and unloading of food and related supplies.
3. The CPF must allow all food to be stored and held overnight as necessary.
4. The CPF must allow all food to be prepared as necessary.
5. The CPF must store all equipment and supplies of the Mobile Food Vendor.
6. The CPF 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 the Mobile Food Vendor, even if the vendor actually labels the product
   *NOTE: if the products sold to the Mobile Food Vendor contain a meat product the CPF must also contact the Meat Safety Assurance Division.

Food Product labels must contain the following information:
1. Name and address of the manufacturer
2. The common name of the product
3. A list of all the ingredients in the product from the most prevalent to the least prevalent
4. The net weight of the product

(PRINT the following information)

I, _________________________________, have read and (Owner of CPF)
understand the items of responsibility listed above and agree to comply with all of the requirements. I give permission to _________________________________, to (Name of Mobile Food Vendor)
use my establishment, _________________________________ (Name of CPF)
located at _________________________________ (Address of CPF)
in ________________________ County, as a CPF for the mobile food vending unit belonging to the above named vendor.

_________________________  _______________________
Signature of Owner of CPF          Date
CENTRAL PREPARATION FACILITY PERMITTING INFORMATION

If the food establishment operating as a Central Preparation Facility (CPF) is located outside of the jurisdiction of WCCHD, the Regulatory Authority that issued the Retail Food Permit for the CPF must complete the following:

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Food Establishment

Permit #

I certify that the above establishment is currently approved to operate as a Food Establishment under our jurisdiction and currently meets the requirements for a CPF for Mobile Food Establishments as dictated in the Texas Food Establishment Rules, §228.221 adopted by the Texas Department of Health in September of 2015.

Signature of Agent

Date

Health Agent Name Printed

Jurisdiction / Agency

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OR

Provide a current copy of the CPF’s permit and a copy of their latest inspection.
I certify that I have read and understand the applicable provisions of the Texas Food Establishment Rules, 25 Texas Administrative Code, Chapter 228.221 (https://www.dshs.texas.gov/fooodestestablishments/laws-rules.aspx), and agree to abide by them.

Applicant (Printed) ____________________________ Date __________________

Applicant Signature ____________________________

----------------------------- OFFICE USE ONLY BELOW THIS LINE-----------------------------

Amount Paid: ________________ MFP # ________________

DATE PAID ____________ RECEIPT # ____________ CHECK # _______ CASH _____