



**2024 MOBILE FOOD
VENDOR
PERMIT APPLICATION**
PLEASE PRINT

Date Received _____

Approved By: [Print Name] _____

Applicant's Name: _____

Address: _____
Number City State Zip

Telephone No.: () () ()
Area Code Day Number Area Code Emergency Number Area Code Fax Number

Email: _____

Owner/Manager of Operations Name: _____

Address: _____
Number City State Zip

Telephone No.: () () ()
Area Code Day Number Area Code Emergency Number Area Code Fax Number

Email: _____

Section No. 2 DETAILS OF BUSINESS (All questions require printed response in this section)

TYPE OF BUSINESS: ☐ Incorporation ☐ LLC ☐ Partnership ☐ Other _____

DESCRIBE GOODS TO BE SOLD: _____

LEGAL NAME OF BUSINESS: _____

PERMANENT BUSINESS ADDRESS: _____

Number City State Zip

PROPOSED LOCATION (address) OF OPERATION: _____

HOURS OF OPERATION: _____

DAYS OF OPERATION: _____

Applicant Initials _____

UNIT NO. 1 ☐ Mobile Food Trucks ☐ Concession Carts ☐ Concession Trailers

MAKE: _____

COLOR: _____

YEAR: _____

Unit's Solid Waste Capacity: _____ Gallons

External Power Source: _____ Generator
 _____ Other

UNIT NO. 2 ☐ **Mobile Food Trucks** ☐ **Concession Carts** ☐ **Concession Trailers**

MAKE: _____

COLOR: _____

YEAR: _____

Unit's Solid Waste Capacity: _____ Gallons

External Power Source: _____ Generator
 _____ Other

UNIT NO. 3 ☐ **Mobile Food Trucks** ☐ **Concession Carts** ☐ **Concession Trailers**

MAKE: _____

COLOR: _____

YEAR: _____

Unit's Solid Waste Capacity: _____ Gallons

External Power Source: _____ Generator
 _____ Other

Section No. 4 WASTE DISPOSAL

Please provide following information identifying the method of disposal. If a food establishment is going to be used for disposal of waste, a copy of written permission from the establishment shall be provided.

SOLID WASTE

Food Establishment Name: _____

Address: _____

Number**City****State****Zip**

Telephone No. _____

Summary of Disposal Method: [Attach additional sheet if needed]

WASTEWATER

Food Establishment Name: _____

Address: _____

Number**City****State****Zip**

Telephone No. _____

OR

City of Bryan, Still Creek WWTP (transported loads must be manifested)

Address: 2028 Quality Park Lane Bryan, Texas 77803

Summary of Disposal Method: [Attach additional sheet if needed]

Section No. 5 PROCESSING OF APPLICATION – REQUIRED SUPPLEMENTS

- ☐ *If applicable*, Copy of Chapter or Articles of Incorporation and current listing of directors, partners, or principals (publicly traded companies are exempted);
- ☐ Photocopy of the applicant's driver's license;
- ☐ Copy of the Brazos County Health Department permit issued to the Mobile Food Vendor;
- ☐ Sales tax number with a copy of sales tax permit;
- ☐ Proof of current motor vehicle and COMMERCIAL MFV unit insurance;
- ☐ Signed Central Processing Facility Agreement;
- ☐ Written permission from all private property owners where the Mobile Food Vending unit will be stationed;
- ☐ Licensed Plumber's Report passing all gas lines – Gas Pressure Test;
- ☐ Range Hood Systems Report;
- ☐ LP Alarm installed;
- ☐ ALL Waste Manifests for previous year.
- ☐ Mobile Food Vending **Permitting Fees:**
 - ☐ New Mobile Food Trucks and Concession Trailers: **\$500** per vending unit for initial permit coverage;
 - ☐ Renewal \$250/year/vending unit;
 - ☐ Concession Carts: \$250/year/vending unit for the first year of permit coverage;
 - ☐ Renewal \$125/year/vending unit

We do NOT accept cash or credit cards. **Pay with Money Order or Check** made payable to City of Bryan.

Note: **All permits** (*other than Seasonal) are valid for one year and **expire on December 31st**. Renewals are required to be completed 10 days after issuance of the vendor's Brazos County Health Permit.

NO REFUNDS!

I certify that the information is true and correct to the best of my knowledge and agree to furnish all information that might be required by the City during the review process in order that a complete evaluation can be made of this application.

