

PORTABLE FOOD ESTABLISHMENT APPLICATION FORM

Updated: March 2017

Permit # _____



CONTACT INFORMATION

Applicant's Name		Property Owner	
Applicant's Mailing Address		Owner's Mailing Address	
Applicant's Phone		Owner's Phone #	
Applicant's Email		Owner's Email	
Business Name		Central Preparation Facility Name	
Business Mailing Address		Facility Address (not residential)	
Business Phone		Facility Phone	
Mail Renewals To:		Days / Times at Facility	

PROPERTY INFORMATION

Address of Portable Food Establishment: _____

Legal Description: Lot _____ Block _____ Subdivision _____

DESCRIPTION OF REQUEST

Installation Date: _____ Sales Tax Number: _____

Type of Vehicle: Truck Van Step Van Trailer Pushcart Car Other: _____

Vehicle Make: _____ Model: _____ Year: _____ Color: _____

License Plate #: _____ State: _____ VIN: _____

Type of Food to be Sold: _____

Hours of Operation: Mon _____ Tue _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____

Electricity Desired YES* NO *Separate permit required

AUTHORIZATION

All required application documents and fees have been included with this application. I understand that the City of San Marcos will only accept this application and fees when all required documentation has been provided. I certify the truthfulness of all the information in and attached to this request. I understand that if any of the information provided is incorrect the permit may be revoked.

Filing Fee \$367

Technology Fee \$11

TOTAL COST \$378

Applicant's Signature: _____ Date: _____

Printed Name: _____

PROCESS

Step 1: Permit Application

Complete Checklist for Portable Food Establishment, submit to Permit Center & await approval / denial decision

Step 2: Set Up Onsite

If permit is approved, completely set up the portable food vehicle / structure on site (no food products present)

Step 3: Inspections

Call 512-805-2630 to schedule the site and health inspection

Step 4: Begin Operation

After Final Inspections are approved, the Health Department will issue a food permit and operation may begin

NOTES: PERMITS ARE NON-TRANSFERABLE. On request, the permit fee may be refunded in the event no permit is issued. Requests for refunds must occur within one year of application date.

CHECKLIST FOR PORTABLE FOOD ESTABLISHMENT PERMIT APPLICATION

Items Required for Complete Submittal		Staff Verification & Comments	
<input type="checkbox"/>	Completed Application for Portable Food Establishment	<input type="checkbox"/>	
<input type="checkbox"/>	Filing Fee: \$367 Technology Fee: \$11	<input type="checkbox"/>	
<input type="checkbox"/>	Site Plan including: <ul style="list-style-type: none"> Setbacks from structures & property lines Pavement, parking area and access Electrical service or meter loop Storage and restroom facilities 	<input type="checkbox"/>	
<input type="checkbox"/>	Floor Plan including: <ul style="list-style-type: none"> Mechanical Equipment / Cooking Equipment Sinks & drains Storage of hazardous materials / fuel supplies Cold Storage / Ice Machines Hot holding (storage) Potable water holding tank and size (volume) Wastewater holding tank 	<input type="checkbox"/>	
<input type="checkbox"/>	Authorization to represent the property owner if applicant is not the owner	<input type="checkbox"/>	
Additional information may be required at the request of the Department			

I hereby certify and attest that this application and all required documentation is complete and accurate. I hereby submit this application and attachments for review by the City of San Marcos.

Signed: _____ Date: _____

Print Name: _____

Engineer
 Architect/Planner
 Surveyor
 Owner
 Agent

PORTABLE FOOD ESTABLISHMENT REQUIREMENTS & STANDARDS

LOCATION STANDARDS / ZONING

Downtown SmartCode District: all facilities in the downtown SmartCode district need to be oriented towards the pedestrian. Food service facilities are required to be located at the front of the lot and any vehicular parking in the rear of the lot

All other Zoning Districts: any portable food service facility located on a lot with an existing business must be located behind the front façade of the main structure. A Conditional Use Permit (CUP) is required for any portable food service facility located on a vacant lot except any property zoned Heavy Commercial (HC).

BUILDING DEPARTMENT STANDARDS

Restrooms: Any portable food service facilities with outside seating must provide restrooms for the public. Where there is no outside seating, employee restrooms must be provided. Restrooms may be provided as portable restrooms screened and secured to protect against vandalism OR by providing a letter of agreement with a business owner within 300 feet for the use of adequately sized facilities.

Signage: All signage requires a separate permit

Platform: Any platform structure must be at least 3' x 3' and requires a separate permit if over 7" high

Propane Containers: must be stored outside and screened or interior per DOT regulations

Storage: onsite storage buildings are not permitted. Any storage under the trailer must be screened

HEALTH DEPARTMENT STANDARDS

Renewal: food permit must be renewed on an annual basis through the Health Department

Foods: All foods must be from an approved source (labeled)

Equipment: Hot equipment must be 135°F or above. Cold equipment must be 41° or below – thermometers are required

Service Items: only single use items are allowed (Styrofoam, plastic or paper)

Plumbing: Self-contained pressurized (by pump) hot and cold potable water system with a Handwashing sink, 3 Compartment Ware wash sink (with capacity for largest piece of ware) and Permanently installed wastewater holding tank (15% greater in size than potable water capacity)

Trash: Covered trash receptacles are required

Vehicle: must be clean and enclosed with smooth, easily cleanable & non-absorbent surfaces - properly sanitized. If the mobile unit is not commercially designed, a plan or drawing of the layout is required

Employees / Vendors: all employees must have a valid Food Handlers Training Certificate, all mobile food vendors must provide a copy of Texas Sales Tax Certificate.