

# Requirements for Mobile Food Vendors City of Dallas



INSPECTION TIMES: Tuesday and Thursday 1:00 p.m. – 4:00 p.m.

All inspections are conducted at 7901 Goforth Rd., Dallas, Texas. An on-site inspection may be scheduled at a cost of \$100.00 (Per Vehicle) in addition to the permit fee.

## Mobile Permit Requirements

General Service Pushcart (GS) - \$150.00: Low propane gas permit, current Texas Drivers License, notarized Commissary Approval Form, notarized Letter of Authorization from the property owner if vending will be conducted at a location that is different from the commissary.

Limited Service Pushcart (LS) - \$100.00: Current Texas Drivers License, notarized Commissary Approval Form.

Grocery Truck (LS) - \$100.00: Current Texas Drivers License, proof of liability insurance.

Produce Truck (P) - \$100.00: Current Texas Drivers License, proof of liability insurance.

Lunch Truck (LS) - \$100.00: Notarized Commissary Approval Form, current Texas Drivers License, proof of liability insurance, low propane gas permit.

Catering Truck (C) - \$100.00: Notarized Commissary Approval Form, current Texas Drivers License, proof of liability insurance, low propane gas permit (if propane gas is used).

Ice Cream Truck (I) - \$100.00: Proof of liability insurance, current Texas Drivers License, notarized Commissary Approval Form.

Mobile Food Preparation Vehicle (hot truck) (GS) - \$465.00 (\$315.00 Permit Application fee + \$150.00 Inspection Fee): Current Texas Drivers License, proof of liability insurance, Affidavit of Authenticity of MFPV, Food Service Manager registration, written agreement of the property owner of each vending location allowing the use of toilet facilities, Commissary Approval Form, low propane gas permit.

To obtain a low propane permit, call (214) 670-4319



## General Service Guidelines For Food Preparation Pushcarts

1. The minimum acceptable material of the cart must be no less than 30-mm durable stainless steel. The cart must not have any areas that contain breaks, seams, cracks, chips, pits or similar imperfections or have difficult-to-clean internal corners or crevices. Carts having exposed angle iron supports or bracing will not be approved. No exposed rivets or square-head screws will be allowed.



2. The cart must be non-motorized and easily moveable by one person. The bottom of the food service or storage unit shall be at least 6" from the ground.

3. The measurements of the cart must not exceed 6 feet in length (exclusive of handles no longer than 6 inches), 3 feet in width (exclusive of wheels), or 4 feet in high (exclusive of wheels). Handles measuring 6" or more in length will be included in calculating the length of the cart. Wheels are to be included in the length of the pushcart on bicycles. Trailer hitches are included in the size measurement if it is



**permanently attached to the pushcart.** Overhead protective covering (umbrella) must be in place at the time of inspection to determine if it is in good condition as well as during all times of operation. Grills will not be allowed on the pushcart. The cart must be in operating condition at the time of inspection. **Carts are restricted to the Central Business District area or on private property only.**

4. Each cart must have a hand sink (minimum of 3" deep) and supplied with hot and cold potable water under pressure or gravity fed with a mixing faucet. Tanks relying on gravity for flow shall be vented for escape or intake of air of sufficient volume to allow for water flow. The opening shall be protected from possible contamination.



