
Department of Health Services

105 S. Preston St.

Ennis, TX. 75119

(972) 875-6444

healthdept@ennistx.gov



MOBILE FOOD UNIT (MFU) GUIDANCE DOCUMENT

A Mobile Food Unit (MFU) is defined in our city ordinance as “a vehicle mounted, self or otherwise propelled, self-contained food service operation, designed to be readily movable (including catering trucks and trailers) and used to store, prepare, display, serve or sell food. Mobile units must completely retain their mobility at all times. A mobile food unit does not mean a pushcart, food booth, or concession stand.”

**The following topics are not considered an all-inclusive list of requirements and should be used as a starting point for your permitting process. Additional requirements could be required based on the proposed operation of the unit.*

Permitting:

- The first step in the permitting process is deciding what type of MFU you are going to operate. Our department currently has two routes of permitting for MFUs.
 - Full Service: A commercially manufactured towed trailer or motorized self-contained food service operation upon which approved food is cooked, wrapped, packaged, processed, or portioned for service, sale, or distribution.
 - Limited Service: A commercially manufactured towed trailer or motorized self-contained food service operation upon which approved, prepackaged foods are sold or conveyed in such a manner that no direct food contact results.
- The second step in the permitting process is the submission of the following materials along with payment:
 - Application
 - Route Itinerary
 - Commissary Verification Agreement
 - Use of Property / Restroom Agreement (if applicable)
 - Site Plan Depicting the Location of the MFU on the Property (if applicable)
 - Copy of TX Sales Tax ID
 - Copy of Certified Food Safety Manager Certification
 - Copy of Food Handler Cards for All Staff Who May Operate the MFU
 - Copy of Current Automobile Insurance for the MFU
 - Copy of Business Liability Insurance

Opening Inspection:

- The department conducts opening inspections in conjunction with the City of Ennis Fire Marshal's office at a date/ time that will be specified during the application process. To demonstrate mobility, the MFU must be brought to the Department of Health Services Office located at 105 S. Preston St. Ennis, TX 75119. The MFU must be fully operational and be able to demonstrate it meets the minimum standards outlined in State law and our Municipal ordinance.

Minimum Equipment:

- The following equipment is considered to be a minimal standard but can be modified depending on the operation. Early and open communication with the department is crucial to avoiding costly changes:
 - Three (3) compartment sink
 - Used to wash, rinse, sanitize and air-dry dishes / utensils. Unit must be large enough to fully submerge your largest dish.
 - An indirect waste connection is required from the three (3) compartment sink to the waste tank / grease trap.
 - Hand Wash sink supplied with soap and paper towels. Hot water must reach a minimum temperature of 100°F.
 - Hot and cold holding equipment must be able to maintain the required temperatures: Hot 135°F or above and Cold 41°F or below. Units MUST be holding these temperatures at time of inspection.
 - Thermometers are required in each refrigerator unit that contains TCS foods.
 - Fresh water tank
 - There is no minimal sizing in the code, but you must have enough water supply to use during all hours of operation. We suggest 25 gallons or more depending on your operation.
 - The tank must be designed for water and made of a smooth, durable, easily cleanable material.
 - The tank must be able to be filled from the outside of the unit with a ¾" or less water connection.
 - The connection must be labeled "Potable Water".
 - A water hose rated for potable water must be provided.
 - Wastewater tank
 - Must be at least 15% larger than the fresh water tank.
 - Waste water outlet must be a minimum of 1" in diameter and cannot be the same size as the fresh water inlet.
 - The tank must be able to be emptied from the outside of the unit.
 - The connection must be labeled "Wastewater".
 - At least one (1) portable extinguisher of the 2A10BC rating shall be accessible to the interior of the mobile food unit. If your cooking process produces grease-laden vapors, a Class K fire extinguisher is required.
 - A Type 1 vent hood is required for all cooking equipment capable of producing grease laden vapors. A Type 1 vent hood shall be protected by a UL 3200 or UL 300A fixed fire extinguishing system.

