CITY OF SUGAR LAND

Environmental & Neighborhood Services Department – Food Inspection Program
111 Gillingham Lane, Sugar Land, TX 77478
Phone: (281) 275-2170 **FAX:** (281) 275-2360

MOBILE FOOD UNIT PERMIT REQUIREMENTS

Mobile food Unit or MFU means an enclosed unit, truck, trailer, or similar vehicle-mounted establishment used for the preparation, sale, or donation of on-site prepared food. A roadside vendor or pushcart is prohibited to operate within the City limits of Sugar Land, TX. Units must be mobile and remain readily movable at all times. To obtain a Mobile Food Unit Permit, the unit must be brought to the City of Sugar Land Food Inspection office during the scheduled date/time and the following criteria must be met.

PERMIT PROCESS

To obtain a permit for a new unit, renewal, or a unit that has undergone a change of ownership, the owner must complete the following steps:

STEP 1: ELECTRONICALLY via email, submit construction plans that **must** include the following:
a. accurate dimensions of the Mobile Food Unit
b. equipment and finish schedules
c. vent system
d. fire safety equipment details
e. location and tank size of flammable materials

Submit, along with construction plans, "APPLICATION FOR A MOBILE FOOD ESTABLISHMENT" ; which includes a site plan depicting the location of the Mobile Food Unit on the property, copy of current menu, and all other requested documents listed within the MFU packet to: foodinspection@sugarlandtx.gov with Mobile Food Unit name listed in the subject line.
INCOMPLETE APPLICATIONS WILL BE RETURNED FOR REVISION.

STEP 2: Food Inspector will review plans and contact MFU Applicant by phone or email to schedule an on-site inspection. Mobile Food Unit Permit inspections are conducted by **appointment only**. The inspection station is located on the side of the building at 111 Gillingham Lane, Sugar Land, TX 77478. Inspections may be cancelled or postponed due to unforeseen circumstances at the discretion of the management of the Food Inspection Program.

STEP 3: MFU Owner/Operator must proceed to City Hall Permits & Payments Office when instructed by Food Inspector to make a payment of $357.00 for Annual MFU Medallion fee, and $41.00 for Fire MFU fee. Please make checks payable to the City of Sugar Land, and all credit cards are acceptable; excluding discover card. (**IMPORTANT:** MFU must bring receipt to on-site inspection to verify payment).

STEP 4: MFU Owner/Operator will be required to drive MFU to Food Inspection Office for scheduled on-site inspection. Upon approval, a Food Inspector will immediately affix Mobile Food Unit Medallion onto MFU.

NOTE: Food Inspector must affix Medallion for unit to be valid. If it is determined that a Mobile Food Unit does not comply with applicable State and Local code, an inspection will not be conducted and a Medallion will not be issued. Additional plan review is required when modifications are made to the Mobile Food Unit.

ANNUAL RENEWAL

Mobile Food Unit Owner/Operator must repeat steps 1-4 two weeks prior to Medallion expiration date. It is the MFU's Owner/Operators responsibility to follow the proper steps to renew permit annually (there will be no invoice sent out or a reminder notice). MFU shall always operate with a current/valid permit. Failure to comply will result in citation and/or a closure notice.