5. Water tanks shall have a minimum capacity of 2.5 gallons each to equal a minimum total of five gallons when combined. Water tanks shall have a smooth interior with no recesses or crevices.
6. A copy of plans and specifications of the construction of the pushcart must be approved in writing by the Health Department prior to issuing a permit.
7. During the Permitting inspection, the owner of the cart must bring 5 gallons of water in order to measure the size of the tanks, leaks and proper functioning. **Permits will not be issued to carts requiring handsinks unless it is operating properly.**
8. The propane tank must be attached to the outside of the cart and properly anchored in an upright position. A fire extinguisher approved by the fire department must be on the cart at the time of inspection and during all times of operation. Prior to inspection, each operator must submit the low propane permit. Contact the Fire Department at 214-670-4319.
9. The retention tank shall have a minimum capacity of 7.5 gallons (28.4 L) or 15% larger than the water supply tank, whichever is greater. Tanks shall have smooth interior surfaces.
10. Only foods approved by the Director and listed on the permit may be served, sold or distributed. **Only two food items can be served or sold at any one time.**
11. Cooking will not be allowed on the pushcart (i.e., grilling and baking). Only reheating of cooked food by boiling or steaming is allowed.
12. Cutting of vegetables and other food items is prohibited.
13. The cart must be equipped with a mechanical oven or refrigeration system to maintain proper food temperature. Thermometers shall be conspicuously located in each hot or cold unit.

14. Only single service articles are to be used.
15. If used, ice must be drained into a retention tank to be properly disposed of at the commissary. Wastewater leakage will not be allowed. Ice must be drained through the interior of the cart.
16. Stem type thermometers are required on the pushcart to check internal food temperatures, numerically scaled, and accurate to plus or minus 2EF (1EC).
17. Carts must report daily to a commissary for supplies, cleaning and servicing. If the applicant does not own the commissary, a Commissary Approval Form must be completed and submitted to the Department of Health and Environmental Services for approval prior to permitting. All Commissary Approval Forms must be notarized. All commissaries must be permitted fixed food establishments
18. All commissaries must be pre-approved prior to permitting the mobile unit. **Allow up to ten (10) working days for processing.** Each new permit and renewal requires a new notarized Commissary Approval Form.
19. The cart must have firm name and permit number on both sides in at least three (3) inch letters. Permit numbers are assigned at the time of inspection and the numbers must be placed on the cart within 24 hours.
20. Permit must be retained on the cart at all times.
21. The operating location of the mobile unit in the Central Business District (CBD) must be pre-approved prior to being issued a permit. Carts operating on private property must have a notarized Letter of Authorization in order to be permitted.

# Limited Service Pushcart

## Pre-Packaged Foods and Beverages



1. The cart must be stainless steel, anodized aluminum, fiberglass reinforced plastic, or similar materials. If any wood is used, it must be completely covered with Formica-type materials. The cart cannot have any area containing a break, seam, crack, chip, pit or similar imperfection or have difficult-to-clean internal corners or crevices. Carts having exposed angle iron supports or bracing will not be approved. No exposed rivets or square-head screws will be allowed.
2. The cart must be non-motorized and easily moveable by one person. The bottom of the food service or storage unit shall be at least 6" from the ground.
3. The size of the cart must not exceed 6 feet in length, 3 feet in width (exclusive of wheels), or 4 feet in height (exclusive of wheels and umbrellas). Carts must provide the overhead protection (umbrella) at the time of inspection to determine if it is in good condition and must be in operating condition at time of inspection.
4. Operator may vend only pre-wrapped and properly labeled foods in individual packages for immediate consumption and non-potentially hazardous beverages from pressurized dispensers or covered urns.
5. All foods must be obtained from a permitted fixed food facility.
6. If used, ice must be drained into a retention tank to be properly disposed of at the commissary or designated servicing area. No wastewater leakage will be allowed.
7. Carts must report daily to the commissary and servicing area for food supplies, cleaning and servicing. If the applicant does not own the commissary, a Commissary Approval Form must be completed and submitted to the Food Protection Division for approval. All Commissary Approval Forms must be notarized if the owner is not present in our office at the time of the signing.
8. All commissaries must be pre-approved prior to permitting the mo. **Allow up to ten (10) working days for processing of commissary approval.** Each new permit and renewal requires a new notarized Commissary Approval Form.
9. **CARTS AND EXCESS FOOD MUST BE STORED AT THE COMMISSARY OVERNIGHT.**

10. Cart must comply with applicable sections of Chapter 50 if the cart is to be located in the Central Business District areas.
11. Cart must have firm name and permit number on both sides of the cart in at least three (3) inch letters. Permit numbers are assigned at time of inspection and must be placed on cart within 24 hours.
12. Permit must be retained on the mobile unit at all times.
13. Operator must maintain mobile unit in a clean condition at all times.