General:

- The following is a general list of items that will need to be integrated into your unit / operation. These items can be modified or more restricted based upon the proposed operation:
 - Outer openings such as doors and windows must be protected against the entrance of flying insects. Service windows, screens, air curtains, solid, self-closing doors will be required to protect the food service operation against these contaminants.
 - Inside surfaces such as floors, walls, ceilings, cabinets, counter tops, etc. must be smooth, durable, easily cleanable, and non-absorbent.
 - Storage areas must be provided to keep all food, equipment, utensils, and single service items at least 6" off the ground.
 - Parking / operation must only take place on private property with written permission from the property owner. You cannot operate your unit from a city street or a public parking lot unless it is in conjunction with an approved Special Event.
 - If the mobile food unit will be placed in one location for more than one (1) hour, written authorization from an owner or operator of a business within three hundred (300) feet for employees of the mobile food unit to have use of flushable restrooms during hours of operation, portable restrooms are prohibited;
 - The MFU cannot be stored at a private residence at any time while a valid operational permit is issued.
 - Mobile units must operate from an approved commissary or central preparation facility (residential home facility is not allowed). This commissary shall meet all Texas Food Establishment Rules, hold a current food establishment permit, and must have a grease trap. The mobile unit shall return to that commissary for replenishing of supplies, and servicing of the mobile unit.
 - Commissary service logs are required to be maintained and stored on the unit at all times.
 - Route Itinerary - Prior to the issuance of any initial or renewal permit, the operator of a mobile food unit shall submit to the department a list of locations where the mobile food unit will be in operation. The operator shall also give written notice at least two business days prior to beginning operations at or relocating operations to any location not currently included on the list of active locations submitted to the department.
 - Food invoices / receipts must be maintained on mobile food units for foods stored in the mobile unit.
 - All food shall come from an approved source. Preparation / storage of food at a residence is prohibited.
 - Pre-packaged food shall be labeled according to Texas food manufacturer's regulations.
 - All food preparation and dispensing must take place inside of the mobile food unit.
 - Test papers to be on hand to check chemical sanitizer at the dish machine: should be 50-100 ppm chlorine, 200 ppm quaternary ammonia, 10 – 15 ppm iodine.
 - A "No Smoking" sign must be posted on the mobile food unit next to the order window area.
 - Mobile food units shall be parked on an improved surface.
 - Portable stoves, grills, or equivalents are prohibited.
 - Mobile food units shall operate only during the business hours of the primary business on the property.

Contact our department at 972-875-6444 for any additional information.

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MOBILE FOOD UNIT APPLICATION

Mobile Food Unit Information

Mobile Food Unit Name: _____

Mobile Food Unit Type (check one): Full Service (\$300) Limited Service (\$200)

Make: _____ Model: _____ Year: _____ Color: _____

License Plate: _____ VIN: _____ Vehicle Type (truck/trailer): _____

Applicant Information

Name: _____ Date of Birth: _____ Driver's License #: _____

Home Address: _____

Phone Number: _____ Email: _____

Business / Owner Information

Name of Business: _____

Owner / Contact Person: _____ TX Sales Tax ID: _____

Mailing Address: _____

Phone Number: _____ Email: _____

ADDITIONAL PERMIT REQUIREMENTS TO BE SUBMITTED WITH APPLICATION

CHECK EACH BOX TO INDICATE ITEM IS INCLUDED WITH APPLICATION

- Copy of Use of Property / Restroom Agreement form (if applicable)
- Copy of Commissary Service Verification Agreement
- Copy of TX Sales Tax ID
- Copy of Certified Food Safety Manager Certification
- Copies of all food handler cards for any staff who may operate the Mobile Food Unit
- Site plan depicting the location of the Mobile Food Unit on the property (if applicable)
- Route Itinerary of locations where sales will occur and hours of operation
- A menu of items to be vended

By signing and submitting this application, I attest that all the information contained in this application is true and correct to the best of my knowledge. I acknowledge that the permit applied for is subject to all provisions of the orders and ordinances of the City of Ennis and subject to the statutes and rules adopted under the statutes of the State of Texas governing food service establishments, retail food stores, mobile food units, and roadside food vendors. A permit may be revoked for non-compliance.

Applicant Signature: _____ Printed Name: _____ Date: _____

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COMMISSARY VERIFICATION AGREEMENT

The commissary is an essential part of a mobile unit's operation and shall have facilities for supply storage, equipment cleaning, food preparation, grease dumping, and other servicing activities. The commissary shall have a current health permit provided by the authority having jurisdiction of the commissary's location. A copy of your commissary's current health permit must be provided before a mobile food unit permit is issued.

