



Mobile Food Establishment Application Process and Required Documents

Application Process

1. Submit application for mobile food establishment to Permit Office at 2220 4th Street or at 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.