



MOBILE FOOD ESTABLISHMENT RENEWAL APPLICATION

HAYS COUNTY DEVELOPMENT SERVICES

2171 YARRINGTON RD, SUITE 100

KYLE, TEXAS 78640

(P) 512-393-2150

permits@co.hays.tx.us



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) www.hayscountytexas.com

Mobile Food Establishment Renewal Application Contact Information

Establishment Information:

Current Permit Number:		
Name of Establishment:		
Street Address:		
City:	State:	Zip:
Primary Phone:		Secondary Phone:
Website:		
Primary Email:		
Secondary Email:		
Social Media Presence: <input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> Instagram <input type="checkbox"/> Pinterest: <input type="checkbox"/> Other:		

Business / Owner Information

Company or Owner Name:		
Street Address:		
City:	State:	Zip:
Primary Phone:		Secondary Phone:
Website:		
Primary Email:		
Secondary Email:		

Applicant / Designated Contact Information:

Company or Owner Name:		
Street Address:		
City:	State:	Zip:
Primary Phone:		Secondary Phone:
Website:		
Primary Email:		
Secondary Email:		

Name of Builder/Contractor

Company or Owner Name:		
Street Address:		
City:	State:	Zip:
Primary Phone:		Secondary Phone:
Website:		
Primary Email:		
Secondary Email:		



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) www.hayscountytexas.com

Mobile Food Establishment Questionnaire

Construction / Mobile Unit Information

Construction Type:

- Permit Renewal (no construction)
 New Construction
 Remodel of existing mobile unit

Vehicle Type:

- Truck Trailer Van
 Car Step Van Other: _____

Vehicle Make: _____ Vehicle Model: _____ Vehicle Year: _____

State of Registration: _____ VIN: _____ License Plate #: _____

Projected opening date: _____

Projected Number of meals per week: _____

Are windows / doors screened to prevent pests? Yes No

Day(s) & Hour(s) of Operation (insert hours in "8am to 8pm" format)

- Monday Hours: _____
 Tuesday Hours: _____
 Wednesday Hours: _____
 Thursday Hours: _____
 Friday Hours: _____
 Saturday Hours: _____
 Sunday Hours: _____

Does this establishment only operate seasonally? Yes No

If yes, please list the months of operation: _____

Finish Materials

INSTRUCTIONS: Indicate the materials used for the below surfaces. Materials include, but not limited to, quarry tile, stainless steel, fiberglass reinforced panels, ceramic tile, sealed concrete, painted drywall, vinyl coated ceiling tiles, or acoustical ceiling tiles.

Room / Area	Floor	Floor Wall Junctures	Walls	Ceiling
Food Preparation				
Dry Storage				
Walk-in Refrigerator(s) & Freezer(s)				
Service Sink (s) / Mop Sink(s)				
Refuse Area				
Restroom(s)				



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) www.hayscountytexas.com

Other (indicate area):				
Other (indicate area):				

Indicate the materials used for the below surfaces.

Cabinets:
Countertops:
Shelving:
Other Surface:

Equipment / Fixture Installation List

A spec sheet is required for each item listed below. Indicate if new / used and what equipment will be installed within the establishment including but not limited to, hand washing sink(s), 3-compartment warewashing sink(s), mechanical warewashing machine(s), hose bibs, mop / utility sink(s), dish machine(s), food preparation sink(s), ice bin / ice machine(s), refrigerator(s), freezer(s), oven(s), grill(s), steam table(s), beverage machine(s), dump sink(s), and water heater(s), etc.

- Approved backflow protection must be supplied on all fixtures and equipment with submerged inlets.
- Vacuum breakers must be installed on water inlet lines for dishwashing machines, garbage disposals, and hose bibs.
- Continuous pressure backflow protection devices must be installed on water lines where a valve or shut off is located between the backflow device and the inlet to the equipment / fixture, such as hose reels and pitcher rinsers.
- Indirect drainage is required for all warewashing (3-compartment and dish machines) food preparation sinks, ice bins / machines, beverage machines, and walk-in refrigeration units.
- Kitchen equipment or fixtures may not drain into buckets.

New	Used	Type of Equipment	Manufacturer	# of Equipment / Fixtures
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) www.hayscountytexas.com

<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Manual Warewashing Sink Size & Fixture Information

Indicate the length of all drainboards, dimensions of each compartment (length, width, depth) and whether a pre-rinse sprayer will be installed at each warewashing area, including bars.