ON-SITE INSPECTION

1. The owner of the business **MUST BE PRESENT.** The owner must have a current/valid Texas Driver's License (TXDL). If the owner does not have a TXDL, the following documents may be accepted:
    a. Notarized contract between the owner and the individual operating (operator) the unit stating the obligations of both parties; AND
    b. The operator's valid TXDL; AND
    c. The owner's current photographic identification issued by the State of Texas or United States agency or department (ID).
    NOTE: Notarized contracts that do not state the obligations of both parties will not be accepted.
2. The owner must bring a current copy of State of Texas Sales Tax Permit (Sales Tax), available at: http://www.window.state.tx.us/taxpermit/
    a. The name of the business on the Sales Tax must match the name on the unit.
    b. The name of the business owner on the Sales Tax must match the owner's TXDL or ID.
3. All units must have current/valid license plates, registration, inspection, insurance, and Vehicle Identification Number (VIN), if required.
    a. If the unit is a trailer towed or hauled by a separate vehicle, the VIN, current/valid license plates, registration, inspection, and insurance for the tow vehicle must be provided at the inspection.
    b. MFUs brought in by tow will not be inspected.
4. The owner or operator must bring a Certified Food Manager certificate from a course accredited by the Texas Department of State Health Services (DSHS). Visit http://www.dshs.texas.gov/food-managers/certification.aspx for a list of accredited courses. **NOTE:** City of Houston Food Manager Certification is acceptable by the City of Sugar Land Food Inspection Division. A Certified Food Manager must be on duty during all operating hours.
5. The owner must bring City of Sugar Land signed and notarized property/restroom permission letters during on-site inspection. These are required even if the property is owned by the unit owner. The restroom must be a public use facility located in a fixed structure within 300-ft of the unit that includes a flushing toilet, hand wash sink with hot and cold running water, as well as soap & hand drying provision. Private residences and portable restrooms **are not accepted.** Units that are truly mobile and operate at multiple locations for less than 2 hours per location are not required to provide this information.
6. An electronic copy of the current menu must be submitted with application.
7. A power source (generator) must be brought to demonstrate the functionality of equipment, including the vent hood (if applicable), and hot/cold running water. Hot water must reach a minimum of 100°F at all handwashing facilities and 110°F at three-compartment sink.
8. The exterior of the unit must be identified by the placement of the business name or person responsible for the operation of the mobile food unit on at least two sides of the vehicle in clearly legible letters, contrasting against their background and no less than three inches high.
9. The waste water tank shall be at least 15% larger than the fresh water tank, sloped to drain with a 1" minimum diameter valve, and labeled "Waste Water."
10. The fresh water tank shall have a capped or protected inlet with a ¾" maximum diameter and be labeled "Potable Water".
    a. The hose used to fill the fresh water tank must be kept clean, protected, and used for no other purpose.
11. If provided, the water tank vent shall end in a downward direction and be protected from windblown dirt and debris with either a protective filter or a 1/16" mesh screen or equivalent when the vent is in a protected area.
12. The City of Sugar Land Fire Marshal (FMO) will have an officer onsite to check the safety of the unit. The Food Inspection Division will not approve permits for units that do not meet the FMO minimum requirements. Please contact (281) 275-2873 for information regarding the FMO safety inspection.

Ensure that your mobile food unit is in working order before you arrive. Mobile units will only be inspected as scheduled.

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Date _____

APPLICATION FOR MOBILE FOOD ESTABLISHMENT

Establishment & Owner Information

Applicant Name: _____ **Phone:** _____ **Email:** _____

Mobile Food Unit Name:_____ **Circle one:** Trailer Motorized/Truck

TX Sales Tax Permit ID Number: _____ Available at: http://www.window.state.tx.us/taxpermit/
The name of the business on the Sales Tax must match the name on the unit.
The name of the business owner on the Sales Tax must match the owner's TXDL or ID.

Mobile Food Unit Operating Address: _____

Name of MFU Business Owner (e.g., LLC, Inc.): _____

Phone:_____ **Email:** _____

Mailing Address:_____

City:_____ **State:**_____ **Zip Code:** _____

Business Owner's ID Number:_____**Type:** _____

(current photographic identification issued by the State of Texas or United States agency or department)

***ID must be presented at inspection**

License Plate Number (MFU/Trailer): _____

VIN Number (MFU/Trailer): _____

Tow Vehicle License Plate Number (if applicable): _____

Tow Vehicle VIN Number (if applicable): _____

Insurance Company & Policy Number: _____
(For the motorized unit or the tow vehicle)

By signing page 5 of application, I certify that I am the owner of the unit and understand that the above listed unit must be taken to the commissary daily by a licensed driver.

MOBILE FOOD UNIT ESTABLISHMENT REQUIREMENTS

There are various areas where mobile food establishments may **NOT** provide food or beverage to the **PUBLIC** for free or for sale. Please **THOROUGHLY** review the following City ordinances as non-compliance may result in fines and/or the revocation of your Mobile Food Establishment Permit: Sugar Land Code of Ordinances Chapter 3 Article VI Division 1 Section 3-101, Chapter 4 Article IV Division 1 Section 4-41, Chapter 5 Article I Sections 5-1, 5-4 and 5-6.

- Mobile food establishments are not allowed to provide food or beverage to the public within residential zones per the City's Code of Ordinances or in commercial zones per the City's Development Code (Chapter 2 Article II), except at a location with a valid Temporary Food Permit or as part of a permitted Special Event.
- A mobile unit may not provide food or beverage at a public event (festival, parade, celebration, etc.) without first obtaining approval from the Event Producer responsible for holding the event.
- City-sponsored events will be permitted through the Parks and Recreation Department. You may contact the Event Production Manager at (281) 275-2885 for details.
- In some situations, a mobile unit may make an agreement with a sports league that is operating out of a city park concession stand. These leagues are under no obligation to work with any permitted mobile unit. The mobile unit must stay in the parking lot as only authorized vehicles may be driven within city parks.
- As per the City of Sugar Land Code of Ordinances, mobile food establishments may NOT advertise through the use of whistles, music, commercial flags or signage.

