



City of Webster

MOBILE FOOD UNIT PERMIT APPLICATION

www.cityofwebster.com

101 Pennsylvania Ave. ♦ Webster, TX 77598

(COMPLETE ENTIRE APPLICATION)

Office Hours

Mon.-Thur. 7:30am-5:30pm
Friday 7:30am-11:30am

OFC: (281) 338-2925

FAX: (281) 316-4128

____/____/____
Today's Date

Permit # _____
(For Office Use Only)

ESTABLISHMENT

Name of Business: _____

Name of Owner: _____

Phone # for Unit: _____

VEHICLE INFORMATION

License Plate #: _____ State: _____ Year: _____

VIN #: _____ Color: _____

Make: _____ Model: _____

OWNERSHIP INFORMATION

First Name: _____ Last Name: _____

Mailing Address: _____

Phone #: _____ Fax #: _____ Email: _____

PREFERRED RENEWAL PERMIT INFORMATION

Where should the annual permit renewal invoice and permit be sent?

Above address Other (Listed Below)

COMMISSARY INFORMATION

Name: _____ Phone #: _____

Address: _____

ALL MOBILE FOOD ESTABLISHMENTS SHALL HAVE A COMMISSARY WHEREIN THEY MAY OBTAIN POTABLE WATER, DISPOSE PROPERLY OF WASTE AND CONDUCT OTHER NECESSARY ACTIVITIES.

INSURANCE INFORMATION

Name: _____ Phone #: _____

Policy #: _____ Dates of Policy: _____

ALL MOBILE FOOD ESTABLISHMENTS MUST COMPLY WITH ALL TRAFFIC AND OTHER LAWS, INCLUDING HAVING APPROPRIATE INSURANCE FOR THE UNIT.

EMPLOYEE INFORMATION: CERTIFIED FOOD MANAGERS

Name: _____ Cert #: _____ Exp. Date: _____

Name: _____ Cert #: _____ Exp. Date: _____

Name: _____ Cert #: _____ Exp. Date: _____

EVERY MOBILE FOOD SERVICE ESTABLISHMENT IN THE CITY OF WEBSTER MUST HAVE A CERTIFIED FOOD MANAGER PRESENT AND CAPABLE OF EFFECTIVELY OVERSEEING ALL FOOD SERVICE OPERATIONS.

DRIVER’S LICENSE INFORMATION OF DRIVER (Copy of license is required)

Name: _____ DOB: _____

License #: _____ Exp. Date: _____

**** NO FOOD PRODUCTS SHALL BE PREPARED OR STORED AT HOME OR ANY OTHER UNAPPROVED KITCHEN. ALL FOOD PRODUCTS SHALL BE FROM AN APPROVED SOURCE. ****

APPLICATION SUBMITTAL CHECKLIST

- Completed Mobile Food Unit Permit Application
 - \$300.00 fee will be due when permit is approved.
- Required Plans for Submittal (Plans can be hand drawn to scale)
 - Elevation of Mobile Food Unit
 - Floor Plan
 - o Showing the configuration of the Mobile Food Unit: Including such items as sinks, preparation area, refrigerator, gas stove, entrances and exits.
 - Plumbing Schematic
 - Electric Schematic
 - Gas Schematic (If used)
- Operation Locations
 - Route map showing where mobile unit will operate.
 - o Notarized letter from the property owner or legal representative allowing Mobile Food Unit at a location for an hour or more.
 - o Notarized letter from a manager or business owner allowing patrons to use their restroom at location during your operating hours.
- Required documentation
 - Copy of proof of insurance
 - Copy of sales tax permit
 - Menu of food items to be sold
 - Notarized contract between mobile unit owner and commissary stating the obligations for both parties
 - Copy of the commissary’s permit and last inspection
 - Copy of Driver’s License
 - Copy of Food Managers Certifications

CITY OF WEBSTER ORDINANCE RESTRICTIONS

Sec. 98-73. - Mobile food truck regulations

(a) *Location restrictions:*

(1) Food trucks are not permitted within residential districts after substantial completion of a substantial construction site, but may locate in the C-1, C-2, C-3, M-1, M-2, and NP Zoning Districts. No food truck may locate within 200 feet of a property zoned or used for single-family residential and townhomes (unless the residential zone is a substantial construction site).

a. Exceptions: 1) A substantial construction site shall be allowed to operate food trucks.

(2) Permanent locations, in which a food truck is at the same location for more than three consecutive days, shall not be permitted. Additionally, food trucks are not allowed to park overnight on a route location and shall be removed from the premises each day.

(b) *Health requirements:*

(1) All food trucks shall have to satisfy the health and safety requirements as all other restaurants within the City of Webster.

(c) *Hour restrictions:*

(1) No mobile food truck shall operate between the hours of 1:00 a.m. and 5:00 a.m. substantial construction sites shall be allowed to operate during construction, but shall not operate during the hours prohibited from operation in this section.

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

By signing below, I attest that I have read the information above completely and agree to abide by these rules completely when operating my mobile food establishment. I understand that failure to do so may result in the revocation of my Mobile Food Unit Permit.

Signature of Applicant or Representative

Print Name

Date