



Town of Prosper  
250 W. First Street  
Prosper, TX 75078  
Ph. 972-346-3502 option 4  
Email to: [health@prospertx.gov](mailto:health@prospertx.gov)

## Mobile Unit Application (Aplicación de Unidad Móvil)

**Please Check One:**  New Submittal  Annual Renewal

This form **MUST** be completed annually before Health Permit(s) are issued. Please see the attached list of documents required to be submitted with this application.

(Esta forma **DEBE** completarse anualmente antes de emitir el Permiso de Salud. Consulte la lista adjunta de documentos que deben presentarse con esta solicitud.)

**Type of Business (Tipo de Unidad Móvil):**

Hot Truck (Unidad Móvil Caliente) \$400.00  Cold Truck (Unidad Móvil Frio) \$300.00  
 Ice Cream Truck (Helados) \$250.00  Other: \_\_\_\_\_

**Applicant Name (Nombre Del Solicitante):** \_\_\_\_\_

**Business Name (Nombre Del Negocio):** \_\_\_\_\_

**Street Address (Dirección):** \_\_\_\_\_

**City (Ciudad):** \_\_\_\_\_ **State (Estado):** \_\_\_\_\_ **Zip Code (Codigo Postal):** \_\_\_\_\_

**Telephone Number (Número de Telefono):** \_\_\_\_\_

**Individual or Corporation. If Corporation, List Name Registered with Texas Secretary of State:**

**Individual or Corporation Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Owner Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I hereby certify that I have read and examined this application and know the same to be true and correct. Application forms are valid only if all required information is completed. Applicant acknowledges that the health permit may be revoked or temporarily suspended if the establishment fails to comply with applicable town codes and state laws.

**Office Use Only:**

Approved By & Date: \_\_\_\_\_ Decal Number(s): \_\_\_\_\_

Invoice Number: \_\_\_\_\_ Date Paid: \_\_\_\_\_



The Prosper Health Division performs inspections and permitting of mobile food units by appointment only. Appointments shall be made no later than five days in advance. If an appointment is missed without prior notice of 24 hours, it will result in a failed inspection and a re-inspection fee of \$100 may be assessed and shall be paid prior to scheduling the next inspection. If your food truck does not pass the permitting inspection, a \$100 re-inspection fee will be assessed. The mobile food unit includes, but is not limited to mobile food establishments, hot trucks, cold trucks (prepackaged/catering) trucks, and ice cream trucks.

All permits are valid from January 1<sup>st</sup> to December 31<sup>st</sup> of each calendar year. **Permits are not refundable, transferable and are not pro-rated.** All units shall meet and maintain all the requirements of the mobile food unit and the Town of Prosper Code of Ordinances. The Town does not permit trucks with trailer attachments, mobile carriers that do not have commercial equipment installed and vehicles that have been altered to serve as hot trucks. Food trucks must return to their assigned commissary.

Once permitted, Mobile Food Vendors are **only allowed to operate at Town approved special events.** Mobile Food Vendors are not allowed to operate in Town of Prosper Parks, unless in conjunction with a Town approved special event and shall comply with all other applicable Town Ordinances. Sales from Town Streets or Rights of Way are prohibited. Mobile Food Units are subject to inspection at any time the vehicle is operating within the Town of Prosper. Violations of the permit requirements are subject to corrective actions including discarding of food products, revocation of the permit and fines. Those people found operating in the Town of Prosper without a valid mobile food unit permit are subject to fines up to \$2,000.00.

Full Service/Hot Food Truck units shall obtain a passing fire and life safety inspection report. To schedule a Fire & Life Safety Inspection with the Town of Prosper Fire Marshall's Office, submit a written request for inspection along with a copy of the inspection fee receipt and email to [fire.inspections@prosperfire.com](mailto:fire.inspections@prosperfire.com). Fire Inspection Fee is \$150.00 and is due at the time of the application.

The following are the rules and regulations specific to the type of unit and food that will be offered. If there are any questions or to schedule an appointment, please contact the Health Division at [health@prospertx.gov](mailto:health@prospertx.gov) or 972-569-1157.