Commissary information:

Name of Commissary: _____

Address: _____

Contact person: _____ Title: _____ Phone: _____

Business Hours of Operation: _____

Email: _____ Health Permit #: _____

Indicate which of the following services will be allowed for use at this commissary:

- 3-Compartment Sink*
- Hand Wash Sink*
- Mop Sink*
- Restroom Access*
- Fill with Fresh Water, Dispose of Wastewater, Oil/Grease*
- Grease Trap* (size) _____ Lbs./Gallons
- Key Accessibility to Commissary*
- Refrigeration/Freezer Space
- Cooking Equipment
- Preparation Table/Equipment

**Minimum requirements*

Commissary Owner/Agent (print)

Signature

Date

Mobile Vendor (print)

Signature

Date

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MOBILE FOOD UNIT ROUTE ITINERARY

Mobile Food Unit (print): _____

Owner's Name (print): _____

Phone Number: _____ Email: _____

Route Itinerary - Prior to the issuance of any initial or renewal permit, the operator of a mobile food unit shall submit to the department a list of locations where the mobile food unit will be in operation. The operator shall also give written notice at least two business days prior to beginning operations at or relocating operations to any location not currently included on the list of active locations submitted to the department.

Please complete the box below before submitting your application for a permit.

Location / Address	Days of Operation	Hours

Owner/Responsible Party Signature

Printed Name

Date

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USE OF PROPERTY / RESTROOM AGREEMENT

This agreement between the Owner/Agent of the property and the Mobile Food Unit signifies that the property owner/agent will allow the mobile food unit to park their vehicle on the property and utilize the businesses restroom facilities in compliance with the City's Mobile Food Ordinance A valid Use of Property / Restroom Agreement must be on file for each individual location a vendor operates at for one (1) or more hours. **Note: Residential restroom facilities or portable restroom facilities may not be utilized for this requirement.**

Property / Restroom Accessibility Information:

Name of Business: _____
Address: _____
Contact Person: _____ Title: _____ Phone: _____
Business Hours of Operation: _____
Email: _____

Mobile Food Unit Information:

Name of Business: _____
Address: _____
Owner/Operator: _____ Phone: _____
Email: _____

Property Owner/Agent (print)

Signature

Date

Mobile Vendor (print)

Signature

Date

Note: This agreement is non-transferable and shall be completed each time your health permit is renewed. Should there be a change in the ownership of either the property or the mobile food unit or should there be any modification or cancellation of this agreement between parties, the Department of Health Services shall be notified, or your City of Ennis Mobile Food Permit may be suspended.

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MOBILE FOOD UNIT COMMISSARY SERVICE LOG

Mobile Food Unit Name: _____

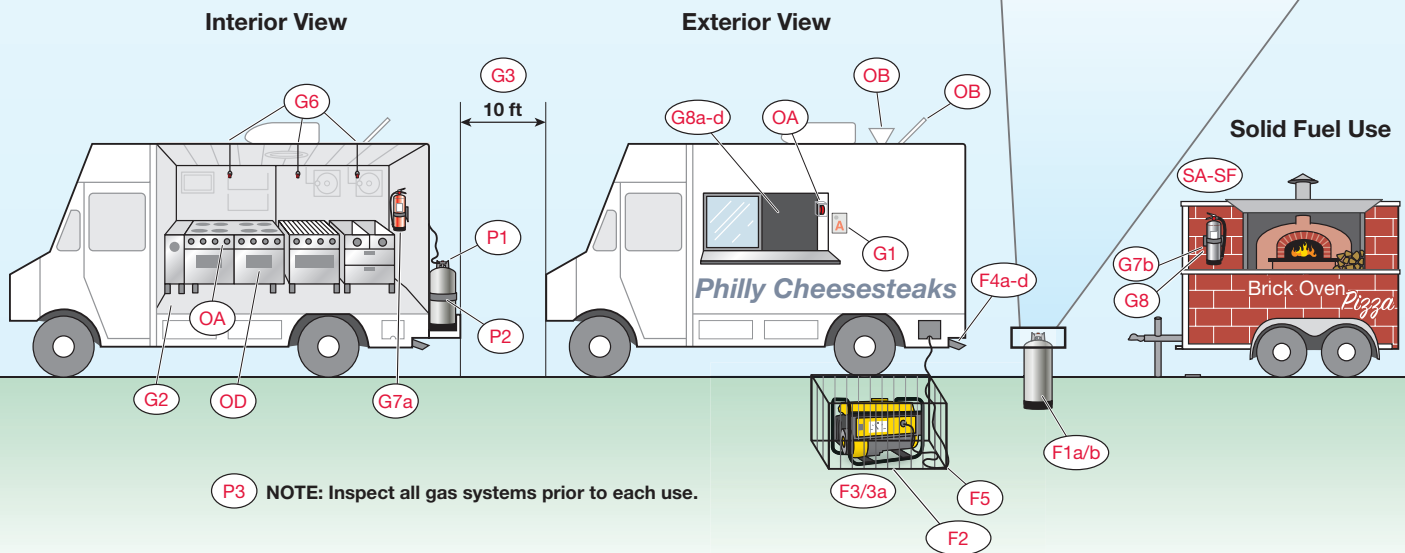
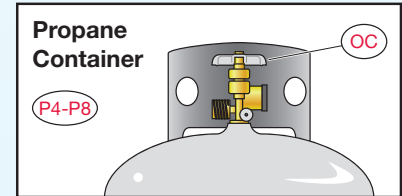
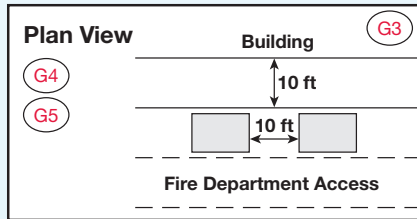
Commissary Name: _____