**Note: Park Department Information:**

1. Chapter 50-156 (b) states you can not sell food and drink concessions on park property without a contract with the Park and Recreation Department.
2. Contact the Special Services Business Office at 5620 Parkdale Drive, Dallas, Texas, 75227, 214/670-85220, if you are interested in receiving more information concerning food and drink concession contracts.

# Mobile Grocery Trucks



1. The vehicle must be an enclosed commercial van or truck with a smooth, easily cleanable floor in good condition. Carpet or wood flooring is strictly prohibited.
2. Only pre-packaged, non-potentially hazardous foods may be sold in single portion units. All other grocery items not packaged in single serve portions must be sold in the smallest quantity available.
3. If soft drinks are cooled on wet ice, a retention tank must be provided and wastewater must be disposed of at a designated service area. Dry ice may be used as a soft drink coolant as well.
4. All food sold must be properly labeled and obtained from an approved permitted facility. **No homemade foods may be sold.**
5. The firm name and permit number must be affixed on both sides of the vehicle in 3" letters.
6. The vehicle must be maintained in a clean condition.
7. The Mobile Food Unit Permit and original Mobile Food Unit Inspection sheet must be kept on the vehicle during all times of operation.

# Produce Trucks



1. The only items approved for sale on a produce vehicle include fresh fruit, vegetables and other agricultural products.
2. The types of vehicles permitted for produce sale are pickup trucks, commercial van, station wagons and trailers. **Trailers must remain hitched to the vehicle at all times.**
3. The floor of the vehicle must be smooth and easily cleanable. Carpeted surfaces are strictly prohibited.
4. **Severely dented or rusted vehicles and trailers will not be approved.**
5. Produce may be displayed only on the body of the permitted vehicle.
6. No tables or similar fixtures will be allowed.
7. The vehicle must have the firm name and permit number permanently affixed on both sides in 3" letters. Newly assigned permit numbers must be provided on both sides of the vehicle within 24 hours of permit approval.
8. The vehicle must be maintained in a clean condition at all times.
9. Mobile Food Permit must be retained on the vehicle at all times.



# Mobile Lunch Trucks



1. A commercially manufactured motorized mobile food from which only prepackaged foods and beverages are sold. Only pre-wrapped, bottled, canned or properly labeled packaged foods in individual servings and non-potentially hazardous beverages in covered urns may be vended.
2. All foods must be from an approved source.
3. Proper equipment must be provided, such as mechanical ovens and electric refrigerators or blowers, to maintain potentially hazardous foods at proper temperatures.
4. The serving of ice for human consumption may be dispensed through an automatic ice machine or stored in an approved ice bin and dispensed by the operator.
5. Ice used as a coolant must be drained into a retention tank and must be properly disposed of at a designated servicing area.
6. Only single service utensils may be used.
7. A Stem-type thermometer must be provided to check food temperatures.
8. All mobile lunch trucks must report daily to the approved commissary and servicing area for food supplies, and cleaning.
9. A commissary is required. If the owner does not own a commissary, a Commissary Approval Form must be obtained from the Food Protection and Education Division and filled out by the commissary owner. The approval form must be signed in the presence of a Notary Public.
10. The firm name and permit number must be affixed to both sides of the vehicle in 3" letters within 24 hours of permit approval.
11. The driver of the lunch truck must have a Texas Drivers License, current auto insurance, a current safety inspection sticker and current vehicle registration.

