

Mobile Food Unit Permit Application - Checklist

Tarrant County Public Health - Environmental Health

Walk-in Address: 5001 N Riverside Dr Ste 105 Fort Worth TX 76137

Walk-in Address after Oct 1, 2025: 2500 Circle Dr. Fort Worth TX 76119

Mailing Address: TCPH Attn. Environmental Health 1101 S Main St Fort Worth TX 76104

Email: ph_information@tarrantcountytx.gov Phone: 817-248-6299



ALL MOBILE FOOD UNIT PAPERWORK & PERMITTING BY APPOINTMENT ONLY

• Permits issued by Tarrant County Public Health are for the purposes of providing approval of meeting health food code requirements allowing your business to offer food for public consumption. This approval is not to be mistaken for authorization to operate in any one city jurisdiction within Tarrant County. Contact the specific city your business is operating within for any additional requirements prior to operation.

- ☐ Completed Application (Including copy of Texas Sales Tax & Use Permit)
- ☐ Completed Commissary Certification Form
- ☐ Completed Commissary Agreement
- ☐ Copy of Commissary Food Service Permit
- ☐ Copy of Commissary Last Inspection Report
- ☐ Vehicle has Current/Valid Registration Tags and License Plate on Unit
- ☐ Food Manager Certification Copy
 - One per unit required
 - Not required for Snow Cone only units
- ☐ Menu
- ☐ Completed Location & Operating Hours Form
- ☐ Independent and Operational Power Source (e.g. Generator)

MOBILE FOOD UNIT OPERATOR MUST ENSURE

- ☐ No home prepared foods or food storage at a home residence
- ☐ Public Restrooms pre-identified and easily accessible for employees
- ☐ Food Handler Certifications
 - All employees except Certified Food Manager

No Permit Required for:

1. Commercially prepackaged non-TCS items
2. Commercial prepackaged hard-frozen ice cream

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Application Date: / /

Unincorporated Tarrant County ☐ Yes ☐ No

Vehicle Information

Name of Mobile Food Unit (as appears on unit/DBA) _____

Contact Phone Number: _____ License Plate#: _____

Texas sales and use tax permit number _____

Mobile Food Unit Type: Choose one that best fits your operation

☐ Prepackaged Food (Example: prepackaged food items hot or cold)

☐ Open Food Preparation (Example: snow cone, open food dispensed, food cook to serve)

Application and fee are only valid for 180 days from initial submittal/inspection, a mobile food unit that fails to pass inspection in that time period must resubmit application and new fee.

Owner Information

Legal Name of Business Owner: _____

Phone Number: _____ Address: _____

City: _____ State: _____ ZIP Code: _____

Email: _____

Applicant Information

Applicant Name(print): _____ Signature: _____

Applicant Title ☐ Owner ☐ Authorized Agent

Mobile Food Unit Permit Application - Commissary Certification

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***MUST BE COMPLETED BY COMMISSARY PERMITTING HEALTH AUTHORITY**

Any vendor that applies for a Tarrant County Public Health Mobile Food Unit Permit will be required to use a permitted commissary and must submit this form along with all required paperwork.

Commissary Name: _____

Commissary / Food Establishment Owner or Responsible Party: _____

Commissary / Food Establishment Address: _____

Commissary / Food Establishment Permit Number: _____

Commissary / Food Establishment Permit Expiration: _____

I certify that the permitted establishment listed above meets the minimum requirements of this jurisdiction to handle the required commissary needs of a Mobile Food Unit, cleaning and service operations, including filling water tanks disposal of wastewater, cleaning of equipment and utensils, and storage of supplies. This commissary facility meets all criteria for a commissary (central preparation facility/servicing area) as described in the current Texas Administrative Code, Title 25, Chapter 228.

Name of Health Authority or Designee (Print): _____

Health Authority or Designee (Signature): _____

Name of Health Jurisdiction: _____

Contact Phone: _____ Email _____

Mobile Food Unit Permit Application - Commissary Agreement

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I agree to report to the commissary facility listed below each operational day for all cleaning and service operations, including filling water tanks disposal of wastewater, cleaning of equipment and utensils, and storage of supplies and food. I further agree to obtain all supplies and food from an approved source. This commissary facility meets all criteria for a commissary as described in the current Texas Administrative Code, Title 25, Chapter 228.

