



Town of Prosper
250 W. First Street
Prosper, Texas 75078
Ph. 972-346-3502

Mobile Unit Application

Aplicación de Unidad Móvil

Permit #: HE _____ - _____

New Submittal

Annual renewal

Today's Date: _____

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 NEGOCIO; EL CAMION....):

Hot Truck (CALIENTE) (**\$350.00**)

Cold Truck (FRIO) (**\$250.00**)

Ice Cream Truck (HELADO) (**\$250.00**)

Other: _____

Applicant Name (Nombre Del Solicitante): _____

Business Name (Nombre Del Negocio): _____

Street Address (Dirección): _____

City (Ciudad): _____ **State** (Estado): _____ **Zip** (Codigo Postal): _____

Telephone (Numero 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): _____
Receipt Number _____	Cash / Check # _____



MOBILE HOT FOOD UNIT GUIDELINES

The Prosper Code Compliance 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 will result in a failed inspection and a re-inspection fee of \$50 may be assessed and shall be paid prior to scheduling the next inspection. The mobile food unit includes, but not limited to mobile food establishments, hot trucks, cold trucks (prepackaged/catering) trucks, and ice cream trucks.

All permits are valid from January 1st to December 31st of each calendar year. Permits are not refundable, transferable and are not pro-rated. All units shall meet and maintain all 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.

Once permitted, Mobile Food Vendors are not allowed in Town Parks, unless in conjunction with a Special Event permit 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 persons found operating in the Town of Prosper without a valid mobile food unit permit are subject to fines up to \$2,000.00.

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 Code Compliance Division at health@prospertx.gov or 972-569-1157.

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. Please note, Fire Inspection Fee is \$150 and is due at the time of the application.

Full Service/Hot Food Trucks

Units shall provide all of the following documentation prior to the time of inspection:

- 1) Valid Certified Food Manager certification for at least one individual shall be operating on the truck at all times.
- 2) Food Handler cards for all other persons handling food.
- 3) Proof of insurance for the vehicle.
- 4) Current registration and inspection.
- 5) Signed and notarized commissary letter. Copy of commissary's most recent health inspection and current permit.
- 6) Valid driver's license.
- 7) Sales Tax Certificate.

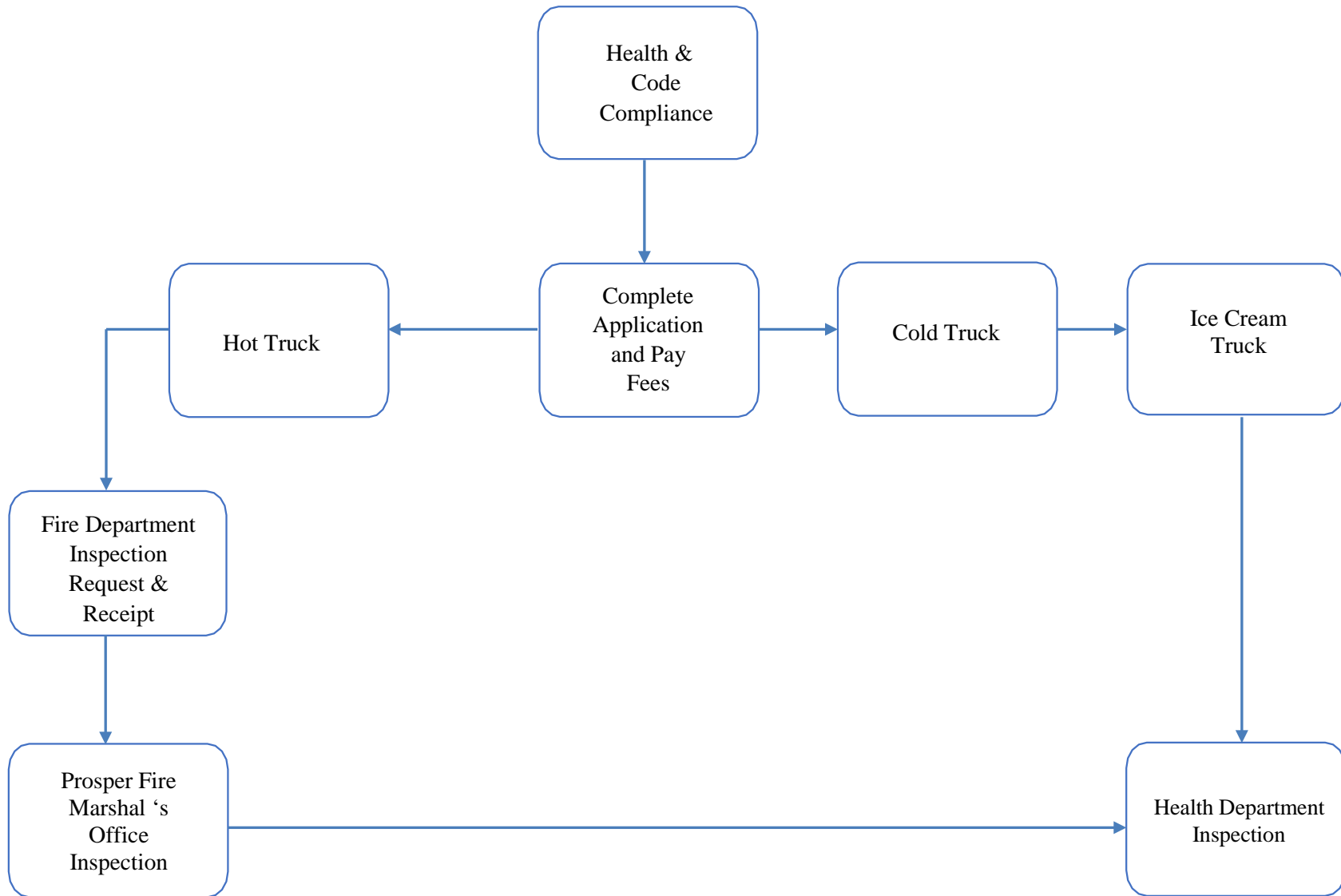


- 8) Completed application.
- 9) Cash, check, money order, or credit card for permit fees.
- 10) Menu.
- 11) Proposed routing locations and the hours of operation of the unit within the Town of Prosper.

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

- 1) Name 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 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. 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).
- 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, 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.

Mobile Food Unit Flow Chart





PROSPER FIRE RESCUE

FIRE MARSHAL'S OFFICE

PO Box 307

1500 E. First Street

Prosper, Texas 75078

Phone (972) 346-9469 Fax (972) 347-3010 www.prosperfire.com

Inspection Request Form

Date: _____

Email to: 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



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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, 2nd 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.prosper.tx.gov/fire-department/fire-marshal 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
 - 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 1502 E. First Street, 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 1502 E. First Street, Prosper Central Fire Station 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