# MOBILE CATERING VEHICLES



1. The vehicle must be enclosed type such as a commercial van or station wagon with smooth, easily cleanable floors, walls and ceilings.
2. The vehicle must operate from a fixed, permitted commissary. **NO HOME BASED FOOD SERVICE OPERATIONS ARE ALLOWED.**
3. All food must be transported in approved insulated units, electrical heating and mechanical refrigeration to maintain food temperature.
4. Food containers and all serving articles must be stored and dispensed in a manner to prevent contamination.
5. Food may not be sold from a mobile catering truck. The vehicle is used strictly to transport the food and equipment to the catering site.
6. The firm name and permit number must be affixed to both sides of the vehicle in at least three (3) inch letters.
7. The permit must be maintained with the vehicle at all times.
8. The vehicle must be kept clean at all times.
9. The vehicle must report daily to a commissary for supplies, cleaning and servicing. If the applicant does not own the commissary, a Commissary Approval Form must be completed and submitted to the Food Protection and Education Division for approval. All commissary forms must be notarized if the owner cannot be present in our office at the time of signing.
10. If the commissary is located outside the city limits of Dallas, a copy of the health permit and most recent sanitation inspection conducted by the regulating health authority must be submitted.

# Ice Cream Trucks



1. The vehicle must be clean, inside and out, painted, and in good condition. The vehicle with the only servicing window on the curbside of the vehicle.
2. The vehicle must be equipped with left and right outside rear view mirrors and two wide-angle mirrors; one located in the front and one located in the back of the vehicle.
3. The vehicle must be equipped with signs reading **WATCH FOR CHILDREN** and/or **STOP FOR CHILDREN** in 5" letters on both the front and the back of the vehicle. It is recommended that signs be present on all four sides of the vehicle.
4. The vehicle must have firm name and permit number affixed on both sides of the vehicle in 3" letters within 24 hours of the permitting inspection.
5. All vehicles must be equipped with operable four-way hazard lights and at least one permanently affixed amber light on the top of the vehicle.
6. Chapter 30-2 Prohibits the use of mechanical loudspeakers or sound amplifiers on trucks or other moving vehicles for the purpose of advertising any show, sale, or display of merchandise. **Vehicles will not be permitted with a sound generating device attached.**
7. It is recommended that a shield be installed along the rear bumper to prohibit children from standing or jumping on it.
8. Floors and floor coverings must be constructed of a smooth and durable material, such as linoleum or metal, and must be easily cleanable. Carpeting of any type is strictly prohibited. The use of anti-slip floor covering will be allowed.
9. Walls and ceilings must be smooth, easily cleanable and non-absorbent. No carpet or exposed, raw wood is allowed.
10. All equipment must be mounted and properly secured to eliminate unsafe conditions.
11. Food storage units must be clean, in good repair, and properly designed to maintain the food product at 0E F or below. A visible thermometer must be provided.
12. **All ice cream must be pre-wrapped, sealed, labeled and obtained from an approved source.**
13. Pre-packaged candy, chips and soft drinks must be sold in single portion units.

14. If soft drinks are cooled on wet ice, a retention tank must be provided for drainage purposes and must be disposed of at a designated service site.
15. A trash receptacle must be available to the customer from the outside of the vehicle.
16. A commissary is required. If the owner does not own an approved commissary, a Commissary Approval Form must be secured from the Food Protection and Education Division and must be filled out by the commissary owner, signed and notarized.
17. The vehicle must be returned to the commissary daily for servicing and loading of food products.
18. Copies of the Mobile Food Service Permit must be retained on the vehicle at all times.
19. All drivers must possess a current Texas Drivers License, Texas license plate and a Texas safety inspection sticker.
20. Vendors shall not sell, distribute, or offer for sale, any products or services within two city blocks or 600 feet, whichever is greater, of the grounds of any public, private, parochial, elementary or secondary school between the hours of 7:30 a.m. and 4:30 p.m. on days when school is in session.
21. Vendors shall limit their hours to true daylight, which is defined as 30 minutes before sunrise to 30 minutes after sunset. Those units legally operating inside a park in accordance with Park Department approval may continue to operate during the hours set by the Parks and Recreation Department.