Date	Actions	Commissary Representative

The Commissary Service Log must be completed **daily** and kept on the Mobile Food Unit during all hours of operation. The Commissary Service Log shall be used for cleaning interior and exterior of the unit, disposing of wastewater, obtaining potable water, storing, and preparing food products, and parking the Mobile Food Unit while not in use.



FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Chapter 17 in NFPA 96.

General Safety Checklist

- Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.8.3.2] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:17.2] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9] **G7a**
- Where cooking appliances that use solid fuel, such as charcoal or wood, produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:15.7.1] **G7b**
- Ensure that workers are trained in the following: [96:17.10]: **G8**
 - Proper use of portable fire extinguishers and extinguishing systems [96:17.10.1(1)] **G8a**
 - Proper method of shutting off fuel sources [96:17.10.1(2)] **G8b**
 - Proper procedure for notifying the local fire department [96:17.10.1(1)] **G8c**
 - Proper procedure for how to perform simple leak test on gas connections [96:17.10.1(5)] **G8d**



FOOD TRUCK SAFETY CONTINUED

Fuel & Power Sources Checklist

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.11.1 for carnivals only] **F1a**
- Ensure that refueling is conducted only during non-operating hours. [96:17.8.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:17.5.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:10.15.4] **F3**
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - At least 12 ft in all directions from openings and air intakes [96:17.5.2.3(1)] **F4a**
 - At least 12 ft from every means of egress [96:B.13] **F4b**
 - Directed away from all buildings [96:17.5.2.3(2)] **F4c**
 - Directed away from all other cooking vehicles and operations [96:17.5.2.3(3)] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:17.8.1] **F5**

Propane System Integrity Checklist

- Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- Inspect gas systems prior to each use. [96:17.7.2.3] **P3**
- Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- Where a gas detection system is installed, ensure that it is tested monthly. [96:17.7.2.2] **P8**

Operational Safety Checklist

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**

- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:12.1.1] **OB**
- Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:12.4] **OD**

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- Fuel is not stored above any heat-producing appliance or vent. [96:15.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:15.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:15.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:15.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:15.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container. [96:15.9.3.8.1] **SF**

Learn More

- ▶ Get free digital access to NFPA codes and standards at: nfpa.org/docinfo
- ▶ Read the latest news and updates at: nfpa.org/foodtrucksafety
- ▶ Review the following and other NFPA resources at: nfpa.org
 - NFPA 1, *Fire Code*, 2021 Edition
 - *NFPA 1 Fire Code Handbook*, 2021 Edition
 - NFPA 10, *Standard for Portable Fire Extinguishers*, 2018 Edition
 - NFPA 58, *Liquefied Petroleum Gas Code*, 2020 Edition
 - *LP-Gas Code Handbook*, 2020 Edition
 - NFPA 70®, *National Electrical Code*®, 2020 Edition
 - *National Electrical Code*® *Handbook*, 2020 Edition
 - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2021 Edition
 - NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition

