

Permit Fee: \$200.00

Approved by: _____

Permit # _____



Mobile Vending Unit Permit Application

City of Santa Fe Texas

12002 Highway 6 ♦ Santa Fe, Texas 77510 ♦ (409) 925-6412 ♦ FAX (409) 3161941

Mobile Vending Unit Name: _____

Mailing Address: _____ Phone: _____

Applicant's Name: _____ DOB: _____

Applicant's DL #: _____ DL State: _____

Make of Vehicle: _____ Plate #: _____

Type of Vehicle: _____

Submit the following information with the Application:

\$200.00 Annual Fee - <i>(to be renewed by March 31 each year)</i>
Copy of Central Preparation Facility License <i>(if applicable)</i>
Copy of Contract/Agreement with Waste Disposal Company
Copy of Certified Food Manager's License
Notarized Letter from Property Owner allowing Mobile Vending Unit to Operate on Private Property
Notarized Restroom Availability Letter
Copy of Menu

Please answer the following questions:

- | | | | | |
|---|-------|--------------|-----|-------|
| | | (Circle One) | | |
| 1. Do you operate from a licensed central preparation facility? | Yes | No | N/A | _____ |
| 2. If #1 is yes, where is the central preparation facility located? | _____ | | | |
| 3. Where is the water service supplied from? | _____ | | | |
| 4. Where is the black water/sewer/waste disposed of? | _____ | | | |
| 5. Are all of your items pre-packaged only? | Yes | No | N/A | _____ |

Owner of Mobile Vending Unit:

Name: _____ Title: _____

Address: _____ Phone: _____

Mailing Address: _____ Fax: _____

Email: _____

Please print - email will be used for informational purposes only. You will not receive spam emails from the City of Santa Fe.

Person Directly Responsible for the Mobile Vending Unit: (Manager, etc.)

Name: _____ Title: _____

Address: _____ Phone: _____

Mailing Address: _____ Fax: _____

Email: _____

Please print - email will be used for informational purposes only. You will not receive spam emails from the City of Santa Fe.

The information provided on this application is accurate. This establishment agrees to comply with the Codes adopted by the City of Santa Fe and is aware of the right to access to the Regulatory Authority as specified within the Health Codes.

Date

Signature

Mobile Food Unit Checklist

This checklist provides a list of requirements necessary for the approval of a Mobile Food Unit in the City of Santa Fe, Texas. Critical items are printed at the top of the checklist. Mobile food Unit equipment and criteria may vary depending on the type of operation. Refer to the Texas Food Establishment Rules (TFER) for complete information regarding the requirements. The TFER can be found on the Texas Department of State Health Services website at the following web site: www.dshs.state.tx.us/foode establishments

1. Liquid waste retention tank is provided, and capacity is at least 15% larger than the potable water storage tank.
2. Potable water from an approved source.
3. Hot and cold running water under pressure is provided to sinks.
4. Handwash sink is provided and is conveniently located and accessible.
5. Soap, paper towels, detergent and sanitizing chemicals are provided.
6. Three-compartment sink is provided.
7. Equipment for hot and cold holding, adequate to maintain potentially hazardous food at required temperatures.
8. Food products are obtained from approved sources.
9. A servicing area shall be provided for cleaning, supplying, loading of water and discharge of sewage.
10. A Certified Food Manager shall be employed if potentially hazardous food will be prepared.
11. A central preparation facility must be licensed and be operated according the requirements of TFER (For Example: a licensed food establishment).
12. Single service articles are provided and used.
13. Potable water inlet is equipped with a back-flow preventer device.
14. Potable water distribution pipes or tubing are constructed and installed in accordance with public health and plumbing standards.
15. Liquid waste servicing connection is of a different size than the water connection.
16. Effective control measures are used for insects, rodents and environmental contaminants. Installed screening is at least 16 mesh to the inch.
17. Mobile food unit is constructed of corrosion-resistant, durable materials.
18. Mobile food unit has easily cleanable, non-absorbent floors, walls and ceilings.
19. Counters and tables are designed for durability and are easily cleanable.
20. Equipment is installed so that it is easily cleanable and is in clean, sound condition.
21. Facilities are provided for solid waste storage that are easily cleanable and covered.

Restroom Availability Letter

TO: City of Santa Fe

I, _____, _____ of the following
(person signing letter) (write "owner" or "manager")

business: _____, _____ give permission to:
(business' name) (business' address)

_____ of _____
(mobile food unit owner's name) (name of mobile unit)

and his employees, to use the restroom located within my business. This restroom is located within 300 feet of the mobile food unit. The restroom is available on the following days:

_____ AND HOURS: _____.
(state days of week) (state hours, including a.m. and p.m.)

The City Of Santa Fe Fire Marshal or Building Inspector has my permission to enter for the purpose of inspecting this restroom. The restroom has the following facilities: toilet and toilet paper, hand sink with hot and cold water, soap and paper towels.

