



★ Code Enforcement ★

**2020 ANNUAL MOBILE FOOD UNIT, FOOD TRUCK, CONCESSION TRAILER AND PUSHCART PERMIT
RENEWALS
DUE BY DECEMBER 31, 2019**

***ATTENTION: ALL OWNERS/ OPERATORS/ MANAGERS OF MOBILE FOOD UNITS, FOOD TRUCKS,
CONCESSION TRAILERS OR PUSHCARTS THAT SELL ANY FOOD OR DRINK, YOU MUST RENEW YOUR
ANNUAL FOOD ESTABLISHMENT PERMIT(S) BY DECEMBER 31, 2019.***

To conduct food sales in the City of Midlothian, you must have a valid, current annual Mobile Food Establishment Permit. The 2019 Food Establishment Permit expires Dec. 31, 2019. The Annual Food Establishment Permit may be renewed between now and December 31, 2019. The permit fees are \$225.00 for each inventory unit.

Forms enclosed:

1. Mobile Food Unit Form
2. Commissary Form
3. Individual Solicitor / Itinerant Vendor Application

1. Mobile Food Unit Form- Please completely fill out application and provide all documents as listed below-

If the application, required documentation and permit fees are received after December 31, 2019, the permit fee doubles to **\$450.00 per Mobile Food Unit. Permits are NOT Transferable.**

- PAYMENT OF \$225.00 FOR ANNUAL PERMIT FEE FOR MOBILE FOOD UNIT (Each unit requires separate permit and fee. Our office accepts exact cash or check; no debit or credit cards).
* if received after December 31st, the Mobile Food Unit portion of the fee doubles to **\$450.00 per unit.**
- VALID COPY OF REQUIRED INSURANCE INCLUDING PROOF OF INSURANCE LIMITS AND CITY OF MIDLOTHIAN ADDITIONAL INSURED
- COPY OF CENTRAL PREPARATION FACILITY LAST INSPECTION RECORD
- COPY OF OWNER OR AGENTS ID
- COPY OF MENU OR PICTURE OF MENU BOARD
- COPY OF PROOF OF SALES AND USE TAX PERMIT

2. Commissary Form- This form is to be completed by a representative of the Central Preparation Facility or Commissary.

3. Mobile Food Vendor/ Driver Individual Permit Application-

- The individual permit is valid Jan 1 to Dec 31 and is not transferable.
- The applicant must provide a valid picture ID and complete the permit application. Incomplete forms will not be processed.
- Pay permit fee of \$370.00 (\$70.00 due at the time of permit application; remaining \$300.00 due at time the permit is issued). We only accept exact cash or check. No debit or credit cards. Permit applications are valid for 30 days. Failure to complete the process within 30 days of initial application will void the permit application.
- Copy of Current, Valid Food Protection Manager or Food Handler's Certification

Code Enforcement Division

MAILING ADDRESS
1150 N HWY 67 Suite 300
MIDLOTHIAN, TX 76065
(972) 775-7614

PHYSICAL ADDRESS
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Your mobile food unit is subject to periodic inspections by staff. If your mobile food unit scores 89 or less, your MFU will receive re-inspection(s). The fees for the re-inspection is \$225.00 per re-inspection. The establishment owner will be billed for all re-inspections. Subsequent re-inspections will be made until the establishment scores a 90 or above.

Each person on the Mobile Food Unit is required to have a solicitor/ itinerant vendor permit if selling from the public way (street), going from place to place such as construction sites or in neighborhoods (such as snow cone or ice cream trucks).

A food protection manager is required to be on the vehicle any time the vehicle is in operation (available to sell to the public). You are encouraged to have more than one person certified as a food protection manager assigned to the MFU. In addition to the food protection manager, your staff on the mobile food unit are required to have a valid Food handler certification. Staff will make periodic inspections to ensure compliance with this state requirement.

Please complete the attached form(s) and remit with full payment (exact cash or check) by **December 31, 2019** to the City of Midlothian at 1150 N Hwy 67, Suite 100, and Midlothian, Texas 76065.

If you have any questions, please contact the City of Midlothian at 972-775-7614.

Once all documentation, permit applications and fees are paid, our office will schedule a date and time for you to bring your food unit to the office for the required inspection and to be issued your vehicle sticker for 2020.

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