

# Mobile Food Establishment Permit Requirements

Environmental Health & Sustainability

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A Mobile Food Establishment (MFE) is a self-contained food service operation, designed to be **readily movable** (such as motorized mobile food truck, trailers, pushcarts, and roadside vendors) and used to store, prepare, display, serve or sell food. Establishment must be mobile and remain readily movable at all times. A MFE will be subjected to a fire inspection through the City of Plano's Fire Department prior to renewal and/or new permitting inspection on the same day. Permits are valid for one year, and are not transferable.

## New Permits or New Owners

All new MFE permits or new owners require a plan review. The plans must be approved before the unit will be inspected. Plans can be emailed to [envhealth@plano.gov](mailto:envhealth@plano.gov), faxed 972-941-7142 or hand-delivered to 1520 K Avenue, Suite 210, Plano, Texas 75074.

A plan review process is used to determine if the MFE meets all the sanitation and safety specifications required by the City of Plano Food Code. The plan review process may take up to 10 days. After the plans have been reviewed, the reviewer will contact the submitter and let this person know if the unit has or has not been approved for on-site inspection scheduling. The reviewer will provide feedback.

A MFE must go through plan review if the unit is:

- Applying for initial permit with the City of Plano
- Converted from another use
- Remodeled
- Without a valid permit for more than 1 year

## **RESIDENTIAL/HOUSEHOLD EQUIPMENT IS PROHIBITED.**

### Items required for plan review:

The floor plan drawing of the MFE must be an accurate representation of how the mobile looks in reality. A professional plan is preferred, but not required; however, the plan does have to be drawn to scale and legible.

- Drawing views of the mobile from top to bottom and both sides and/or photos of exterior and interior.
- Include view of plumbing fixtures and dimensions of potable and gray water tanks.
- Label all equipment (i.e. grill, hand wash sink, etc.).

- Provide a list of all equipment and include the manufacturer's specification sheet to verify that all equipment is commercial grade, and certified for sanitation by one of the following certification agencies: National Sanitation Foundation (NSF), Edison Testing Laboratories (ETL), Canadian Standards Association (CSA), ANSI or equivalent agency approved.
- Describe the construction materials used on the vehicle (i.e. floors, walls, ceiling, counters, etc.).
- If liquid waste results from operation of a mobile, the waste shall be stored in a permanently installed retention tank that is at least fifteen (15%) percent larger in capacity than the potable water supply tank.
- Copy of the menu
- Name displayed on at least two sides of the vehicle. (Lettering size must be a minimum four (4) inches.)

### **Central Preparation Facility Requirement (CPF) (also known as Commissary)**

All MFE are required to have a CPF that is defined as a: permitted fixed food establishment that serves as an operating base for a mobile.

### **Requirements for a CPF are found in the [Plano Food Code §228.221. Mobile Food Units](#)**

Supplies, cleaning, and servicing operations. Mobile Food Establishment shall operate from a central preparation facility or other fixed food establishment and shall report to such location daily for supplies and for cleaning and servicing operation. By law, all units are required to visit an approved Central Preparation Facility daily for service.

A restaurant may serve as a CPF for one MFE that is owned and operated by the restaurant. If parking the mobile at a restaurant, the restaurant needs to provide 1 space for every 100 square feet of floor area. The mobile would not be allowed to park in the required parking. They would need to park in the excess parking spaces (City of Plano Zoning Ordinance). If a restaurant will be used as the CPF, the grease trap must be of adequate size to process the liquid waste from the mobile. If needed, an increase in the cleaning frequency of the grease trap may be enforced. A grease trap cleaning ticket (trip ticket) must be provided to verify size.

If there is no overhead covering for the servicing of the mobile at the restaurant, the following shall be implemented:

- A. The loading of water and/or the discharge of sewage and other liquid waste shall be through the use of a closed system of hoses.

- B. Food shall be covered and protected from the outdoor elements prior to placing on the mobile.
- C. The washing of the mobile shall take place at a designated site where there is a grit trap.