- The minimum requirement for warewashing in a food establishment is a three-compartment sink. A mechanical warewashing machine may be installed in addition to the three-compartment sink.
- Warewashing sinks must be large enough to accommodate the largest piece of equipment or utensil(s) used.

Length (inches) of soiled drainboard (LxW)	Pre-Rinse Sprayer (Yes/No)		Dimensions (inches) of sink compartments (LxWxD)	Length (inches) of clean drainboard (LxW)
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

Mechanical Warewashing Size & Fixture Information

A spec sheet is required for each item below. Indicate the make and model number for each warewashing machine. Indicate if the machine utilizes heat or chemical sanitizing. Indicate soiled and clean drainboard length, whether a pre-rinse sprayer will be used, and utensil soak sink dimensions.

Make	Model #	Pre-Rinse Sprayer (Yes/No)		Select One: Heat or Chemical Sanitizing	Dimensions (inches) of utensil soak sink (LxWxD)	Length (inches) of soiled drainboard (LxW)	Length (inches) of cleaned drainboard (LxW)
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>				



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) www.hayscountytexas.com

- If heat sanitizing, will a separate booster heater be required? Yes No
- If yes, please complete the below table.

Make	Model #	kW/BTU Rating	Distance from Machine (feet)

Water Supply & Wastewater Service

Provide plumbing diagrams or schematics showing location of water heater, plumbing fixtures, water supply and wastewater tanks, drain lines and water inlets/outlets. Materials used in the construction of a mobile water tank and accessories shall be safe, durable, corrosion resistant, and finished to have a smooth easily cleanable surface and clearly and durably identified as to its use if not permanently attached. A water tank, pump, and hoses shall be flushed and sanitized before being placed in service after construction, repair, modification, and periods of non-use. Please reference the 2017 FDA Food Code, Section 5-302.16 & 5-304.11.

How will hot water be provided to plumbing fixtures on the unit?

Water Heater Other: _____

To prevent cross-contamination to water supply: How will you ensure there is no cross-contamination between the drinking water and wastewater tank & hoses? (check all that apply)

- Drinking Water inlet above waste outlet
- Different colored or sized hoses
- Different colored or sized removable tanks
- Different threads on inlet and outlet
- Other: _____

Provide the storage location of all hoses if not permanently attached.

Hose Type	Storage Location



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) www.hayscountytexas.com

Notes:

- Ensure pipes, water heater and storage tanks in your unit are completely drained during EXTREME cold weather events. Without water you cannot operate your mobile unit.
- Per FDA Food Code, Section 6-402.11, restrooms / toilet rooms shall be conveniently located and accessible to employees during all hours of operation. No portable toilets are allowed.
- Per FDA Food Code, Section 5-302.16, a hose used for conveying DRINKING WATER from a water tank shall be safe, durable, corrosion re
- Per Hays County Rules for On-Site Sewage Facility Regulations, Section 10.W.1, any structure or property used for residential, institutional, or commercial purposes shall be connected to an On-Site Sewage Facility permitted by the Department, or a centralized sewage treatment facility permitted by the Texas Commission on Environmental Quality.

Food Handling Procedures

Check “Yes” or “No” for the following food handling procedures. If yes, please indicate where the procedure is taking place. (inside the mobile unit or at the commissary).

Procedure	Yes	No	Commissary	Mobile Unit
Will food be held cold?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will food be held hot?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will produce need to be washed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will food be cooled after cooking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will food be reheated after cooling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will food that is frozen need to be thawed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will food be cooked? (example: raw meats)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will raw, undercooked or cooked to order eggs, meats, poultry, or fish be served?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will foods be prepared that will be sold to other establishments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will catering be conducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List all foods that will require rapid cooling (examples: rice, soup, green chili, etc.)