**Note: Park Department Information-**

1. Chapter 50-156 prohibits selling food and drink concessions on park property without a contract with the Park and Recreation Department.
2. Contact the Special Services Business Office at 5620 Parkdale Drive, Dallas, Texas 75227, Telephone 214/670-8520 if you are interested in receiving more information concerning a food and drink concession contract.

# MOBILE FOOD PREPARATION VEHICLE GUIDELINES (HOT TRUCK)



Mobile Food Preparation Vehicle (MFPV) is defined as a commercially manufactured, motorized mobile food unit in which ready-to-eat food is cooked, wrapped, packaged, processed, or portioned for service, sale or distribution.

## Design Requirements:

1. Floors of the vehicle must be constructed of durable, easily cleanable material, including, but not limited to, anodized aluminum, stainless steel, or tile. All junctures must be properly sealed. All service lines and pipes must be installed off the floor to allow for easy cleaning.
2. Walls of the vehicle must be durable, easily cleanable, non-absorbent and light in color. Minimum wall materials include, but are not limited to aluminum or fiberglass reinforced plastic (FRP). Walls at vent hood and grill areas must be covered with stainless steel panels. Wall covering must be installed to cover the entire height of each wall. Stud and utility lines may not be unnecessarily exposed on the wall or prevent cleaning.
3. Ceilings of the vehicle must be light in color, non-absorbent, and easily cleanable. Joints and rafters may not be exposed.
4. The cab of the vehicle must be physically separated from the food preparation area, with seats designated for the cook and any passengers located outside of the food preparation area.
5. The vehicle must be equipped with a built-in hose that may be used to wash the interior of the vehicle.
6. Ventilation systems over cooking equipment must be properly vented and meet all City of Dallas Fire Department requirements.
7. The handwash sink must be provided with hot and cold water under pressure tempered by means of a mixing valve or combination faucet. Soap and paper towels must also be available.
8. The potable water tank must be properly installed and of sufficient capacity for food preparation, dishwashing and general cleaning.
9. The retention tank must be permanently installed and of at least 15% larger capacity than the potable water supply tank.

10. The refrigeration and hot holding units must be NSF approved and adequate in number to maintain the required temperature of PHF (potentially hazardous foods).
11. Ice used for drinks must be properly dispensed and drained into a liquid waste retention tank to be disposed of at the designated commissary.
12. Food and single service articles must be properly protected and stored at least six inches above the floor.
13. Adequate lighting must be provided and properly shielded.
14. Outer openings including pop-up vents and sunroof must be insect and rodent proof. Screens must be tight fitting and in good repair. (Duct tape is not acceptable).
15. Service windows must be properly protected with screening of a size no larger than 16 mesh to the inch; must be tight fitting and free of breaks. The windows must be kept closed when not in service.
16. Garbage containers must have tight fitting lids and be kept closed when not in use.
17. A fire extinguisher approved by the Dallas Fire Department must be present on the vehicle at all times.
18. Prior to being inspected, each operator must submit a low propane fire permit.

**Operational Requirements:**

1. All operators of motorized mobile food units must have a current driver's license issued by the State of Texas and proof of Liability Insurance.
2. Owners of each MFPV must have a signed and notarized commissary form and an Affidavit of Authenticity of Mobile Food Preparation Vehicle prior to being permitted.
3. Mobile food preparation units must have a current Registered Food Service Manager.
4. An itinerary must be provided for each vehicle prior to the first business day of each month. The Health Department must be advised of any changes immediately. Schedules/Stops must be accurate to within 30 minutes. The name, address and telephone number of the owner of the premises must be provided. A description of the food to be sold or served at each premise must accompany the itinerary.
5. The mobile food preparation vehicle must park only on improved surfaces to sell and serve food.