Applicant Signature

Applicant Printed Name

Date

ARTICLE VI. - MOBILE FOOD VENDORS

Sec. 50-271. - Definitions.

- (a) **City** shall mean City of Bryan.
- (b) **Edible goods** shall include, but are not limited to:
 - (1) Prepackaged food including, but not limited to, candy, beverages, and ice cream.
 - (2) Prepared food which is prepared off-location for sale in the mobile food unit.
 - (3) On-site prepared food which is prepared in the mobile food unit.
- (c) **Food service establishment** shall mean businesses that sell edible goods and have been inspected and approved by the Brazos County Health Department, including commercial kitchens and commissaries, and shall specifically exclude accessory or self-serve retail food sales.
- (d) **Mobile** shall mean the state of being in active, but not necessarily continuous, movement.
- (e) **Mobile food vendors** shall mean any business which sells edible goods from a non-permanent (i.e. mobile) location within the City of Bryan. The term shall include, but not be limited to:
 - (1) **Mobile food trucks**: A self-contained motorized unit selling items defined as edible goods.
 - (2) **Concessions carts**: Mobile vending units that must be moved by non-motorized means.
 - (3) **Concession trailers**: A vending unit which is pulled by a motorized unit and has no power to move on its own.
- (f) **Non-refrigerated** shall mean edible goods that are not required to be kept at a temperature below 41 degrees Fahrenheit according to the federal Food and Drug Administration and the Texas Food Establishment Rules.
- (g) **Sell** shall mean the act of exchanging a good for payment or in return for a donation.
- (h) **Stationary location** shall mean the position of the mobile food vendor when addressing the public for the purpose of sales and not in motion.

Sec. 50-272. - Permit and application.

(a) ***Permit application.*** No person shall act as a mobile food vendor in the city without a permit issued by the city. Every permit, including those from the City of Bryan and Brazos County Health Department, shall be displayed at all times in a conspicuous place where it can be read by the general public on the mobile food vendor's truck, concession cart, or concession trailer. A person shall make application for a permit to the city on forms furnished by the city and shall provide the following information:

- (1) Name, legal name of business or entity, business address, and telephone number of the applicant.
- (2) The trade name under which the applicant conducts business.
- (3) Type of business organization or corporation as defined by state law;
- (4) If applicable, copy of chapter or articles of incorporation and current listing of directors, partners, or principals (publicly traded companies are exempted);
- (5) Sales tax number with a copy of sales tax permit;
- (6) Signed permission from all private property owners where the mobile food vending unit will be stationed;
- (7) Name, phone number, and photocopy of the applicant's driver's license;
- (8) Proof of motor vehicle insurance.
- (9) Copy of permits to do business in Texas for foreign companies;
- (10) Description of product being sold;
- (11) Vehicle and/or unit make, model, and license plate numbers;
- (12) Copy of the Brazos County Health Department permit issued to the mobile food vendor.

(b) ***Fees.*** All fees required under this section will be set by city council resolution.

(c) ***Permit decisions.*** The city will evaluate the data furnished by the applicant and may require additional information. Within 30 days of receipt of a completed permit application, the city will determine whether or not to issue a mobile food vendor permit. The city may deny an application for a permit for any of the following grounds:

- (1) Failing to provide all of the information required by the city;
- (2) The applicant's past record of ordinance violations;
- (3) Safety record of the applicant or any driver, based on such things as civil and criminal lawsuits and violations of environmental laws and ordinances;
- (4) Providing false, misleading or inaccurate information to the city.

(d) ***Permit.***

- (1) Permits shall be issued for a time period, not to exceed one year or may be stated to expire on a specific date.
- (2) Permits are required to be renewed prior to the expiration date.
- (3) A new permit application is required to be submitted within 15 days of the following,

whereupon the previous permit will be voided and the previous permit canceled:

- i. When ownership of the operating entity is changed; or
- ii. The city determines that operations or management methods are no longer adequately described by the existing permit application.

(4) Permits are not transferrable.

(e) ***Suspension or revocation of permit.*** A permit may be revoked by the city for any Violation of this section.

(f) ***Appeals.*** A mobile food vendor has the right to appeal a determination made by the public works director to the city manager by submitting a written appeal to the city secretary, with a copy to the public works director, not more than five days after receiving notice of the suspension or denial of permit. The city manager or his or her designee will hear the appeal and issue a written finding not more than 20 days after the notice was delivered to the city secretary. The city manager's determination is final.