LOCATIONS

Some locations which have a "Sugar Land" address area within the extraterritorial jurisdiction, which is under the permitting authority of Fort Bend County Environmental Health. You must have a permit for the area in which you are operating. A permit from one entity does NOT allow you to operate in another entity's jurisdiction. You are responsible for knowing within which areas you are permitted to operate.

I. Property Owner's must obtain a Temporary Food Permit for the following sites:

- Offices over 50,000 square feet
- Homeowner's Association Facilities
- Multi-family residential
- Public Schools

NOTE: A Mobile Food Unit Owner/Operator must verify the locations listed above and provide a City of Sugar Land property/restroom authorization form for the site.

II. City destination venues: MFUs must comply with the City's Special Events Policy, please refer to City Website for more information: www.sugarlandtx.gov. **NOTE: MFUs may operate with a Temporary TYPE I permit at a Special Event Only**. **All other locations require a MFU Medallion.**

III. Regional & Community Parks (must comply with Parks Policy & obtain a MFU Medallion to operate at Parks; Temporary Permits are not accepted at this type of location.
For Park Reservations and more information, please refer to Parks Policy by visiting City Website: www.sugarlandtx.gov or contacting Parks & Recreation at 281-275-2885.

IV. Active Construction Sites: Mobile Food Units must obtain a MFU medallion & submit property/restroom authorization with application. **Temporary permits are not acceptable at this type of location.**

OTHER REQUIRMENTS

1. Mobile food establishment permits do NOT transfer to new owners or to new units. If you sell your vehicle or purchase a new one, it is your responsibility to contact the City of Sugar Land Food Inspector and obtain a permit for said unit prior to operating.

2. You must have a current City of Sugar Land mobile food establishment permit displayed properly, as designated by City of Sugar Land Food Inspector, at all times during operation. If you lose your permit or it becomes unreadable, it is your responsibility to contact and receive approval from City of Sugar Land Food Inspector prior to resuming operations.

3. If you have an accident or any other situation which alters any portion of the foodservice operations of your mobile unit, you must contact and receive the approval of the City of Sugar Land Food Inspector prior to resuming operation.

4. All traffic and other laws must be obeyed while operating the mobile food establishment. At no point should a mobile food unit impede the flow of traffic within the right-a-way. Violations of any traffic laws may be cause for temporary or permanent removal of permit by Food Inspector, or any City Officer.

5. A Mobile Food Unit itinerary must be filed/provided to include the following:
   a. the address of each premises to be serviced and the name and telephone number of the owner or person in control of premises;
   b. the scheduled times of arrival at and departure from each premises to be serviced, which at time must be accurate to within 30 minutes; and
   c. a description of the food to be sold or served at each premises.

   NOTE: A written notice of at least three business days must be given before implementation of any changes to the filed itinerary.

6. A Commissary Agreement Letter must be submitted with application. This letter verifies your access to commissary facilities, and a new letter is required to be submitted every year. This information must be presented with your plans & application. The letter granting permission to use the central preparation facility should also be submitted if applicable.

All rules and laws must be followed during operation to avoid issuance of a citation. By law, all units are required to visit an approved commissary daily. Failure to provide an inspector with a current/valid commissary ticket will result in a citation. The unit must remain movable at all times regardless of the size or condition of the unit. All food prep, storage, service and cooking must be performed inside the permitted unit or a citation will be issued for operating outside the bounds of the permit. The permit is only valid for the unit itself and the activities conducted inside the unit. All approved paperwork for the permitted unit must be kept on the unit at all times. Falsification of any documents will result in denial of the permit and may result in a citation, suspension, and/or revocation of the permit.

You may view the City's Code of Ordinances at: https://library.municode.com/tx/sugar_land

Applicant Printed Name: _____

Applicant Signature: _____ Date: _____

Rev_12/23/19

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Mobile Unit Property & Restroom Authorization

Date: _____

Mobile Food Unit Name: _____

Mobile Food Unit Owner: _____

Unit Description: _____

Lic. Plate Number: _____

Operating Address: _____

This document certifies that I, _____ own or represent, the owner of the property located at _____and authorize the mobile food establishment listed above to park, operate, and utilize restroom for employees during all hours of MFU operations conducted on my premises; as long as all rules & regulations set forth by City of Sugar Land location policies are followed.

_____ _____
Property Owner / Rep. Name Property Owner / Rep. Signature

Property Owner / Rep. Phone Number: _____

Subscribed & sworn before me, this_____day of_____,_____.

_____
Notary Public in & for The State of TX Signature (seal)

Falsification of this document will result in denial of permit & may result in citations, suspension, and/or revocation of permit.