6. Cooking must not be conducted while the vehicle is in motion.
7. Only fast-cooked food items may be prepared on a mobile food preparation vehicle. Raw poultry or shellfish may be prepared on the vehicle only if it is frozen and breaded that goes directly from the freezer into a fryer.
8. Covers for deep fryers must be provided and installed over fryer units while the vehicle is in motion.
9. The owner must maintain a written agreement with one or more businesses to provide toilet facilities for use by employees of the mobile food preparation vehicle at locations where unit is stopped for vending.
10. The owner must have written agreement from the property owner of each vending location.

# Mobile Food Vendor Checklist



## Key:

GS - General Service Pushcart

LS - Limited Service Pushcart

Grocery – Grocery Truck

Produce – Produce Truck

Lunch – Lunch Truck

Catering – Catering Truck

Ice Cream – Ice Cream Truck

Hot Trucks – Mobile Food Preparation Vehicle

## Food Requirements

1. **All food must be obtained from an approved source:** GS, LS, Grocery, Produce, Lunch, Catering, Ice Cream, Hot Trucks
2. **Single service articles must be properly stored:** GS, LS, Grocery, Lunch, Ice Cream, Hot Trucks
3. **Food and food contact equipment properly stored:** GS, LS, Grocery, Produce, Lunch, Catering, Ice Cream, Hot Trucks
4. **Ice should be properly stored and drained to retention tank:** GS, Lunch, Hot Trucks
5. **All foods must be properly labeled and packaged:** LS, Lunch, Ice Cream

## Equipment Requirements

1. **Food heating and cooling units must be self-contained:** GS, Lunch, Hot Truck
2. **Adequate equipment to maintain proper temperature on all PHF:** GS, LS, Lunch, Catering, Ice Cream, Hot Truck
3. **Thermometers must be provided in coolers and hot holding units:** GS, Lunch, Hot Trucks
4. **Thermometers must be provided for all enclosed freezer units:** GS, Ice Cream, Hot Truck

<http://www.dallascityhall.com/pdf/ehs/MobileFoodVendorRequirements.pdf>



5. **A stem thermometer must be provided for PHF holding temperature tests:** GS, Hot Truck
6. **Floors, walls, ceilings and food contact surfaces must be easily cleanable (i.e. stainless steel, FRP):**, GS, LS, Grocery, Produce, Lunch, Catering, Ice Cream, Hot Trucks
7. **All outer openings must be screened and/or sealed:** Hot Trucks
8. **Adequate amount of shielded lighting must be provided:** Hot Trucks
9. **A handsink with hot and cold running water must be provided:** GS, Hot Trucks
10. **Five gallons of potable water must be provided:** GS, Hot Trucks
11. **A retention tank of at least 6.8 gallons (15% of potable tanks) must be provided:** GS, Hot Trucks

## **Miscellaneous Requirements**

1. **Soap and paper towels must be provided:** GS, Hot Trucks
2. **All toxic chemicals and personal medications must be properly stored and labeled:** GS, LS, Grocery, Produce, Lunch, Catering, Ice Cream, Hot Trucks
3. **All exterior lights, including revolving amber light and caution lights must be functional:** Ice Cream
4. **Proof of vehicle registration and liability insurance must be provided:** Grocery, Produce, Lunch, Catering, Ice Cream, Hot Trucks
5. **Inspected at 8035 E. R.L. Thornton at designated times:** GS, LS, Grocery, Produce, Lunch, Catering, Ice Cream, Hot Trucks
6. **A notarized commissary letter must be provided:** GS, LS, Lunch, Catering, Ice Cream, Hot Trucks
7. **All servicing and restocking shall be done daily at the commissary:** GS, LS, Lunch, Catering, Ice Cream, Hot Trucks
8. **Must be stored at the commissary overnight:** GS, LS, Lunch, Catering, Ice Cream, Hot Trucks
9. **A Registered Food Service Manager must be provided during all operational hours of vehicle:** Hot Trucks

**10. Cart must fall within size requirements ( 6 feet long, 3 feet wide, 4 feet high), exclusive of wheels or removable accessories: GS, LS**