Sec. 50-273. - Zoning and location restrictions.

(a) ***Distance regulations.***

- (1) No mobile food vendor shall conduct business within any single-family residential or agricultural zoning district, including townhouse districts, but may be located in such districts when:
 - a. Serving and within 100 feet to a property with an active building permit;
 - b. Operating on a lot with a retail commercial business, including, but not limited to:
 1. Grocery stores,
 2. Convenience stores,
 3. Gas stations, and
 4. Any other retail commercial business as determined by the city manager or his designee; or
 - c. Located within a city park or recreation area, as defined by section 86- 60 of this Code, so long as the vendor obtains and maintains a concessions permit as required by section 86-54 of this Code – Parks and Recreation.
- (2) A mobile food vendor may not be located within 100 feet of the property line of an open and operating fixed-location food service establishment. This buffer may be reduced upon receiving written permission from said establishments.

(b) ***Stationary restrictions.*** A mobile food vendor shall not conduct sales at a stationary location:

- (1) For a duration of no more than five consecutive days at a location.
- (2) For a duration exceeding eight hours per location per day.

- (3) For a duration exceeding 30 minutes on any public street designated on the City of Bryan's Thoroughfare Plan as a major collector or lesser.
- (4) On any public street designated on the City of Bryan's Thoroughfare Plan as a minor arterial or greater.
- (5) In congested areas where the operation impedes vehicular or pedestrian traffic or where it impedes access to the entrance of any adjacent building or driveway.
- (6) In public parking spaces, except in Downtown Bryan between the hours of 9 p.m. and 12 a.m. Sunday through Wednesday, between the hours of 10 p.m. and 2 a.m. Thursday through Saturday, and between the hours of 8 a.m. and 12 p.m. on Saturdays. The boundaries of Downtown Bryan are defined for this section as:
 - a. North: MLK, Jr. Street
 - b. South: 30th Street
 - c. East: Texas Avenue
 - d. West: Sims Avenue
- (7) In a designated bike lane.
- (8) Between the hours of 2:00 a.m. and 5:00 a.m.
- (9) Within the boundaries of any Destination Bryan sponsored event located in Downtown Bryan for which official closure of public streets is enacted, including, but not limited to, Downtown First Fridays, unless approved by permit with Destination Bryan.
- (10) Within 500 feet of any festival entrance during the Texas Reds festival.
- (11) An exception to the prohibition in this subsection (b) shall be any street, with the exception of events listed in subsection (9), above, which has been closed by the City of Bryan under the terms of a City-issued special event permit or street closure permit, as outlined in Chapter 106 of this Code, so long as the vendor has the permission of the event sponsor as listed on the special event permit.

(c) *Location regulations.*

- (1) No mobile food vendor shall locate on any private property without written permission to do so and must comply if asked to leave by the property owner or city official. A copy of the written permission to operate in a specific location, signed by the private property owner, shall be kept within the mobile vending unit at all times.
- (2) No person shall distribute, deposit, place, throw, scatter or cast any commercial handbill in or upon any motor vehicle without permission of the owner.
- (3) No person shall distribute, deposit, place, throw, scatter or cast any commercial handbill upon any premises if requested by the property owner or city official not to do so, or if there is placed near or at the entrance thereof a sign bearing the words "no advertisement".

Sec. 50-274. - Mobile food vendor requirements.

- (a) Each unit shall be equipped with a trash receptacle with lid to prevent windblown litter and shall be disposed of in accordance with the city's solid waste ordinance. All solid waste and recyclables shall be bagged. Receptacles shall not be overfilled to prevent complete lid closure. All disturbed areas must be cleaned following each stop at a minimum of 20 feet of the sales location.
- (b) If liquid waste results from food processing of a mobile food vendor's truck, concession cart, or concession trailer, the waste shall be contained in a permanently installed retention tank located on the vending unit.
- (c) Liquid waste, solid waste, and recyclables shall be removed from a mobile food vendor's truck, concession cart, or concession trailer at a disposal site approved by the city or by a city permitted waste transporter. Removal of waste shall be in a manner that a public health hazard or nuisance is not created.
- (d) Liquid waste from a mobile food vendor shall be characterized as food service waste and shall meet the waste removal, manifesting, disposal, and treatment requirements of the city's sewer use ordinance prior to discharge into the city's publically owned treatment works.
- (e) Waste generated from washing or maintenance of mobile vending unit shall be done in a manner to prevent release on public or private property.
- (f) The mobile food vendor will be subject to inspection by the city upon permit application and may be subject to random inspection and upon reissuance of the permit.
- (g) No sales are allowed within public park facilities while authorized park concession units are operating.
- (h) Mobile food vendor's truck, concession cart, or concession trailer shall be self-sufficient for water and sewer utilities. Use of water and wastewater hoses to provide utility service to mobile vending unit is prohibited. Extension cords may be used for electrical service if the equipment and connection(s) used between the vending unit and supplying source pose no threat to public safety (i.e. personal injury or fire).
- (i) All signage used by the mobile food vendor, including signage painted directly on the mobile food vending unit, shall meet the standards and requirements of the city's sign ordinance, but shall not be required to obtain a sign permit under that chapter. (Chapter 98,