Select what methods will be used in your facility to rapidly cool cooked foods. (check all that apply)

<input type="checkbox"/>	Under Refrigeration
--------------------------	---------------------



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) www.hayscountytexas.com

<input type="checkbox"/>	Rapid Cooling Equipment
<input type="checkbox"/>	Ice Water Bath
<input type="checkbox"/>	Shallow Pans
<input type="checkbox"/>	Adding Ice as an Ingredient
<input type="checkbox"/>	Separating Food into Smaller Portions
<input type="checkbox"/>	Other (list methods):

Select what methods will be used in your facility to rapidly reheat cooled foods / leftovers. (check all that apply)

<input type="checkbox"/>	Stove Top / Range
<input type="checkbox"/>	Oven
<input type="checkbox"/>	Microwave / Microwave Toaster
<input type="checkbox"/>	Grill
<input type="checkbox"/>	Other (list methods):

Select what methods will be used in your facility to thaw frozen foods. (check all that apply)

<input type="checkbox"/>	Under Refrigeration
<input type="checkbox"/>	Under Running Water
<input type="checkbox"/>	Microwave / Microwave Toaster
<input type="checkbox"/>	As Part of the Cooking Process
<input type="checkbox"/>	Other (list methods):

Select what methods will be used in your facility to prevent bare-hand contact with ready-to-eat food. (check all that apply)

<input type="checkbox"/>	Gloves
<input type="checkbox"/>	Utensils
<input type="checkbox"/>	Deli Tissue
<input type="checkbox"/>	Dispensing Equipment / Machine
<input type="checkbox"/>	Other (list methods):

Select what methods will be used in your facility to serve ready-to-eat foods. (check all that apply)

<input type="checkbox"/>	Single-Service Tableware
<input type="checkbox"/>	Multi-Service Tableware
<input type="checkbox"/>	Dispensing Equipment / Machine
<input type="checkbox"/>	Other (list methods):



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) www.hayscountytexas.com

Specialty Processes & Hazard Analysis and Critical Control Point (HACCP) Information

The below specialty processes may require additional submittal(s) and/or review. If you use any of the below processes, please identify which.
(check all that apply to your operation)

<input type="checkbox"/>	Smoking food as a method of preservation rather than as a method of flavor enhancement
<input type="checkbox"/>	Curing food
<input type="checkbox"/>	Using food additives or adding components such as vinegar: <ul style="list-style-type: none">• As a method of food preservation rather than as a method of flavor enhancement, OR• To render the food so that it is not time/temperature control of safety food
<input type="checkbox"/>	Packaging TCS Food using a reduced oxygen environment
<input type="checkbox"/>	Operating a molluscan shellfish life support system display tank
<input type="checkbox"/>	Custom processing of animals that are for personal use as food
<input type="checkbox"/>	Sprouting seeds or beans

A Hazard Analysis and Critical Control Point (HACCP) Plan is required for the following procedures. A HACCP Plan must meet the requirements of the FDA Food Code (3-502.12) and a designated work area accessible only to responsible and trained personnel.
(check all that apply to your operation)

<input type="checkbox"/>	Vacuum Packaging (also called reduced oxygen packaging, ROP)
<input type="checkbox"/>	Sous Vide: <ul style="list-style-type: none">• Raw or partially cooked food is vacuum packaged in an impermeable bag, cooked in the bag, rapidly chilled, and refrigerated at temperatures that inhibit the growth of psychotropic pathogens.
<input type="checkbox"/>	Cook-Chill: <ul style="list-style-type: none">• Cooked food is hot filled into impermeable bags which have the air expelled and are then sealed or crimped closed. The bagged food is rapidly chilled and refrigerated at temperatures that inhibit the growth of psychotropic pathogens.



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) www.hayscountytexas.com

Mobile Food Establishment – Required Documents

All Mobile Food Establishments Applications (including renewals) must submit the following documents along with the Application and fee(s).

1. **Floor Plan** – A detailed plan of the mobile food establishment, including but not limited to, the dimensions of the structure, location of all equipment, sinks, and preparation areas.
2. **Menu** – Show all items which are being served at the mobile food establishment.
3. **Certified Food Manager Certificate** – A current / valid copy of the certificate showing completion of an accredited Certified Food Manager Course.
4. **Government ID** – A current / valid copy of a government issued identification document.
5. **Equipment Specification (Spec) Sheet(s)** – Each fixture / piece of equipment identified on the application shall have it's manual / spec sheet submitted.
6. **Construction Plans** – A set of construction plans including but not limited to, mechanical diagrams/plans, and plumbing diagrams/plans.
7. **Applicant Acknowledgement & Certification** – Signed copy of document
8. **Responsibilities for Mobile Food Establishments** – Signed copy of document
9. **Responsibilities for Central Preparation Facilities** – Signed copy of document
10. **Itinerary – Mobile Food Establishment** – Completed & signed copy of document
11. **Itinerary – Central Preparation Facility** – Completed & signed copy of document
12. **Certification on Jurisdiction of Commissary** – Completed & signed copy of document if Central Preparation Facility is located outside of Hays County's jurisdiction.
13. **Previous Inspection Form** - Completed & signed copy of document if Central Preparation Facility is located outside of Hays County's jurisdiction.



