



Mobile Food Vendor Pilot Program Application

PLEASE NOTE: This is a pilot program for the sale of food from mobile food vendors within the city limits. Regulations and requirements are subject to change. All mobile food vendor pilot program permits expire October 31, 2019 and permit holder shall cease all operations. Permit fee: \$400.

Process Overview

1. Pre-Application Meeting – if truck or parking will be on unpaved surface or adding structures
 - Discuss your project with staff prior to submitting an application. Staff can help identify opportunities and constraints on the proposed project, as well as provide more information on the process and procedures.
2. Complete Submittal Package, which includes: Hardcopy Application, Checklist Items, and Fee. Documents in digital format also required.
 - Incomplete submittals will not be accepted
3. Staff review, with comments issued as needed
4. Applicant revises and resubmits plans, as needed
5. Inspections of site or unit may be performed
6. Permit issued. Operations cannot begin until permit is issued

General Notes

- Please read Ordinance No. 2019-07 that explains the Mobile Food Vendor Pilot Program in detail.
- Failure to comply with the requirements of the program may result in the revocation of the permit.

Applicant Information

Name: _____ Title (manager, owner, etc.): _____

Valid Government-issued ID #: _____

Phone number: _____ E-mail Address: _____

Do you represent a corporation, association, or partnership? If yes, provide names and addresses of partners:



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Mobile Business Information

Name: _____

Legal Name (DBA): _____

Description of Food and Preparation: _____

Business Address: _____

Business Phone Number: _____ Business E-mail Address _____

Name of owner, if not same as applicant: _____

Owner Phone Number: _____ Owner E-mail Address _____

Mobile Unit Information

Type of Mobile Unit Type:

- Mobile Food Truck Mobile Concession Trailer Mobile Food Cart/Concession Cart

Make: _____ Model: _____ Year: _____

License #: _____ Registration #: _____

Vehicle Insurance Company & Policy #: _____

Commissary Information

Business Name: _____

Business Address: _____

Food establishment permit #: _____



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Certification of Compliance

I certify the Mobile Food Unit listed complies with the following:

- Meets the requirements of the 2018 International Fire Code
- All equipment for preparing food is commercial grade to provide proper ventilation and fire suppression
- All employees have valid food handler's training certificates
- Will provide proper garbage facilities
- A copy of all required documents will be available on the unit at all times

The applicant certifies that the facts stated herein and exhibits attached hereto are true, correct, and complete. **If this application is filed by anyone other than the business owner, an Agent Authorization form signed by all business owners must accompany this application.** Signature below also authorizes the City of Bastrop and its agents to visit and inspect the mobile food vending unit for which this application is being submitted.

Signature and Title

Date



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Submittal Package Checklist Items

Check items included in the Applicant column before submitting documents with the project application. If all checklist items are not present, the submittal will not be accepted.

Staff	Applicant	Item
<input type="checkbox"/>	<input type="checkbox"/>	Completed and signed Application
<input type="checkbox"/>	<input type="checkbox"/>	Mobile Food Vendor application fee (\$400). Fees will not be prorated
<input type="checkbox"/>	<input type="checkbox"/>	Valid government-issued ID of applicant
<input type="checkbox"/>	<input type="checkbox"/>	Agent Authorization Form If not applicable, check this box <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Sketch Plan, showing location of existing structures, parking, and location of mobile food unit (see requirements below)
<input type="checkbox"/>	<input type="checkbox"/>	Conceptual Site Plan, when adding pavement, structures or alternative surfaces (see requirements below) If not applicable, check this box <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Valid copy of applicant's Texas sales and use tax permit
<input type="checkbox"/>	<input type="checkbox"/>	Copy of vendor's current Bastrop County Retail Food Operation Permit
<input type="checkbox"/>	<input type="checkbox"/>	Written and notarized authorization from private property owners where Mobile Food Vending Unit will be stationed
<input type="checkbox"/>	<input type="checkbox"/>	Written and notarized copy of a restroom facility agreement: <input type="checkbox"/> fixed establishment or <input type="checkbox"/> portable restroom contract with service schedule <input type="checkbox"/> Not applicable
<input type="checkbox"/>	<input type="checkbox"/>	Written and notarized contract from an approved commissary
<input type="checkbox"/>	<input type="checkbox"/>	Copy of motor vehicle insurance
<input type="checkbox"/>	<input type="checkbox"/>	Schedule of locations where sales will occur (please provide map of location and route)
<input type="checkbox"/>	<input type="checkbox"/>	Service contract for water/wastewater service maintenance for the unit
<input type="checkbox"/>	<input type="checkbox"/>	Digital Submittal – See requirements below. Application may not be accepted if not in the format specified in the requirements.

Sketch Plan Required Details

The following items are required to be shown on the Mobile Food Vendor Sketch Plan:

Staff	Applicant	Item
<input type="checkbox"/>	<input type="checkbox"/>	Drawn to scale; list scale used
<input type="checkbox"/>	<input type="checkbox"/>	Location of all fire lanes, drive aisles, and parking stalls
<input type="checkbox"/>	<input type="checkbox"/>	Location and use of all existing buildings/structures
<input type="checkbox"/>	<input type="checkbox"/>	Driveway access to public streets
<input type="checkbox"/>	<input type="checkbox"/>	Location of Mobile Food Unit
<input type="checkbox"/>	<input type="checkbox"/>	Location of portable restroom facility If not applicable, check this box <input type="checkbox"/>



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Conceptual Site Plan Required Details (if applicable)

The following items are required to be shown on the Mobile Food Vendor Concept Plan:

Staff	Applicant	Item
<input type="checkbox"/>	<input type="checkbox"/>	All Sketch Plan Required Details (above)
<input type="checkbox"/>	<input type="checkbox"/>	Location of proposed parking, buildings, or structures
<input type="checkbox"/>	<input type="checkbox"/>	Exterior elevations of buildings and structures
<input type="checkbox"/>	<input type="checkbox"/>	Location and type of screening (if required)
<input type="checkbox"/>	<input type="checkbox"/>	Proposed alternative paving surfaces or environmental protection solution
<input type="checkbox"/>	<input type="checkbox"/>	Other site development plan items deemed necessary (drainage plan, outdoor lighting plan, etc.)

Digital Submittal

Digital submittals shall be provided on a **labeled** CD/DVD or flash drive in the format specified below in addition to the hard copy submittal. The CD/DVD or flash drive will not be returned to the applicant.

PDF 1 – Application Materials

- Title should be Application-Project Name
- Combine Application and all checklist items except the Sketch Plan/Conceptual Site Plan into one document

PDF 2 – Sketch Plan/Conceptual Site Plan

- Title should be Sketch Plan/Concept Plan-Project Name
- All pages shall be in one document

Staff Use Only

Received By: _____ Date: _____

Fees Paid \$ _____

Comments: _____

Administratively Complete Date: _____