City of Bryan Code of Ordinances.)

(j) Mobile food vendors shall maintain the following **fire prevention devices**:

- (1) All mobile food vendors selling food cooked in the mobile food vendor unit shall keep at least one class **ABC fire extinguisher** with a minimum 3A40BC rating, with visible current inspection (tagged), fully charged, and located within 30 feet of cooking equipment;
- (2) All mobile food vendor units producing grease-laden vapors (grills, fryers, etc.) shall keep, in addition to the extinguisher required in subsection (1), a **Class K** rated portable fire extinguisher, with visible current inspection (tagged), fully charged, and located within 30 feet of cooking equipment;
- (3) All mobile food vendor units producing grease-laden particles within the mobile unit shall install an **extinguishing vent hood** (Type 1 or other, if approved by the City of Bryan Fire Marshal or designee), which must be tested in the presence of the Bryan Fire Marshal or designee before a permit may be issued; and
- (4) All mobile food vendor units using compressed gas (LP/propane cylinders, etc.) shall keep gas containers secured outside of the passenger area of the vending unit. Compressed gas cylinders shall be secured by one or more restraints to a fixed object or nested and secured by one or more restraints and cannot be located closer than ten feet from any trash or combustible material. All valves, hoses, and connections used shall be rated for use with petroleum gas.

Sec. 50-275. - Enforcement.

- (a) It shall be unlawful for an individual to sell edible goods while displaying a valid permit issued by the City of Bryan in the name of another individual, organization, or entity outside of an employment relationship.
- (b) It shall be unlawful for any individual directly or through an agent or employee to sell goods within the corporate limits of the city after the expiration of the permit issued by the City of Bryan under this section.
- (c) It shall be unlawful for an individual directly or through an agent or employee to misrepresent on the permit affidavit any acts that are regulated under this section.
- (d) It shall be unlawful for any individual directly or through his agents or employees to represent that the issuance of a permit by the City of Bryan constitutes the city's endorsement or approval of the product for sale.

- (e) It shall be unlawful to operate a mobile food vendor operation that is not in compliance with the Texas Food Establishment Rules as amended from time to time.
- (f) Any person convicted of a violation of any provision of this subsection shall be guilty of a Class C misdemeanor punishable by a fine not to exceed \$2,000.00 per occurrence in accordance with section 1-14 of this Code of Ordinances.

Attach statement under oath that applicant has read and is familiar with Chapter 50, Mobile Food Vendors Ordinance.

I, _____ representing _____
Acknowledge the admonition and furthermore, as the permit/license applicant, I understand I am responsible for ensuring participant compliance.

Date

Applicant Signature

Where you may obtain a Sales Tax ID#

www.comptroller.texas.gov
comptroller.texas.gov

Texas Comptroller of Public Accounts The **Texas Comptroller's** office is the state's chief tax collector, accountant, revenue estimator and treasurer.

File and Pay

... (September 1 to August 31). Who must report (file) and/or ...

Sales and Use Tax

Texas imposes a 6.25 percent state sales and use tax on all ...

Franchise Tax

The Texas franchise tax is a privilege tax imposed on each ...

Contact Us

Contact Us. The Comptroller's Office is open to the public ...

Taxes

Sales Tax - File and Pay - Franchise Tax - Taxes and Fees

Unclaimed Property

The Texas Comptroller of Public Accounts has rebuilt its website

Apply for a Sales Tax Permit – Allow for 2-3 weeks to receive your permit.