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) www.hayscountytx.com

Applicant Acknowledgement & Certification

- a) I have been given permission by the owner of the Food Establishment, if not the applicant, to submit an application and represent his/her interests in all matters affecting said application.
- b) I have carefully read the complete application and know all statement herein and in the attachments hereto are true and correct to the best of my knowledge.
- c) Applicant is hereby informed that other permits may be required to fulfill local, State, and Federal regulatory requirements and it is the responsibility of the Applicant to obtain any such additional permits and to comply with all such provisions thereof, whether herein specified or not.
- d) Applicant is responsible for all costs associated with any construction undertaken in accordance with this Application and agrees that (s)he will not erect any permanent structure or sign on or extending over any portion of County right-of-way.
- e) All Food Establishments are to be operated in compliance with all local, state, and federal regulations including but not limited to, the Hays County Development Services Food Establishment Regulations and the FDA Food Code.
- f) Prior to opening, a Pre-Operation inspection will be performed for all new establishments. Any non-routine / re-inspection may be subject to an additional fee.
- g) If operating a Mobile Food Establishment, I attest I have read and understand the “Responsibilities for Mobile Food Establishments” as provided in the application.
- h) Temporary Food Establishment Permits are non-transferable.
- i) A Temporary Food Establishment Permit expires 14 calendar days after issuance. The Permit shall be valid in conjunction with a single event.
- j) Farmer’s Market Permits are not transferable and expire at the end of the calendar year.
- k) Any Permit may be revoked if any false statements are made herein. If the Permit expires or is revoked for any reason, the Establishment must cease operation until a new permit has been issued.

By signing, I hereby certify all the information is true and accurate and will follow all Hays County Rules & Regulations.

Print Name: _____ Phone Number: _____

Signature: _____ Date: _____



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) www.hayscountytexas.com

Responsibilities for Mobile Food Establishments

Definition(s):

Mobile Food Establishment – A vehicle mounted, self or otherwise propelled, self-contained food service operation, designed to be readily moveable (including but not limited to, catering trucks, trailers, push carts, and roadside vendor) and used to store, prepare, display, serve or sell food. Mobile units must completely retain their mobility at all times. A Mobile Food Establishment does not mean a stand or a booth.

Mobile Food Establishments Selling Only Pre-Packaged Foods:

Mobile Food Establishments that serve only prepared, pre-packaged items in individual services or beverages that are not potentially hazardous and are dispensed from covered urns or other protected equipment, need not comply with the following requirements pertaining to the necessity of water and sewage systems nor to those requirements pertaining to the cleaning and sanitation of equipment and utensils if the required equipment for cleaning and sanitation exists at its commissary. All other requirements apply to Mobile Food Establishments selling only pre-packaged food.

Snow cone vendors may be required to have a Central Preparation Facility. The flavorings must be dispensed using pump-type dispensers or bottles equipped with tightly fitting pour spouts and must be obtained from approved sources (i.e., from a commercial food establishment, not made at home). Potentially hazardous toppings (i.e., ice cream) are not allowed without a Central Preparation Facility.

Mobile Food Establishments Preparing and/or Cooking Foods:

