



City of Richland Hills, Texas

3200 Diana Drive | Richland Hills, TX, 76118

817-616-3800 | richlandhills.com

Mobile Food Vendor - Checklist

Vendor information

Name:	
Address:	
Telephone number:	

Checklist

<input type="checkbox"/>	Mobile Food Vendor Application	
<input type="checkbox"/>	Driver License	
<input type="checkbox"/>	Commercial & Vehicle Insurance	
<input type="checkbox"/>	Vehicle Registration	
<input type="checkbox"/>	Location & Bathroom Agreement	
<input type="checkbox"/>	Commissary Agreement (If applicable)	
<input type="checkbox"/>	Sales Tax Certificate (if applicable)	Must be addressed to the City of Richland Hills
<input type="checkbox"/>	Food Handler Certificate (all employees)	
<input type="checkbox"/>	Business Plan / Menu	
<input type="checkbox"/>	Health Department Inspection Report / Certification	
<input type="checkbox"/>	Parking Verification	
<input type="checkbox"/>	Mobile Food Vendor Fee Payment	

Issue Date: _____

Expiration Date: _____

Sec. 18-101. - Mobile food vendors Regulations.

1. *Permit required.* Except as part of a food truck park, a mobile food vendor must have written permission from the owner or the owner's authorized representative of a property containing a mobile food vendor operation where a mobile food vendor may be located from time to time. A mobile food vendor must apply for a mobile food vendor operation permit from the community development department prior to operating a mobile food vendor on said property. The permit application shall include information that details where the mobile food vendor will be located on the property along with the location of any refuse receptacle(s), restroom(s), vehicle parking, dining area(s), and any other pertinent information regarding the operation of the mobile food vendor on and about the mobile food vendor operation site. Additional information requested by the city, as may be deemed necessary by the city manager, or his/her designee, to thoroughly review the application in unique circumstances shall also be submitted as part of the permit application.
2. All applications must be accompanied by payment of the permit fee listed in appendix A, Fee Schedule, Richland Hills Code.
3. Temporary connections to potable water are prohibited. Water shall be from an internal tank, and electricity shall be from a generator or an electrical outlet via a portable cord that is in conformance with the electrical code as adopted by the city.
4. Hours of operation shall be limited to 7:00 a.m. to 9:00 p.m., seven days a week
5. All signage pertaining to or advertising a mobile food vendor and/or its menu shall be attached to the mobile food vendor. There shall be no limit to the amount of signage that is allowed on a mobile food vendor. The only temporary sign allowed is one sandwich board sign per mobile food vendor and shall be displayed within ten feet of the mobile food vendor.
6. A drive-through is not permitted in conjunction with the mobile food vendor.
7. Mobile food vendors shall not operate in required parking spaces, driveways, fire lanes, or public roads.
8. Sales of food from a stationary vehicle excludes catering trucks.
9. Mobile food vendors are prohibited in a temporary building.
10. A waste receptacle is required for every mobile food vendor and waste shall be removed daily.
11. No more than two active mobile food vendors may be permitted and operating on any single property at the same time.
12. Seasonal mobile food vendors, including, but not limited to, snow cone trailers, must be currently operating to remain on the authorized property. No mobile food vendors can be left on property if closed for the season.
13. A permit issued in accordance with this division is only valid for one calendar year.
14. The regulations contained in this division do not apply to a mobile food vendor operating at a city organized event.
15. A mobile food vendor operating under a permit issued under this division must also comply with all Tarrant County Health Department regulations applicable to mobile food vendors, including but not limited to, when applicable, a mobile food vendor must report to a commissary as required.

([Ord. No. 1421-20A](#), § 1, 5-10-2021)



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Mobile Food Vendor Application

<input type="checkbox"/> New (Yearly Permit)	<input type="checkbox"/> Renewal	<input type="checkbox"/> Change of Ownership
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Mobile Food Vendor information: Zoning district: _____

Mobile Food Vendor Name: _____

Location of Operation: _____

Lot: _____ Block: _____ Subdivision: _____

Type of Unit (circle one): Truck / Trailer / Pushcart / Other: _____

Hours of Operation: _____

Mobile Food Vendor Email: _____

Business Owner information:

Applicant Name: _____

Owners Address: _____

Email: _____

Phone Number: _____ Cell Number: _____

Property Information:

Building Owner Name: _____

Email: _____

Phone Number: _____ Cell Number: _____

It shall be unlawful to use, occupy, or permit the use or occupancy of any building or premises created, erected, changed, converted, altered, or enlarged in its use or structure until a Vendor Food Permit has been issued by the administrative official.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing that type of work will be complied with whether specified or not. The granting of a Food Vendor Permit does not presume to give authority to violate or cancel the provisions of any other state or local law.

Signature of Applicant: _____ Date: _____

For Office Use Only		
Permit Number: _____	Receipt Number: _____	Date: _____
Fee: \$40.00	Comments: _____	