The Central Preparation Facility will be required to maintain a log of the mobile food establishment being serviced at their facility and document the date and time of arrival and departure from their facility and the services performed with verification signature. The Mobile Food Establishment and Central Preparation Facility are required to make the log available for inspection upon the regulatory authority request. A copy of the signed Mobile Food Establishment Central Preparation Facility Log Sheet must be maintained on the mobile at all times and onsite at the Central Preparation Facility. The Mobile Food Establishment's Central Preparation Facility Log Sheet will be required to be emailed to the City of Plano Environmental Health Division at the end of each month. Failure to provide the regulatory authority with a current/valid log sheet will result in a notice to appear.

Construction. The central preparation facility or other fixed food service establishment, used as a base of operation for Mobile Food Establishment, shall be constructed and operated in compliance with the requirements of these rules (pertaining to Physical Facilities).

**A private residence may not be used as a central preparation facility. Food cannot be prepared at home. All foods served on the MFE must be prepared on the mobile or at a permitted food establishment.**

Servicing area and operations for CPF:

- A Mobile Food Establishment servicing area shall include at least overhead protection for any supplying, cleaning, or servicing operation. Those areas used only for the loading of water and/or the discharge of sewage and other liquid waste, through the use of a closed system of hoses, need not be provided with overhead protection.
- Within the servicing area, the location provided for the flushing and drainage of liquid wastes shall be separate from the location provided for potable water servicing and for the loading and unloading of food and related supplies.
- A servicing area will not be required where only packaged food is placed on the MFE or where MFE does not contain waste retention tanks.
- The surface of the servicing area shall be constructed of a smooth nonabsorbent material, such as concrete or machine-laid asphalt and shall be maintained in good repair kept clean, and be graded to drain.

- Potable water servicing equipment shall be installed in the servicing area according to the Plumbing Code and shall be stored and handled in a way that protects the water and equipment from contamination.
- Construction exemption. The construction of the walls and ceilings of the servicing area is exempted from the provisions of **Food Code, §228.173 (a)** of this title (relating to Physical Facilities).

### **ALL MOBILE FOOD ESTABLISHMENTS**

1. **Document Submittal** - All documents are to be submitted prior to your inspection. To streamline the process, you may email all documents to [envhealth@plano.gov](mailto:envhealth@plano.gov). Please include the MFE's name in the subject line of the email.

#### **Required Documentation –**

- Valid Certified Food Manager certification for at least one individual operating on the unit

#### **FOOD MANAGER KNOWLEDGE** – Policies required by permitting “opening” inspection:

- A designated person in charge that is a Certified Food Manager (CFM) and that can demonstrate knowledge of food-borne disease prevention, application of food safety principles, and the requirements of the food code will be available during all hours of operation
- Food Handler cards for all other persons handling food
- [A written Employee Health Policy](#) that excludes or restricts food workers who are ill or have infected cuts or lesions.
- A written policy for [Clean-up and Disinfection Guidelines for Norovirus](#)
- Consumer advisory on menu to notify customers that specific animal based foods (such as meat, poultry, fish, shellfish or eggs) when served raw or undercooked are not processed to eliminate pathogens. Applicable when raw proteins are served undercooked.
- Signed [notarized](#) letter of authorization from the Central Preparation Facility.

- Central Preparation Facility's current health inspection report (a copy must be maintained on the mobile at all times)
- Owner's driver's license or photo ID
- Vehicle registration required for mobile type I and III
- A State of Texas Sales Tax Permit Taxpayer ID. Contact the Texas Comptroller at [www.window.state.tx.us](http://www.window.state.tx.us) or 1-800-252-5555
- [Completed Application](#)
- If the MFE will operate at a location for more than 2 hours, the following [Notarized Property and Restroom Authorization letter](#) is required. Email copies of these letters to [envhealth@plano.gov](mailto:envhealth@plano.gov) at the end of the each month.
  - Notarized Property and Restroom Authorization letter to allow property use from the property owner and allow use of a restroom located within 100 feet of the MFE operation address. The restroom must be a public use facility, located in a fixed structure that includes a flushing toilet, hand wash sink with hot and cold running water, soap & hand drying provision and open during the hours the mobile will be open. Toilet rooms shall be conveniently located and accessible to employees during all hours of operation.

