



CITY OF RICHARDSON HEALTH DEPARTMENT

MOBILE FOOD VENDOR PERMIT APPLICATION

P.O. Box 830309, Richardson, Texas 75083-0309 • (972) 744-4080

(TYPE OR PRINT ALL INFORMATION)

DATE: _____

BUSINESS NAME: _____ LICENSE PLATE NUMBER: _____

MAILING ADDRESS: _____
(STREET NO. & NAME) (CITY, STATE) (ZIP CODE)

BUSINESS PHONE: _____ EMAIL: _____

COMMISSARY INFORMATION:

VEHICLES MUST RETURN TO THE COMMISSARY DAILY FOR SERVICE AND CLEANING. COMMISSARY FORM MUST ACCOMPANY APPLICATION.

NAME _____ PHONE: _____

ADDRESS: _____
(STREET NO. & NAME) (CITY, STATE) (ZIP CODE)

APPLICANT'S NAME: _____
(PLEASE PRINT CLEARLY)

APPLICANT'S SIGNATURE: _____

**** DO NOT WRITE BELOW THIS LINE ****

FEE PAID: _____

FEE SCHEDULE:

APPROVED: _____

Prepackaged Food\$200.00

DENIED: _____

Food Preparation.....\$350.00

COMMENTS: _____

IMPORTANT NOTE: A COMPLETE AND CURRENT VENDING ITINERARY MUST BE SUBMITTED AT THE TIME OF APPLICATION. NO PERMIT WILL BE ISSUED WITHOUT THIS INFORMATION. PLEASE INCLUDE ALL RICHARDSON VENDING LOCATIONS.



**CITY OF RICHARDSON, TX
HEALTH DEPARTMENT
COMMISSARY APPROVAL FORM**

PLEASE PRINT NEATLY OR TYPE, INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Name of Commissary _____ Phone _____

Is the facility permitted and inspected by a regulatory agency? YES NO
Which one(s)? City State County or Federal Health Authority
Name of health authority _____

The mobile vehicle(s) listed below has permission to use my facilities:

Name of Company	Vehicle License #	Name of Owner
_____	_____	_____
_____	_____	_____

The following services may be performed at my commissary by the above units:

- _____ Use of the facility at all times
- _____ Have limited access to facility on (days of the week – please circle which ones)
Monday Tuesday Wednesday Thursday Friday Saturday Sunday
- _____ Limited access to facility from the hours of _____ to _____
- _____ Use of preparation area of the facility
- _____ Use of utensil washing area of the facility
- _____ Use of food storage areas of the facility
- _____ Sell food products to vendor when needed
- _____ Wash out trucks
- _____ Dispose of waste water
- _____ Fill potable water tanks
- _____ Store mobile unit

The mobile vehicle(s) listed above has permission to park at my facility located at:

(Street) (City) (State) (Zip)

(Commissary Owner’s Name)

_____ (Commissary Owner’s Signature) _____ (Date)



All mobile vendors must obtain a solicitors permit from the Richardson Police Department located at 140. N. Greenville - please contact the Police Department for information regarding a solicitors permit at (972) 744-4800.

No vending is allowed in City Parks per the following ordinance.

Sec. 12-121. - Sale of merchandise on public right-of-way, city parks; mobile vendors.

- (a) It shall be unlawful for any person to peddle, solicit, sell, offer for sale, or exhibit for sale, any merchandise or items of value upon any public sidewalk, street, street right-of-way, parkway or other public right-of-way, except that it shall be lawful for that person to engage in mobile vending operations involving food products upon any street, public street, street right-of-way, or sidewalk provided such person has obtained a solicitor's permit from the Police Department and a health permit from the city's director of health under the conditions set forth in this section.
- (b) No person shall engage in or attempt to engage in any mobile vending operation involving food products unless such person has in his immediate possession a valid solicitor's permit and health permit issued to him by the city.
- (c) No person shall engage in or attempt to engage in any mobile vending operation involving food products unless the vehicle is constructed and operated in accordance with the Texas Food Establishment Rules.
- (d) No person shall engage in or attempt to engage in any mobile vending operation involving food products unless proof of access to a commissary or central preparation facility is provided on demand.
- (e) Any person engaged in or attempting to engage in mobile vending operation involving food products shall comply with the City Fire Code.
- (f) Any person engaged in or attempting to engage in any mobile vending operation involving food products shall ensure that all food preparation, cooking, service, or other food service related activities take place within the confines of the vehicle.
- (g) No person shall engage in or attempt to engage in any mobile vending operation involving food products on any public street which is not residential in character, on any street which includes four or more marked traffic lanes.
- (h) Any person engaged in or who attempts to engage in mobile vending operations involving food products on any public street which is residential in nature shall stop his motor vehicle only in immediate response to a direct request from a potential customer and for a period not to exceed 15 minutes.
- (i) Any person engaged in or attempting to engage in mobile vending operations involving food products on private property shall:
 - only engage in mobile vending operations in areas which are non-residential in nature, and shall include, but is not limited to, areas used for non-residential purposes and any areas with any one or more of the following zoning district classifications: LRM(1), LR-M(2), C-M, O-M, I-M(1), I-M(2), IP-M(1), I-FP(1), I-FP(2), TO-M, and PD.
 - (2) do so only from a motorized vehicle.
 - (3) stop the motorized vehicle for a period not to exceed ten (10) consecutive hours at a single location.
 - (4) be allowed to utilize temporary tables and chairs placed on the non-residential property in close proximity to the motor vehicle for a period of time not to exceed ten (10) consecutive hours.
 - (5) be prohibited from erecting, placing or displaying any signage except:
 - (a) signage which is permanently attached to the motorized vehicle;
 - (b) menu board signs, 8 square feet in area or smaller, placed adjacent to the motorized vehicle on private property.
 - (6) demonstrate that the motorized vehicle is moveable and operable upon demand by the city.
 - (7) not alter or modify the motorized vehicle or the premises adjacent to the motorized vehicle that would prevent the operation or mobility of the motorized vehicle from which the mobile vending operation is conducted.
 - (8) have access to restrooms within 1000 feet of the vending location to be utilized for both the vendor and patrons.
 - (9) obtain and maintain written consent from the property owner or property manager and provide written proof thereof upon demand of the city.
 - (10) not be permitted to have more than two (2) mobile food vendors conducting mobile vending operations at any one time on private property that is non-residential in nature.
 - (11) not engage in mobile vending operation past midnight 12:00 a.m.
- (j) ***Notwithstanding the provisions of this section, a person may sell or offer for sale any food, drinks, confections, merchandise or services within the limits of any city park if such person has a written agreement or a permit issued by the Director of Parks and Recreation.***