1. Shall provide written approval from the Central Preparation Facility allowing the Mobile Food Establishment to use the facility.
2. The Mobile Food Establishment shall use an approved servicing area provided by the Central Preparation Facility. The area shall include at least overhead protection for any supplying, cleaning, or servicing operation except those areas used only for the loading of water and/or the discharge of sewage and other liquid waste, using a closed system of hoses, need not be provided with overhead protection.
3. The Central Preparation Facility shall have an approved location for disposal of all wastewaters within the servicing area. A location provided for the flushing drainage of liquid wastes shall be separate from the location provided for water servicing and for the loading and unloading of food and related supplies.
4. The surface of the servicing area shall be constructed of a smooth non-absorbent material, such as concrete or machine-laid asphalt and shall be maintained in good repair, kept clean, and be graded to drain.
5. Potable water servicing equipment shall be installed in the servicing area according to law and stored and handled in a way that protects the water and equipment from contamination.
6. A hand-washing sink with warm running water, soap, and individual paper towels.
7. Provide only single service articles for use by the consumer.
8. A three-compartment sink for dish washing, rinsing, and sanitizing.
9. A pressurized potable water system with sufficient capacity to furnish enough hot and cold water for food preparation, utensil cleaning, sanitizing, and hand washing. The water inlet shall be located in such a position that it will not be contaminated by waste discharge, road debris, dust, oil, or grease, and shall be capped when not being used.
10. A permanently installed wastewater retention tank that is sized at least 15% larger in capacity than the potable water supply tank and is sloped to drain that is one inch in inner diameter or greater, equipped with a shut-off valve. All connections on the vehicle for servicing the Mobile Food Establishment's waste disposal facilities shall be of a different size or type than those used for supplying potable water to the Mobile Food Establishment.
11. Facilities provided shall store hot food at or above 135°F and cold foods at or below 41°F. Each hot or cold food storage facility shall have numerically scaled thermometer. Wrapped sandwiches shall not be stored in direct contact with ice.
12. All food contact surfaces shall be protected from contamination by consumers and other contaminating agents. Protective shields for equipment shall be provided as needed.
13. Floors and floor coverings of all food preparation, food storage, and utensil washing areas shall be smooth, durable, and easily cleanable.
14. Walls and ceilings shall be light-colored, smooth, non-absorbent, and easily cleanable.
15. Doors and counter-service openings shall have tight fitting solid or screened doors/windows to restrict the entrance of insects. Counter-service openings shall be kept closed, except when in actual use.



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) www.hayscountytexas.com

16. Shielding to protect against broken glass falling onto food shall be provided for all artificial lighting fixtures located over, by or within food storage, preparation, service, and display facilities where utensils and equipment are cleaned and stored.
17. Attachments such as light fixtures, vent covers, fans, and similar equipment that attaches to walls and ceilings, shall be easily cleanable.
18. Ventilation is required to keep the units free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke, and fumes.
19. Food grade water hose(s) must be used for potable water.
20. All Mobile Food Establishments shall have a licensed motorized vehicle driver / operator move a Mobile Food Establishment at any time as authorized by local, state, and federal laws. For the purposes of this application, "move" shall include, but not be limited to, an act of changing physical location, position, or state.

Acknowledgement:

By signing below, I acknowledge I have carefully read each of the Responsibilities for Mobile Food Establishments listed herein. I agree to follow all responsibilities listed herein and elsewhere. I shall follow and comply with all local, state, and federal laws for Mobile Food Establishments.

Printed Name of Mobile Food Establishment Owner / Responsible Party

Primary Phone Number

Signature of Mobile Food Establishment Owner / Responsible Party

Date



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (E) permits@co.hay.tx.us

Hays County Mobile Food Vendor Itinerary Sheet

All Hays County Mobile Food Establishments are required to submit and maintain a current itinerary sheet detailing all vending locations and times. If any changes are to be made regarding the itinerary on file (i.e. changes to vending locations or times) then an updated itinerary must be submitted to this department prior to enactment of the changes.

Mobile Vending Unit Name (print): _____

Itinerary Valid from the Following Dates: _____ to _____

Vending Location Address: _____

Days at this Location: Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

Arrival Time: _____ Departure Time: _____

What Restroom Facilities are available: _____

Vending Location Address: _____

Days at this Location: Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

Arrival Time: _____ Departure Time: _____

What Restroom Facilities are available: _____

Vending Location Address: _____

Days at this Location: Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

Arrival Time: _____ Departure Time: _____

What Restroom Facilities are available: _____

By signing, I hereby certify I will follow the above Itinerary. If any of the above changes, I will update Hays County Development Services.

Signature: _____

Date: _____



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (E) permits@co.hay.tx.us

Central Preparation Facility Itinerary

All Hays County Mobile Food Establishments are required to submit and maintain a current itinerary sheet detailing all Central Preparation Facility (CPF) visits. A mobile food establishment is required to visit their Central Preparation Facility daily to be in compliance with the Texas Food Establishment Regulations. If any changes are to be made regarding the itinerary on file (i.e. changes to CPF visit dates & times) then an updated itinerary must be submitted to this department prior to enactment of the changes.