Fire Suppression Installers

American Fire & Safety Inc

Fire Protection Equipment Supplier

Address: 200 Ross St, Bryan, TX 77801

Phone: (979) 779-0030

A-1 Fire & Safety

Fire Protection Equipment Supplier

Address: 1140 Finfeather Rd, Bryan, TX 77803

Phone: (979) 693-8886

ISP Safety Services, LLC

A Division of Industrial Safety Products, LLC

Address: 1753 N Earl Rudder Fwy, Bryan, TX 77803

Phone: (979) 778-0321

KESCO Supply - Bryan

www.kescotexas.com

Address: 1411 Texas Ave, Bryan, TX 77802

Phone: (979) 779-6473

Superior Service Company

www.superiorservicecompany.com

Address: 2904 1st St, Bryan, TX 77803

Phone: (979) 218-0416

PERMISSION TO VEND ON PRIVATE PROPERTY

I, _____, am the business owner of _____.

I allow permission for _____

to sell food from their mobile vending unit on my private property located at:

This mobile food vendor has my permission to (check which may apply):

☐ Dispose of trash in my dumpster. Trash must be bagged and tied. No liquids in trash container.

☐ Use water to refill fresh water tanks.

☐ Sell on the following days: _____

☐ During the hours of : _____

I certify that I have read and understand the mobile food vending ordinance (Chapter 50). I understand each unit must be self-sufficient, no water hoses allowed, not cause traffic issues, and may not be on my property longer than 5 consecutive days. After 5 consecutive days, the unit must move to another location. They may not operate between the hours of 2:00 am and 5:00 am. When open, they may not be open longer than 8 hours.

A copy of the written permission to operate in a specific location, signed by the private property owner, shall be kept in the mobile vending unit at all times.

I understand it shall be unlawful to misrepresent facts for mobile vendor permit and it is unlawful to operate a mobile food vendor operation that is not in compliance with the Texas Food Establishment Rules.

I, _____, representing _____

Acknowledge the above facts are true and correct. Furthermore, as the private property owner, I understand I am responsible for ensuring participant compliance.

Date: _____

Private Property Owner Signature: _____

Private Property Owner *Printed Name: _____

Phone Number: _____

Email: _____

Texas Driver License #: _____

Complete this form **if** you are planning to dispose wastewater at City of Bryan.

Mobile Food Vendor

Name: _____



I agree to use the City of Bryan Wastewater Treatment Plant located at 2028 Quality Park Lane in Bryan.

I understand I must arrive between the hours of 8:00 am and 4:00 pm Monday – Friday.

I agree to purchase waste manifests from the City of Bryan for \$37.00.

I will keep manifests in my unit at all times.

I agree to bring in person or mail a copy of the manifest to 1111 Waco Street in Bryan every **3 months**.

Signature of Applicant

Date

Applicant Initials _____

2024 CENTRAL PREPARATION FACILITY AGREEMENT

Mobile Unit: _____ Permit # _____

Name of Permitted Establishment: _____

Address: _____

Owner: _____ Phone # _____

Is there a grease trap available? ☐ Yes ☐ No. If yes, what size trap: _____

Name of business that services/cleans your grease trap: _____

Your Brazos County Health Department Permit # _____

The permitted food establishment hereby grants access to be used the following services:
(check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Refill water tank (clean water) | <input type="checkbox"/> Food preparation |
| <input type="checkbox"/> Waste water disposal (dirty water) | <input type="checkbox"/> Ware washing |
| <input type="checkbox"/> Solid waste disposal (trash) | <input type="checkbox"/> Food and/or supply storage |
| <input type="checkbox"/> Cleaning/servicing of mobile unit | <input type="checkbox"/> Mobile unit storage (parking) |
| <input type="checkbox"/> Other: _____ | |

This agreement between the above mentioned two parties is valid for the current licensing year only and must be renewed annually. **If this agreement is terminated, the mobile unit must immediately cease operations until another central preparation facility agreement is secured and provided to the Brazos County Health Department and City of Bryan.** The agreement becomes void if the food service establishment does not have a current Brazos County Health Department license to operate.

Signed by:

Food Service Facility Owner (Restaurant) _____ Date: _____

Mobile Food Unit Owner: _____ Date: _____

****** A copy of this signed agreement must remain on the mobile until at all times****

For Office Use only:

Approved by: _____ Date: _____

Conditions, if applicable: _____