



City of Haltom City
Planning & Community Development
4801 Haltom Rd. Haltom City, Texas, 76117
817-222-7730

MOBILE FOOD UNIT ANNUAL PERMIT APPLICATION

Annual Permit Fee - \$250.00

MOBILE FOOD UNIT & OWNER INFORMATION

Business Name:	Sales Tax ID:
Type of Food:	
Owner Name:	
Mailing Address:	
Mailing City/State/Zip:	
Phone:	Cell:
E-Mail:	Website:

MOBILE FOOD UNIT LOCATION INFORMATION

Location Address:	
Lot/Block/Addition:	Zoning:
Business Name:	CO Current: Yes or No
Property Owner Name:	
Property Owner Address:	
Property Owner City/State/Zip:	
Property Owner Phone:	Property Owner Cell:
Property Owner E-Mail:	

HOURS OF OPERATION

Monday	Friday
Tuesday	Saturday
Wednesday	Sunday
Thursday	

Applicant Signature:	
Printed Name:	Date:

REQUIRED DOCUMENTS (to be submitted with Mobile Food Unit Permit Application)

- ☐ Site Plan depicting the location of the Mobile Food Unit on the site.
 - ☐ Mobile food units must be located on a paved surface.
 - ☐ Mobile food units must be located within 500 feet of an existing permanent business with a CO.
 - ☐ Mobile food units shall not be located on a vacant lot.
- ☐ Notarized acknowledgement and acceptance of rules for operation.
- ☐ Property Owner's written permission allowing the operation of the Mobile Food Unit.
- ☐ Business Owner's written permission allowing the use of public restroom.
- ☐ Copy of \$1,000,000.00 liability insurance that covers the mobile food unit.
- ☐ Copy of Mobile Food Unit owner's driver's license.
- ☐ Copy of Mobile Food Unit owner's vehicle registration.
- ☐ Copy of Mobile Food Unit owner's vehicle insurance.
- ☐ Copy of Texas Sales and Use Tax Permit with Haltom City as Local Sales Tax Authority.
- ☐ Copy of Tarrant County Health Department Mobile Unit Inspection report.
- ☐ Copy of Tarrant County Health Department Food Handler Cards for the owner and employees.
- ☐ Copy of City of Haltom City Fire Department inspection report.
- ☐ Hold Harmless agreement (if located on City property)

Application Accepted By:	Date:
Staff Administration Approval:	Date:



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Acknowledgement and acceptance of rules for operation (form must be notarized)

As the owner of _____
(Business Name of Mobile Food Unit)

I acknowledge and will follow all regulations and rules of operation including, but not limited to:

- ☐ Mobile food units may be located on private property within any commercial or industrial zoning district with permission from the property owner or business owner.
 - ☐ All mobile food units shall be parked on a paved surface.
 - ☐ Mobile food units operating within a business corridor shall be located on a site within five hundred feet (500') of an existing permanent business that operates in a building with a certificate of occupancy.
 - ☐ Mobile food units may only operate during the business hours of the adjacent permanent business including when serving a shift warehouse or manufacturing facility.
 - ☐ Mobile food unit shall be removed from the site on a daily basis.
 - ☐ Mobile food units shall not be located on a vacant lot.
 - ☐ Mobile food units, their merchandise, advertising, or seating shall not obscure traffic sight visibility.
 - ☐ Mobile food units shall not be located within any required setback or landscape areas on the site.
 - ☐ Mobile food units shall not sell or serve food on any public street, sidewalk, or other public right-of-way unless approved in writing by the City.
 - ☐ Mobile food units shall not operate in required parking spaces, driveways or in fire lanes. The location of a mobile food unit on a site shall not reduce the number of required parking spaces for the principal use below the minimum required number.
 - ☐ Mobile food unit may not be located on a site if doing so would cause the use of a lot to become noncompliant with any City ordinances.
 - ☐ No mobile food units shall operate before first obtaining a mobile food unit permit from the City.
 - ☐ A mobile food unit permit must be renewed annually and is valid for one (1) mobile food unit at all approved locations during the permitted year.
- Documentation of permission from the private property or business owner must be submitted to the City upon any change in location of the mobile food unit.
- ☐ The operator of a mobile food unit shall have a valid vehicle registration, motor vehicle operator's license, proof of vehicle liability insurance, and a Texas Sales and Use Tax Permit with Haltom City as Local Sales Tax Authority.
 - ☐ The owner and/or operator of a mobile food unit shall be responsible for identifying and obtaining all other applicable permits and shall be responsible for conforming to all applicable City, County, State, and Federal regulations.
 - ☐ Mobile food units shall not provide a drive-through service of any kind.
 - ☐ All mobile food units shall be equipped with a self-closing, lidded trash receptacle that must be placed outside next to the mobile food unit for use by patrons. The area around the mobile food unit shall be kept clean and free from litter, garbage, and debris.
 - ☐ Temporary connections to potable water are prohibited. Water shall be from an internal tank, and gray water shall be contained on the unit and may not be discharged onto the ground or into the City sewer system. Electricity shall be from a generator or an electrical outlet via a portable cord that is in conformance with the Electrical Code as adopted by the City.
 - ☐ Mobile food unit may provide outside tables and seating for its customers which shall not interfere with prohibited locations.
 - ☐ A mobile food unit may provide music at a level that is audible only in its immediate vicinity.
 - ☐ The owner of a mobile food unit that is to be located on City property must first enter into a hold harmless agreement with the City of Haltom City.
 - ☐ The owner of a mobile food unit must maintain a minimum amount of \$1,000,000.00 liability insurance that covers the mobile food unit.

(Mobile Food Unit Owner Printed Name)

(Mobile Food Unit Owner Signature)

SUBSCRIBED AND SWORN TO before me, the undersigned authority, by said Affiant on this the _____ day of _____, 20_____.

Notary Public in and for the State of Texas

Printed Name _____

My Commission Expires _____



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**MOBILE FOOD UNIT ANNUAL PERMIT APPLICATION
PROPERTY OWNER & BUSINESS OWNER PERMISSION FORM**

PROPERTY OWNER PERMISSION

I am the property owner of _____
(Address where Mobile Food Unit is to be located)

I authorize _____
(Name of Mobile Food Unit owner/operator)

To operate _____ at this location.
(Business Name of Mobile Food Unit)

I understand the permission is given on an annual basis.

(Property Owner Printed Name)

(Property Owner Signature)

BUSINESS OWNER PERMISSION

I am the business owner of _____
(Name of business within 500 feet of where Mobile Food Unit is to be located)

Located at _____
(Address of business within 500 feet of where Mobile Food Unit is to be located)

I authorize _____
(Business Name of Mobile Food Unit)

Owners, operators, and customers access to, and use of the commercially plumbed public restroom.

(Business Owner Printed Name)

(Business Owner Signature)

RELEASE OF LIABILITY/HOLD HARMLESS

INCONSIDERATION FOR PERMISSION TO OPERATE A MOBILE FOOD UNIT ON THE PROPERTY DESCRIBED IN EXHIBIT "A" ("PREMISES") FOR THE TIMES AND DATES INDICATED THEREIN, VENDOR, _____, RELEASES THE CITY OF HALTOM CITY, ITS OFFICERS, EMPLOYEES AND AGENTS FROM ANY AND ALL INJURY, LIABILITY, LOSS OR DAMAGE THAT MAY OCCUR TO REAL OR PERSONAL PROPERTY OR PERSONS, WHILE ON THE PREMISES. VENDOR HEREBY AGREES TO INDEMNIFY AND HOLD HARMLESS THE CITY OF HALTOM CITY FOR ANY ACTION OR LIABILITY WHICH MAY ARISE. I HAVE READ AND UNDERSTAND THE AGREEMENT AND WILL FOLLOW ALL TERMS OF THIS RELEASE/HOLD HARMLESS.

Executed On (Date)_____

Vendor Company Name_____

Authorized By (Printed Name)_____

Signature_____