#### **Full Service/Hot & Cold Food Trucks**

**Units shall provide copies of all the following documentation along with the Application:**

- Completed application.
- Valid Driver's License.
- Valid Certified Food Manager Certification. At least one Food Manager shall be always operating on the truck.
- Food Handler Certification for all other persons handling food.
- Sales Tax Certificate.
- Signed and notarized commissary letter.
- Copy of commissary's most recent health inspection and current permit.
- Proof of Insurance for the Mobile Unit.
- Current registration and inspection of Mobile Unit.
- Construction sites mobile food vendors, please provide proposed route locations and hours of operations of the mobile unit within the Town of Prosper.
- Menu.



**Units shall meet the following minimum requirements to be considered for a permit:**

- 1) Name is displayed on at least two sides of the vehicle. Lettering shall be at least three inches (3") in height.
- 2) Internal thermometers for *all* hot hold and cold hold units shall be provided
- 3) Adequate, operating, approved ventilation system, exhaust fans, and light shields.
- 4) Long stem thermometers to check internal temperatures of food products.
- 5) Hand washing facility with hot and cold running water. Post handwash signage.
- 6) Properly installed and properly operating retention tanks (plugs shall be in place).
- 7) Proper storage of chemicals, away from food products and equipment.
- 8) Clean vehicle and clean food contact/non-food contact surfaces with proper overhead covering.
- 9) All food shall be stored correctly according to the Texas Food Establishment Rules.
- 10) All leftover food products shall be stored at the commissary with a proper date marking and under proper temperature control or shall be discarded daily.
- 11) All hot hold items shall be held at 135 degrees Fahrenheit or above at all times.
- 12) All cold hold items shall be held at 41 degrees Fahrenheit or below at all times.
- 13) Full Service/Hot/Gourmet trucks are not allowed in parks, recreational centers or on/near school property without permission or in conjunction with an approved special event permit.
- 14) No home prepared foods or home storage of foods. Foods must come from an approved source.
- 15) All condiments must be served in single service containers, packages, or approved commercially filled dispenser type containers.
- 16) Must provide proper equipment (3-comp sink). Properly label each sink.
- 17) National Sanitation Foundation (NSF) approved refrigerators, freezers, stoves, hot holding units, crock pots, smoker, etc. are required. Must maintain internal TCS foods at either 135 degrees Fahrenheit or above or at or below 41 degrees Fahrenheit. Units used to store TCS foods must be provided with accurate thermometers that are conspicuously located.
- 18) Other items that must be present are liquid soap, disposable towels, sanitizer, sanitizer test strips, gloves, dispensing utensils, hair nets/hair restraints, sanitizing buckets, sanitizing wiping cloths, fire extinguisher, and a first aid kit.
- 19) Service windows must be properly protected with screening of a size no larger than 16 mesh to the inch; must be tight fitting and free of breaks. The windows must be kept closed when not in service.



Town of Prosper  
250 W. First Street  
Prosper, TX 75078  
Ph. 972-346-3502 option 2  
Email to: [health@prosptx.gov](mailto:health@prosptx.gov)

## **CENTRAL FOOD PREPARATION FACILITY ACKNOWLEDGEMENT**

**THIS FORM IS TO BE COMPLETED BY THE OWNER OR THE MANAGER OF THE APPROVED  
COMMISSARY.**

Commissary Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**The mobile vehicle listed below has permission to use our facilities:**

Name of Vehicle: \_\_\_\_\_ License Plate #: \_\_\_\_\_

VIN Number: \_\_\_\_\_

Name of Vehicle Owner: \_\_\_\_\_ TX DL #: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**The following services may be performed at our commissary by the above unit:**

Use of facility at all times.     Limited access. If yes, access hours are: \_\_\_\_\_

Use of preparation area of the facility.

Use of food storage areas of the facility.

Wash/clean out trucks.

Fill potable water tanks.

Use of utensil washing area of the facility.

Sell food products to vendor when needed.

Dispose of waste water.

Store mobile unit at our facility.