Address of Business Location: _____

Printed name of business owner or manager: _____
(first) (middle initial) (last)

Signature of business owner or manager: _____

Subscribed, sworn to and acknowledged before me by _____, this ____ day of _____, _____.

Notary Public, State of Texas

Property Agreement Letter

TO: City of Santa Fe

I, _____, _____ of the following
(person signing letter) (write "owner" or "manager")

property: _____, _____ give permission to:
(business' name) (property address)

_____ of _____
(mobile food unit owner's name) (name of mobile unit)

to operate his or her mobile unit on the above stated property.

Property Owner's Name (if signer is not owner): _____

Property Owner's Phone Number: _____

Property Owner's address: _____

Printed name of property owner/representative: _____
(first) (middle initial) (last)

Signature of business owner or manager: _____

Subscribed, sworn to and acknowledged before me by _____, this ____ day of _____, _____.

Notary Public, State of Texas

Note: Person signing letter must be the property owner or someone with the legal authority to authorize property use on behalf of owner (i.e. leasing agent or the contract authorizes sub-leasing of parking lot)

City of Santa Fe

Mobile Food Vendor

Fire Prevention Checklist

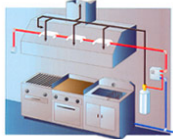
Extinguisher Requirements

All cooking vendors are required to have at least one extinguisher.

- At least one class ABC extinguisher with a minimum of a 2A20BC rating.
- Visible current inspection
- Fully Charged (gauge indicates full)
- Located within 30 feet of commercial type cooking equipment.



Does your cooking operation produce grease-laden vapors? (grills, fryers)
If so, in addition to the portable extinguisher listed above your operation requires;



A Type I commercial kitchen exhaust hood and duct system, with an automatic fire extinguishing system and current proof of inspection.

Class K rated portable extinguisher. Current inspection Fully Charged (gauge indicates full)
Located within 30 feet of commercial type cooking equipment.



Compressed Gas

LP/Propane cylinders are properly secured and remain secured by one of the following methods, unless actively being refilled;

- Nested and secured by one or more restraints.
- Secured by one or more restraints to a fixed object.
- Minimum of 10-foot clearance from any trash or combustible material.
- Not kept in passenger area of vehicle



Egress and Emergency Access

The placement of the concession operation must not interfere with fire lane, fire break, fire hydrant, or exit access of any proximate structures.

City of Santa Fe Concession Structure - Mobile Food Vendor

Frequently Asked Questions:

- **Why am I required to have a Class K Extinguisher?**

Cooking operations that involve deep frying or similar processes can lead to fires that cannot be controlled with the Dry Chemical type ABC extinguishers. Class K extinguishers emit a Low PH Wet Chemical Agent in a fine mist that helps prevent grease splash and fire reflash while cooling the appliance. Some advantages are:

- . Precise extinguishing agent application
- . Excellent for use on all cooking appliances
- . Less corrosive and cleaner than Dry Chemical powders

- **What size Class K Extinguisher do I need?**

A 1.5-gallon (6 liter) Class K extinguisher is sufficient for up to 4 fryers with a maximum capacity of 80 lbs each, combined with a hood suppression system. Larger deep-frying operations may require an additional Type K extinguisher. Temporary food vendors shall not exceed an 80lbs capacity total without a Type I hood suppression system.

- **What is the best way to secure and transport LPG cylinders in a vehicle or trailer?**

All LPG cylinders should be secured during transport and must be isolated from the interior or passenger areas. LPG Cylinders must also be kept away from open flames and other heat sources such as generators. ASME cylinders are generally permanently mounted around the exterior and all appliances are piped outside of the passenger / work area to the bottle. Portable cylinders must also be isolated from the passenger / work area. They can be securely mounted on the outside or placed in a gastight compartment that prevents vapors from entering the passenger/work area. LPG Cylinders should never be transported or installed inside a vehicle passenger area.

- **Where will I be inspected?**

Initial and renewal inspections take place in conjunction with Food Service inspections. All mobile food vendors operating in the City of Santa Fe are subject to inspection in the field.

- **Does the Fire Code Inspection cover only the items listed on the checklist? What are they?**

The checklist provided covers some of the most common concerns with mobile food operations, but additional items are subject to inspection:

- . Electrical wiring – all wiring in safe manner, not exposed to elements or public
- . Access / egress - sufficient exits for escape in the event of fire, not blocked or locked

These examples are not all inclusive, and do not include other State vehicle / trailer inspection and safety regulations.