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COMMISSARIES

THIS LIST IS NEITHER AN ENDORSEMENT NOR A RECOMMENDATION BY THE CITY OF SUGAR LAND

NAME	ADDRESS	CONTACT	PHONE	ZIP
Comissaria Southwest	8331 Beechnut	Taysir Zahra	(713) 772-2000	77036
Della Carts-Hot Dog Shop	6405 Brittmore #16	Frank Dellasala	(713) 937-8039	77041
Diana's Food Service	13515 S. Post Oak Rd.	Rafael Alvarez or Oscar Lazo	(713) 433-5334 or (281) 914-6275	77045
Distributor Mi Jalisco	10602 Bauman	Raul Hernandez	(281) 831-4100	77076
Garcia Brother's Warehouse Commissary	5739 Dwinnell	Jaime Garcia	(832) 284-3022 or (713) 921-0285	77023
Mobile Caterers of Texas	3515 Eastex Freeway Ste. C	Charles Smith	(713) 222-8231	77026
Tacos El Guerro Commissary	841 Crenshaw	Rafael Ortiz Graciela Hernandez	(832) 322-2380 (832) 452-4759	77504
Taqueria de Buey y Vaca Commissary	608 John Alber Rd.	Saul Garcia	(713) 875-8025 or (281) 617-7115	77076
Texas Commissary	212 Harbor	Jeanie Osorio	(713) 934-7281	77020
Texas Commissary II	8121 Castleford	Jose Luis Osorio	(713) 480-6969	77040
Tex-Star Comisaria	502 E. Rogers	Karen Narvaez or Myra Garcia	(832) 203-8282	77022
Three Brothers Commissary	610 Exchange	Conzaga Morales	(713) 675-6277	77020

Note:

This list is neither an endorsement nor a recommendation. It is provided solely as a public service to mobile food unit operators. Mobile food unit operators are responsible for making their own commissary arrangements, and must visit an approved commissary within the 24 hours preceding each day of operation. Commissary visit receipts must be maintained inside the mobile food unit during all hours of operation for verification purposes. IN order for a mobile food unit to utilize a commissary it shall be equipped with a Servicing Area to properly dispose wastewater, clean MFUs, and refill with potable water.

MOBILE FOOD UNIT CHECKLIST

The Owner/Operator is responsible for meeting all requirements of the City of Sugar Land in order to pass inspection, and receive a MFU Medallion and/or Permit. This list is intended as a quick reference check to assist MFU in preparation for inspection; however, it does not cover all aspects of the inspection process.

The following items must be readily available at time of inspection:

Plumbing/Sinks:

___ Adequate hot and cold water under pressure at all sinks (handsinks: 100 ℉, *3-comparment sink: 110 ℉)*

___ All warewash-related items; such as detergent, bleach, stoppers, sponges, sanitizer & test strips must be present.

___ Provide wiping cloths and sanitizer buckets

___ All hand wash-related items; such as hand soap, paper towels & handwashing signs must be present.

___ Provide adequate storage or shelving for clean equipment and utensils for air drying area.

___ Employees must demonstrate proper warewashing steps. *Have sinks set up for warewashing & label compartments at triple sink wash, rinse, & sanitize.

Cooling Equipment: *(Shall hold food at/below 41 ℉)*

___ All cooling or refrigeration equipment must be powered on at proper temperatures.

___ Provide a visible thermometer inside all cooling equipment.

___ Provide any and all ice chests or other portable coolers that will be utilized during normal operations.

Cooking/Hot Hold Equipment:
(Hot hold foods shall be at/above 135 °F. Foods must be cooked to proper temperatures according to TFER.)

___ All hot holding equipment must be powered on & functional at proper temps. *Place food or potable water; if available in the pans to demonstrate proper hot holding temperatures.

___ All cooking equipment must be functional & properly working.

Other supplies:

___ Provide fire extinguisher(s)

___ Provide a probe thermometer to monitor TCS foods

___ Provide gloves and hair restraint items

___ Provide trash receptacles

Paperwork:

___ Completed application--signed and dated

___ A copy of current food menu

___ Signed/dated Property/Restroom Agreement Letter (if applicable)

___ Copy of proof of commissary (Commissary Agreement letter)

___ Plan of operations itinerary

___ Copy of proof of insurance

___ Copy of driver's license

___ Copy of current Certified Food Manager certificate. (Must have been obtained within the last 5 years)

___ Copy of Temporary TYPE II permit (if applicable)

General Items:

___ Unit is clean

___ Name of business is on at least 2 sides on the unit, in lettering that is a color that contrasts the background and is at least 3 inches in height

___ There is adequate screening and/or other adequate barriers

___ All surfaces are in good repair (no gaps or holes) and easily cleanable.

___ There is adequate ventilation

***FEES:* Mobile Food Establishment Medallion fee:** $357.00	**Fire Mobile Food Unit fee:** $41.00
Food Establishment operations re-inspection fee: $146.37	**Replacement of Medallion fee:** $24.00