



# CITY OF BRIDGEPORT DEVELOPMENT SERVICES

## MOBILE FOOD VENDOR PERMIT APPLICATION

### SECTION I: *PLEASE PRINT*

Last Name:		Middle Initial:	First Name:	Date of Birth:
Home Address (physical):			Apt. Number:	Telephone Number:
City/State:	Zip Code:	Alternate Phone Number:		Social Security Number:
Driver's License Number/State:		<i>A valid driver's license or State approved identification card number with photograph is required.</i>		

### SECTION II:

Business Name:		Type of Business: <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Association	
Business Address:		Business Phone:	Sales Tax ID #: <b>Attach copy of Sales Tax Permit</b>
Product(s) or Service(s) you will be soliciting (attach separate page if needed):			
Estimated Solicitation Period: (provide beginning and ending dates)		Will payments be collected in advance of delivery of product or service? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, attach surety bond in the amount of \$5,000.00 from a bonding agency licensed to do business in the State of Texas.</i>	

### SECTION III:

If solicitors fifteen (15) years of age or under are to be used, list the name, address, telephone and Social Security Number of the individuals who will supervise and be responsible for their activities:	
Are you going to conduct home solicitation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the names of other cities in the State of Texas which you have conducted home solicitations within the last six (6) months:	
Please provide names, address and telephone numbers of two people as references, excluding relatives and people living with the applicant:	
Have you been convicted of a felony or any crime involving moral turpitude within the last five (5) years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date, location, charge and disposition:	

**NOTE:** *If a person applying for a Mobile Food Vendor Permit intends to contract with, employ or otherwise retain individuals to engage in solicitations, the person must identify all such individuals, along with their addresses and telephone numbers and obtain an individual permit for each individual.*

**(Application continues on pages 2 & 3 → )**

<p><i>Office use only</i></p> <p>PERMIT #: _____</p> <p><input type="checkbox"/> Updated Contractor/Vendor's List</p> <p><input type="checkbox"/> Email Financial Dept. Information</p>	<p><b>FEES:</b></p> <p><b>APPLICATION FEE: \$ 50.00</b></p> <p><b>plus PERMIT FEE: \$10.00/MONTH X _____ = \$ _____</b></p> <p><b>TOTAL: \$ _____</b></p>
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**A Mobile Food Vendor is to be in compliance with the Code of Ordinances of the City of Bridgeport Article 4.100 Solicitations, Section 4.103 Definitions; Section 4.107(4)(C); and Section 4.107(5).**

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**Mobile Food Vendor. Any person who sells food products or takes food product orders from house to house or from place to place in the City, and who sells such food out of a vehicle, wagon, cart or other conveyance used in the transportation of such food on premises where there is no related business building.**

(5) Mobile Food Vendor Solicitation.

- (A) Submitting Plans. Plans shall be submitted to the Development Services Department for new construction or the renovation or the conversion of a unit to a mobile food unit. Plans should show the equipment layout, and the arrangement and construction material of the inside of the unit including food preparation, storage, and window service areas.
- (B) Required Documentation. To obtain a mobile food vendor permit, a mobile food vendor must submit a list of foods and beverages to be served on the unit, stating the source of the item and when and where it will be prepared. Additionally, a mobile food vendor must submit written permission from any property owner who owns property on which the mobile food unit will be parked, regardless of the time period associated with parking the mobile food unit on said property.
- (C) Initial Inspection of the Mobile Unit. Arrangements must be made for an initial inspection of the mobile food unit by the Code Enforcement Officer after plans are approved and before food can be prepared and sold from the unit.
- (D) Permit. It shall be unlawful for any person to operate a mobile food unit without having obtained a permit issued by the City. Permits may be purchased monthly for up to one year from the date of issuance.
- (E) Inspections. Mobile food units may be inspected at any time the Code Enforcement Officer. The mobile food vendor shall keep the Development Services Department informed of the general location of the mobile unit on a quarterly basis.
- (F) Food Manager's Training. A certified food manager must be present at the mobile food unit during each day of operation.
- (G) Food Source and Food Protection.
  - (i) All food sold on the unit must be either prepared on the unit or at an approved, permitted food establishment. Food may not be prepared at home; food offered for sale must comply with labeling laws where applicable; food shall be in sound condition, free of spoilage, filth, or any other contamination and shall be safe for human consumption.
  - (ii) Only ice that has been made from potable (drinking) water shall be used or offered for sale.
  - (iii) Ice intended for human consumption shall be used to cool foods, food containers, or food utensils. Ice used for cooling stored foods and food containers shall not be used for human consumption.
  - (iv) Food, whether raw or prepared, if removed from the original package or container shall be stored in a clean, covered, impervious and nonabsorbent container, except during periods of preparation or service. Solid cuts of meat shall be protected by being covered during storage.
  - (v) Containers of food shall be stored at least 6 inches above the floor in a manner that protects food from splash and contamination and permits easy cleaning of the floor.
  - (vi) No food can be stored in toilet rooms or vestibules.
  - (vii) No food, including packaged foods, shall be stored in contact with water or undrained ice. Wrapped sandwiches shall not be stored in direct contact with ice.
  - (viii) Conveniently located refrigeration facilities or effectively insulated facilities shall be provided to assure that potentially hazardous foods are maintained at 41°F or below.
  - (ix) Potentially hazardous food requiring refrigeration after preparation shall be rapidly cooled to internal temperatures of 41°F below. Potentially hazardous foods shall not be prepared in quantities so large that rapid cooling will not be possible.
  - (x) Stored frozen foods shall be kept frozen.
  - (xi) The internal hot holding temperature of potentially hazardous food shall be 135°F or above except during necessary periods of preparation. Each hot storage unit must have an accurate thermometer available.
  - (xii) Live or dead fish bait shall be stored separately from food or food products.
  - (xiii) A product (stem type) thermometer is needed to check internal temperatures of potentially hazardous foods.
- (H) Utensils. Only single service (plastic or paper) utensils, tableware, plates, etc., shall be used.
- (I) Insect and Rodent Control. All mobile food units shall be constructed in such a manner as to prevent the entrance of flies, dust, dirt, or other foreign matter. Mobile food units must be provided with tight fitting, solid, or screened doors or windows.
- (J) Floors.
  - (i) Floors shall be constructed of smooth, easily cleanable materials such as ceramic tile, linoleum, or laminated wood.
  - (ii) Sawdust, wood shavings, peanut hulls, etc. are prohibited.
  - (iii) Mats and duckboards shall be nonabsorbent and cleaned daily.
- (K) Walls and Ceilings.
  - (i) Walls and ceilings shall be light colored, smooth, nonabsorbent and easily cleanable.
  - (ii) Food preparation areas shall be well lit.
  - (iii) All lights in food preparation areas must be shielded.
- (L) Ventilation. The ventilation system shall be installed and operated according to the Texas Food Establishment Rules and the International Mechanical Code.
- (M) Animals. Live animals shall be excluded from the surrounding areas of all mobile food units.
- (N) Cleaning and Sanitization of Equipment.
  - (i) A two-compartment sink with hot and cold running water under pressure is required; however, a three-compartment sink is recommended.