Comments: \_\_\_\_\_

**Commissary Owner's Name (Please Print):** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

Signature:  TX Driver's License: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## Notary Acknowledgement

State of Texas  
County of \_\_\_\_\_

This instrument was acknowledged before me by \_\_\_\_\_ (name of vehicle owner), and \_\_\_\_\_ (commissary owner's name) to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that (he/she) executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal) Notary Public Signature: \_\_\_\_\_



# PROSPER FIRE RESCUE

## FIRE MARSHAL'S OFFICE

PO Box 307  
911 Safety Way  
Prosper, Texas 75078  
Phone (972) 346-9469 Fax (972) 347-3010  
[www.prosperfire.com](http://www.prosperfire.com)

### Inspection Request Form

Date: \_\_\_\_\_

Email to: [fire.inspections@prosperfire.com](mailto:fire.inspections@prosperfire.com)

**Inspection Type:**  Annual Inspection  Re-Inspection Fee  After-Hours Inspection

Description: \_\_\_\_\_

*To be filled out by business/person applying for inspection. Please print clearly.*

Name of Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Company Fax: \_\_\_\_\_

Company Email: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Permit #: \_\_\_\_\_ (if applicable)

Applicant's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

#### INSPECTION FEES:

Inspection Fee - \$150.00  Re-inspection Fee - \$150.00  After-Hours Inspection - \$150.00  
(Per hour one-hour minimum)

I hereby certify that the above application is complete and correct to the best of my knowledge. The undersigned applicant certifies that the project described herein will be built in accordance with plans and specifications submitted. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or performance of construction.

#### CANCELLATIONS

**Notice of cancellations must be made 24 hours in advance or re-inspection fees will be accessed.** Please note; in the event of inclement weather underground inspections will be cancelled.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_



# PROSPER FIRE RESCUE

## FIRE MARSHAL'S OFFICE

PO Box 307  
911 Safety Way  
Prosper, Texas 75078  
Phone (972) 346-9469 Fax (972) 347-3010  
[www.prosperfire.com](http://www.prosperfire.com)

## How to Request a Mobile Food Vendor Vehicle Inspection

The following instructions provide clarity for alignment with the Town of Prosper documents protocol and the minimum compliance requirements for scheduling a fire & life safety inspection under the Town of Prosper annual mobile food vendor vehicle certification program.

1. Inspection fees must be paid in advance. ALL fees are paid at the Prosper Town Hall located at 250 W. First Street, 2<sup>nd</sup> Floor, Prosper, Texas 75078 - Phone #972-346-3502.
2. Checks are made payable to "The Town of Prosper" **or** you can pay by phone (972-346-3502) using a credit card.
3. **Please note:** Checks received at the Fire Marshal's Office shall be returned without action.
4. You will receive a receipt for payment. Convert the receipt to (**"PDF" Format**)
5. Prior to scheduling your inspection, please utilize the "Mobile Food Vendor Inspection Checklist" to ensure the vehicle is in compliance with all fire & life safety codes and standards. There are additional documents on our web page @ [www.prospertx.gov/fire-department/fire-marshall](http://www.prospertx.gov/fire-department/fire-marshall) that will assist towards a successful inspection and help mitigate the possibility of a \$ 150.00 re-inspection fee.
6. Be sure to include all compliance documents in (**"PDF" Format**) with your inspection request ensuring they are legible and complete. Email all documents to [fire.inspections@prosperfire.com](mailto:fire.inspections@prosperfire.com)
  - A legible copy of your "Request for Inspection" form (**as a separate attachment**)
  - Inspection fee receipt (**as a separate attachment**)
7. If you do not have access to email or experience electronic difficulties, you may hand deliver all documents referenced in Item #6 to: the Prosper Fire Marshal's office located at 911 Safety Way, Prosper Texas 75078 – Phone # 972-346-9469.
8. Please submit your request a minimum of 48 business hours in advance. All inspections are scheduled on a first-come, first-served basis. All inspections shall be performed at 911 Safety Way, Town Hall in the back parking area.
9. The Fire Marshal's Office will then schedule your request for inspection via return email confirming the date and approximate time.

### Please Note:

1. Annual inspection Fee **\$ 150.00**
2. Re-Inspection Fee **\$ 150.00**

If you have any questions or unusual circumstances please contact our office at 972-347-2424