



City of Bastrop, Texas

Mobile Food Vendor Checklist

Planning Department • 1311 Chestnut Street • 512-322-8840

All applications must be submitted through MyGov (web.mygov.us).

PROJECT NAME:

APPLICANT(S):

Mobile Food Vendor Category (select one)

- Mobile Food Court
- Existing Site with Primary Use
- Temporary Mobile Vendor

Length of Permit (select one)

- Mobile Food Court – 6-month (\$300.00)
- Mobile Food Court – 1-year (\$400.00)
- Existing Site with Primary Use – 6-month (\$300.00)
- Existing Site with Primary Use – 1-year (\$400.00)
- Temporary Mobile Vendor – 3-day (\$100.00) *Special event permit, per permitted special event, per trailer

Type of Vendor Unit (select one)

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

PER [ORDINANCE 2020-02](#), ADOPTION OF CITY OF BASTROP MOBILE FOOD VENDOR REQUIREMENTS ARE AS FOLLOWS:

Process Overview:

- Complete Submittal Package, which includes: Application and Checklist Items
 - Incomplete submittals will not be accepted.
- Staff Review (Planning, Building, Fire)
 - Staff will issue comments, as needed.
- Fire Inspection of Unit Approved
- Building Inspection of Unit Approved
- Mobile Food Vendor Permit Issued
- Site Inspection (if necessary)

General Information:

- No person shall act as a Mobile Food Vendor in the City without a permit issued by the City.
- Mobile Food Vendors must meet all applicable state and local laws and regulations, including but not limited to the Rules.
- Each Mobile Food Vendor shall display at all times in a conspicuous place where it can be read by the general public:
 - the City of Bastrop permit under this article and permit number.
 - a health permit from Bastrop County.
 - a copy of a Texas sales tax and use certificate.
- Mobile Food Vehicles must be movable by motorized or non-motorized means.
- Mobile Food Vending Units cannot obstruct driveways or fire lanes.
- Two sandwich board signs may be used on-site during business hours. All other signage must be on the truck or trailer and mounted flush to the surface of the unit.
- Mobile Food Vending Units (Truck, Trailer or Concession Cart) must be movable by motorized or non-motorized means.
- Any Mobile Food Vendor that will be in one location for more than four (4) hours shall provide covered garbage and storage facilities for employee and customer use of sufficient size that refuse is fully contained in a manner that prevents litter and remains insect- and rodent-proof.
- See [Ordinance 2020-02](#) for additional code requirements.

Mobile Food Vendor Submittal Requirements

Applicant	Check all boxes in the Applicant column before submitting project application and documents. All checklist items must be included in the submittal, or it will not be accepted for review. If an item does not apply to your project, mark the item as N/A.	
	1.	ALL documents specified on the Mobile Food Vendor Permit Checklist with a signed copy of this Checklist (this document).
	2.	Signed Application.
	3.	Application Review Fee.
	4.	Signed and notarized permission from all private property owners where the Mobile Food Vending Unit will be stationed. Check here if not longer than four (4) hours.
	5.	An itinerary of locations where sales will occur; and a location map and sketch of site location for each location to be used by the Mobile Food Vendor.
	6.	A copy of the vendor's current health permit from Bastrop County.
	7.	Proof of water/wastewater service.
	8.	Documentation indicating the volume capacity of any required water and wastewater storage tanks either on the tank itself or in writing.
	9.	A notarized statement from the owner of the commissary stating that the mobile food establishment will use the facility as its base of operation and providing the address and food establishment permit number of the facility, OR retailer sources for food items to be cooked onsite or for resale.
	10.	A valid copy of the applicant's sales tax and use tax permit.
	11.	A copy of a valid government-issued identification document that includes photograph of applicant.
	12.	Proof of motor vehicle insurance for each vehicle to be used in the mobile food vending operation.
	13.	Copy Vehicle/Trailer/Unit License and Registration.
	14.	Any other information reasonably required by the Director of Planning and Development.
	15.	All applications must be submitted digitally in PDF format in MyGov (https://web.mygov.us)

Include Information for Specific Permit Type in Submittal:

Applicant		Vendor in a food court:
	16.	Location of assigned space in an Approved Mobile Food Court.
		Vendor on an existing site for more than four hours:
	17.1	Certificate of Occupancy from Primary Business.
	17.2	For a Mobile Food Vendor located on an existing site, a written agreement from a business within one hundred fifty (150) feet for employees of the mobile food establishment to have use of flushable restrooms during hours of operation.
	17.3	Lot diagram showing the location of the Mobile Food Vending Unit and any temporary seating areas. (No permanent seating areas can be established. Temporary seating must be removed and stored daily within the Mobile Food Vendor or existing permanent structure may be allowed.)
		Temporary Vendor:
	18.1	An itinerary of locations where sales will occur; and a location map and sketch of site location for each location to be used by the Mobile Food Vendor.
	18.2	Approval by Director of Public Works for locations in city parks or properties.
	18.3	Any locations where Mobile Food Vendor will occur more than four (4) hours will need a signed and notarized document to have use of public, flushable restrooms during hours of operation.
	18.4	A trash receptacle for public use must be provided.