Mobile Food Unit Information

Doing Business As (Legal name of business): _____

Owner Name: _____ Signature: _____

Date: _____

Commissary Information (Central Preparation Facility and/or Servicing Area)

Name of Commissary: _____

Permit number: _____

Billing address: _____

City: _____ State: _____ Zip Code: _____

Phone number: _____

Name: _____

Title: _____

Email: _____

Commissary Owner/Responsible Party

Name Print: _____ Signature: _____

Date: _____

Mobile Food Unit Permit Application – Location(s) & Menu

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Any changes to menu or operational locations must be submitted to our office.

Name of Mobile Food Unit: _____ **License Plate #:** _____

☐ **OPEN FOOD** ☐ **PREPACKAGED**

List all locations (addresses) where the Mobile Food Unit will operate for more than 1 hour:

ADDRESS (ex: 1101 S. Main, Fort Worth)	DAYS (ex: M, T, W, Th, F, Sa, Su)	HOURS (ex: 1 p.m. - 2 p.m.)
Location 1: _____	Days of operation: _____	Hours at location: _____
Location 2: _____	Days of operation: _____	Hours at location: _____
Location 3: _____	Days of operation: _____	Hours at location: _____
Location 4: _____	Days of operation: _____	Hours at location: _____

Any other locations where you will operate for more than 1 hour, only provide the street number, street name and city here: _____

MENU – Provide all menu items below or attach menu for review

TYPES OF MENU ITEMS (Ex. Tacos, Hamburgers, Loaded French Fries, Hot Dogs, Barbecue, etc.)

PROTEINS (Ex. Beef, Ground Beef, Brisket, Chicken, Wings, Pork, Bacon, Fish, Shrimp, etc.)

FRUITS & VEGETABLES (Ex. Chopped Lettuce, Cabbage, Diced Tomatoes, Cut Melon, etc.)

BREADS & GRAINS (Ex. Tortillas, Hamburger Buns, Rice, Quinoa, etc.)

CONDIMENTS & SAUCES (Ex. Sour Cream, Salsa, Mayonnaise, Butter, etc.)

****ALL SECTIONS MUST BE FULLY COMPLETED AND ALL DOCUMENTATION SUBMITTED BEFORE A PERMIT WILL BE ISSUED**

Mobile Food Unit Permit Application – Minimum Requirements

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A Mobile Food Unit is required to follow all criteria for a Mobile Food Unit as described in the current Texas Administrative Code, Title 25, Chapter 228. The following are commonly observed not in compliance that may prevent the unit from being permitted.

- 15 Gallon minimum potable water under pressure, hot and cold water provided and labeled (inlet 3/4" or less used for no other purpose, pumps and hoses prevented from backflow)
- Push Carts only: 5 Gallon minimum potable water tank
- Liquid waste tank 15% greater than potable water tank and labeled
- Tank must be sloped to drain 1" diameter or greater with shut off valve
- Hand sink with hot and cold water
- Including soap and paper towels for hand washing
- Hot water must reach a minimum of 100°F at hand sink
- Three-compartment sink with drainage board or rack with hot and cold water
- Hot water must reach minimum of 110°F at three compartment sink
- Food contact and non-food contact surfaces cleanable, smooth, durable and non-absorbent including walls floors, and ceilings
- Refrigeration able to maintain 41°F or lower
- Hot holding units able to maintain 135°F or above
- Pass thru window, doors and other openings protected from pest entry
- All chemicals & cleaning supplies must be approved for food service usage must be stored properly & labeled with appropriate test strips for sanitizers
- Lighting shall be shielded and provide adequate illumination
- Food, food containers, and serving articles stored properly
- Thermometers in cold food storage areas
- Stem thermometer (0°- 220°F), not required for Snow Cone vendors with no TCS foods
- Covered trash receptacle must be provided for use by public
- Single-service articles properly stored