



# Mobile Food Establishment Annual Permit Application

CITY OF ROSENBERG HEALTH DEPARTMENT

2220 4<sup>TH</sup> Street

BUSINESS NAME: \_\_\_\_\_

BUSINESS TELEPHONE NUMBER: \_\_\_\_\_

TYPE OF BUSINESS (Corp,LLC,ect.): \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S MAILING ADDRESS: \_\_\_\_\_

APPLICANT'S TELEPHONE NUMBER: \_\_\_\_\_

APPLICANT'S EMAIL ADDRESS: \_\_\_\_\_

LOCATION(S) : \_\_\_\_\_

(Additional locations may be added during the year by submitting Property Owner Authorization or Special Event notification.

HOURS OF OPERATION: \_\_\_\_\_

**Please Submit Application to the City of Rosenberg Permits Department @ 2220 4<sup>th</sup> St. or at registration@rosenbergtx.gov**

**Incomplete Applications Will Not Be Processed**

**Please Allow up to Seven (7) Calendar Days for Processing**

Type of Mobile Unit (i.e. push carts, trailers, etc.): \_\_\_\_\_

**Water Source & Disposal:**

Public (i.e. city water)

Private (i.e. wells)

\*If you have selected 'private' for this section please attach a recent water bacteriological test results along with the other required documents\*

**Please Attach the Following Required Documents to Your Application or Email to Health:**

- Layout of Mobile Food Establishment
- Menu
- Letter of Intent
- Property Owner Authorization
- Commissary Agreement
- Food Manager Certificate
- Vehicle Certificate of Ownership
- Vehicle Identification (i.e. registration/identification or vehicle identification number)
- Payment of Mobile Food Establishment permit fee in the amount of \$200.00

# Mobile Food Establishment Annual Requirements

- At least one person onsite must hold an accredited Food Manager Certificate.
- Food ingredients must be from an approved source or from a licensed food establishment.
- Hood Vent is required to be routinely serviced.
- Hair restraints must be worn in food preparation and service areas.
- Handlers must wear hand protection/gloves.
- Food Temperatures: Cold 41°F or below, Hot 135°F or above
- Metal stemmed thermometer must be provided.
- Three-compartment sink must be available with chemical cleaning solution (wash, rinse, and sanitize): Each compartment shall be large enough to clean largest equipment/utensil.
- Only single-service items should be used by the consumer and stored 6 inches off the ground.
- Handwashing station must be available with hot water, soap, and paper towels.
- Hot and Cold Water: Under pressure and provided to all sinks. Hand washing Sink Shall be its own fixture; conveniently located and accessible.
- Food items should be stored 6 inches off the ground.
- Food protection display must be covered.
- Cutting or preparation of any food items shall be done on a clean, smooth non-absorbent surface.
- Provide trash receptacle with lid for waste food items.
- Fire extinguisher (up to date).
- No smoking or tobacco use allowed in food preparation area.
- Only employees of the booth shall be allowed in the food preparation area (No children shall be allowed).
- Toilet rooms shall be designated, conveniently located and accessible to employees during all hours of operation.

**INSTRUCTIONS TO APPLICANT: Applications and required documents may be submitted:**

- By email at [registration@cityofrosenberg.gov](mailto:registration@cityofrosenberg.gov)
- By mail to City of Rosenberg Permits Department - 2220 4<sup>th</sup> Street, Rosenberg, Texas 77471-0032
- In-person – 2220 4<sup>th</sup> Street, Rosenberg, Texas 77471-0032

Make check or money order payable to City of Rosenberg. No cash payments by mail. Payments are also accepted on the Rosenberg Citizen Portal or in person at 2220 4<sup>th</sup> Street, City Hall Annex. Contact number: 832-595-3550 with questions.

**I HAVE READ ALL THE REQUIREMENTS FOR OBTAINING A FOOD MOBILE SERVICE ESTABLISHMENT PERMIT. I UNDERSTAND AND WILL CARRY OUT THESE REQUIREMENTS OR BE SUBJECT TO IMMEDIATE CESSATION OF OPERATION AND/OR REVOCATION OF THE PERMIT.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

APPROVED BY: \_\_\_\_\_

Health Inspector - [Health@rosenbergtx.gov](mailto:Health@rosenbergtx.gov)  
Tel: 832-595-3500



# Mobile Food Establishment Application Process and Required Documents

## **Application Process**

1. Submit application for mobile food establishment to Permit Office at 2220 4<sup>th</sup> Street or at [registration@rosenbergtx.gov](mailto:registration@rosenbergtx.gov)
2. Along with the application, submit the following documents:

### ***List of Required Documents:***

- a) Layout of Mobile Food Establishment - A PDF including the plans of the equipment layout drawn to scale and provide any documents for vent hood, fixed suppression system, fire extinguishers, etc.
  - b) Menu - Provide a menu listing all foods and beverages to be served along with a list of suppliers for all products used for review by the Health Department.
  - c) Letter of Intent - Provide a letter of intent on how you intend to operate the mobile food unit including hours of operation.
  - d) Property Owner Authorization - Provide agreement letters from owners of properties where the food truck will be located that give permission to use parking, restrooms, etc.
  - e) Commissary Agreement - Provide verifiable documentation of location of a commissary along with a letter verifying access to the commissary, current food permit and inspection report from the commissary, and bacteria water test results.
  - f) Food Managers Certificate
  - g) Vehicle Certificate of Ownership
  - h) Vehicle Identification – Provide vehicle registration or vehicle identification number.
3. Pay the permit application fee

## **Additional Notes**

1. Incomplete applications will not be processed and will be returned to the applicant for additional information.
2. Please allow up to seven (7) calendar days for processing the application.
3. After all documents have been submitted and reviewed by the Health Department, an in-person inspection of the mobile food establishment will be scheduled at the City Annex building.