- (ii) The hand lavatory must be accessible and convenient.
- (O) Fresh Water and Waste Water Systems.
  - (i) All mobile units must have potable (drinking) water and the storage of potable water must be according to law.
  - (ii) All mobile food units must have hot and cold running water under pressure. Hot water at a temperature of at least 100°F shall be provided to all fixtures at all times while the unit is in operation.
  - (iii) Fresh water must be provided in a self-contained system within the mobile food unit. Water may not be supplied to the mobile unit by running hoses from an establishment to the unit.
  - (iv) The water inlet shall be capped when not being used to fill a water tank.
  - (v) Wastewater shall be stored in a permanently installed retention tank that is sized at least 15% larger in capacity than the water supply tank and is sloped to drain. The drain pipe must be at least 25 millimeters (1 inch) in inner diameter or greater and equipped with a shutoff valve.
  - (vi) Wastewater must be disposed of by a sewage transport vehicle, and under no circumstances shall wastewater be disposed in the municipal wastewater system.
- (P) Vehicle Requirements.
  - (i) All mobile units shall be readily identifiable by business name, printed in bold letters not less than 3 inches in height, not less than one and one-half inches in width, permanently affixed, and prominently displayed upon at least 2 sides of the unit.
  - (ii) All mobile food units shall maintain a current Texas motor vehicle inspection sticker and a current Texas motor vehicle license plate registration sticker.
  - (iii) All mobile food units must be readily moveable (capable of moving immediately upon the request of the Code Enforcement Officer).
  - (iv) Mobile food vendors who only sell pre-packaged goods on their mobile food units shall not remain parked in one location for longer than three (3) hours. No time restriction shall apply for mobile food vendors who prepare food on their mobile food unit.
- (Q) Applicability for Pre-Packaged Sales.
  - (i) For mobile food vendors who only sell pre-packaged goods on their mobile food units, the only subparts of this Article that apply are those relative to submitting plans; required documentation; initial inspection of the mobile unit; permits; inspections; food source and food protection when applicable, as determined by the Code Enforcement Officer; insect and rodent control; animals, fresh water and waste water systems, when applicable, as determined by the Code Enforcement; and vehicle requirements.
- (R) Restroom Access and Trash Receptacles.
  - (i) Provide one or more trash receptacles for disposal of waste from customers, and shall provide for the disposal of such waste, and
  - (ii) Provide access to restroom facilities for customers within 300 feet of the mobile food unit.

**A Mobile Food Vendor must provide the following with this application:**

- Plans of the unit, see Section 5(A) above;**
- A copy of Food Manager’s Training certificate;**
- A copy of permit issued by the Texas Department of State Health Services for the mobile food unit;**
- A list of foods and beverages to be served on the unit, stating the source of the item and when and where it will be prepared;**
- A copy of state sale tax certificate; and**
- A copy of driver’s license or other state approved identification.**

**AFFIRMATION:** I hereby certify that I have carefully read the application and that all the information contained therein is true and correct upon penalty of perjury. I understand that any false statement made by me on this application could cause the City to revoke the permit. I understand that I am required to abide by all rules and regulations of the City of Bridgeport’s Solicitation Ordinance. Further, I authorize the City of Bridgeport to investigate and verify the facts claimed by me on this application.

**AUTHORIZATION:** This application must be signed by the applicant if the person is an individual; if the person applying is a partnership, by a general partner; if the person applying is a corporation, by an officer.

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**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CITY APPROVAL**

\_\_\_\_\_  
**DATE**