**2. Mobile Establishment Inspection Appointment** – Renewals can call 972-941-7143 to schedule their inspection appointment. New Permits or New Owners are allowed to schedule their inspection appointment by calling 972-941-7143 after receiving an approved plan review notice. All equipment on the unit must be functioning at the time of the inspection. Provide a clean unit.

**MFE permit inspections will be conducted at the parking lot north of the Municipal Center (between Municipal Ave and the post office).** Inspections may be canceled or postponed due to unforeseen circumstances at the discretion of management.

Liquid waste shall not be discharged from the retention tank while the Mobile Food Establishment is in motion. Such liquid waste is required to be disposed of in the sanitary sewer system at a Central Preparation Facility.

The Plano Environmental Health Division (PEHD) inspects and permits mobile food establishments on Tuesdays from 8:30am to 12:00pm, except the first Tuesday of each month. All inspections are by scheduled appointments. If you have any questions,

please contact the Environmental Health Division at 972-941-7143.

**NOTE: If a mobile food establishment does not arrive for a scheduled inspection and does not provide a 24-hour notification to this Division, a cancellation fee will be assessed, and shall be paid prior to any future issuance of a permit.**

Permits are valid for one year, and are not transferable. If a MFE wants to continue to operate after one year, the permit must be renewed no later than the expiration date and if you want to not renew, provide PEHD notice prior to the expiration date. Moreover, if a MFE wants to continue to operate after one year, but fails to renew no later than the expiration date a Notice of Violations will be issued and a late fee will be added onto the permit fee. If the permit is not renewed after seven calendar days past the expiration date, it will be closed and the unit will not be allowed to operate in The City of Plano as a public vendor. Each permit holder must meet all requirements of the [Plano Food Code §228.221. Mobile Food Units](#).

Permitted Mobile Food Establishment **are not** allowed in City Parks, Recreational Centers or on school property, except in conjunction with an approved event/celebration. It is the responsibility of the MFE owner/operator to ensure that all laws and applicable City ordinances are met.

Mobile Food Establishments are subject to inspection any time the unit is stopped and serving the public. Violations of the permit requirements are subject to corrective action up to and/or including, discarding of food products, revocation of the permit and fines. The Environmental Health Division may also enforce federal, state, or local regulations applicable to a Mobile Food Unit operating within the City of Plano. **Those persons found operating and serving food to the public in the City of Plano without a valid permit are subject to fines up to \$2,000.00 per day.**

### **3. Permit Fees**

Once the inspection has been approved, the permit fee and any other associated fees may be paid by visa or master credit card, cash, check or money order to The City of Plano. Fees can be paid by calling 972-941-7143 or at the Environmental Health Division office. Any reason a MFE does not pass the its' permitting inspection a \$75 re-inspection fee must be paid before a follow-up inspection can be scheduled. All follow-up inspections are scheduled by appointment only.

Mobile Type I \$200.00 (Catering Vehicle)  
Mobile Type II \$255.00 (Hot Dog Cart, Coffee Cart, Etc.)  
Mobile Type III \$300.00 (Full Service Truck/Trailer, Etc.)

All rules and laws must be followed during operation to avoid issuance of a Notice to Appear. Any food prep, storage, or cooking performed outside the permitted

unit will result in a Notice to Appear for operating outside the bounds of the MFE permit. The permit is only valid for the unit itself and the activities conducted inside the unit. All approved paperwork for the MFE 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 Notice to Appear, Suspension, and/or Revocation of the permit.

You may click on the following links to determine the type of your mobile with additional guidelines for each:

[Mobile Type I](#) (Catering Vehicle)

[Mobile Type II](#) (Hot Dog Cart, Coffee Cart, Etc.)

[Mobile Type III](#) (Full Service, Gourmet Food Truck, Etc.)

[Mobile Food Establishment Self-Inspection Checklist](#)