Central Preparation Facility Address: _____

Days Visiting Central Preparation Facility:

Sunday:	<input type="checkbox"/>	Arrival Time: _____	Departure Time: _____
Monday:	<input type="checkbox"/>	Arrival Time: _____	Departure Time: _____
Tuesday:	<input type="checkbox"/>	Arrival Time: _____	Departure Time: _____
Wednesday:	<input type="checkbox"/>	Arrival Time: _____	Departure Time: _____
Thursday:	<input type="checkbox"/>	Arrival Time: _____	Departure Time: _____
Friday:	<input type="checkbox"/>	Arrival Time: _____	Departure Time: _____
Saturday:	<input type="checkbox"/>	Arrival Time: _____	Departure Time: _____

By signing, I hereby certify I will visit my Central Preparation Facility (Commissary) on the above days & times.

If any of the above changes, I will immediately notify Hays County Development Services.

Signature: _____

Date: _____



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (Web) www.hayscountytexas.com

Responsibilities for Central Preparation Facilities

1. The Central Preparation Facility (commissary) must be a permitted food establishment.
2. The Central Preparation Facility will furnish written approval to the mobile food vendor at the time of the mobile food unit's permit application.
3. The Central Preparation Facility will allow the mobile food vendor to bring the unit to the establishment for servicing on a daily basis.
4. The Central Preparation Facility will allow all food storage and preparation to be done at the Central Preparation Facility.
5. The Central Preparation Facility will allow all food held overnight to be stored at the Central Preparation Facility.
6. The Central Preparation Facility will store all equipment and supplies of the mobile food vendor.
7. The Central Preparation Facility will register with the Texas Department of State Health Services as a Food manufacturer if the establishment does either of the following: (a) Prepare and package products sold by the mobile food vendor. (b) Prepare the product for the mobile food vendor, even if the vendor actually labels the products.
8. Food Project labels must contain the following information:
 - a. Name and Address of Manufacturer.
 - b. The common name of the product.
 - c. A list of all the ingredients in the product from the most prevalent to the least prevalent.
 - d. The net weight of the product.
9. The Central Preparation Facility will contact Hays County Development Services if the mobile food unit fails to report to the establishment.
10. For fully self-contained mobile units "servicing" will mean cleaning, disposing of wastewater, and filling freshwater tanks.
11. The Central Preparation Facility shall provide a mobile food unit servicing area. The area shall include at least overhead protection for any supplying, cleaning, or servicing operation except those areas used only for the loading of water and/or the discharge of sewage and other liquid waste, using a closed system of hoses, need not be provided with overhead protection.
12. The Central Preparation Facility shall have an approved location for disposal of all wastewaters within the servicing area. A location provided for the flushing drainage of liquid wastes shall be separate from the location provided for water servicing and for the loading and unloading of food and related supplies.
13. The surface of the servicing area shall be constructed of a smooth non-absorbent material, such as concrete or machine-laid asphalt and shall be maintained in good repair, kept clean, and be graded to drain.
14. Potable water servicing equipment shall be installed in the servicing area according to law and stored and handled in a way that protects the water and equipment from contamination.
15. A family residence is not considered a Central Preparation Facility.

I, _____ have read and understand the responsibilities listed above and agree to comply with all the responsibilities. I give permission to _____, to use my establishment, _____ located at _____ as a Central Preparation Facility for the mobile food vending unit. I understand that any health violations of the vendor found at this establishment can be included on the health inspection for this establishment.

Printed Name of Central Prep Facility Owner / Responsible Party

Primary Phone Number

Signature of Central Prep Facility Owner / Responsible Party

Date



Hays County Development Services

2171 Yarrington Rd, Suite 100, Kyle Texas 78640

(P) 512-393-2150 (E) permits@co.hay.tx.us

Certification on Jurisdiction of Commissary

If the central preparation facility (commissary) is located outside of Hays County's jurisdiction, the Health Authority in that jurisdiction must complete the following certification:

Name of Food Establishment

Address & Phone Number

As a representative of the permitting jurisdiction below, I hereby certify that the above food establishment is currently approved to operate as a commissary and meets all regulations as described in the Texas Food Establishment Rules.

Jurisdiction / Authority

Jurisdiction / Authority's Phone Number

Signature of Health Officer / Authority

Date of Signature

Full Name (Printed) of Health Officer / Authority

Date of Most Recent Inspection