



## Forms Required to be Submitted/Completed/Signed Before Reporting to your Mobile Food Unit Inspection

Hard copy documents required – incomplete/missing forms will result in inspection failure and rescheduling by operator. All inspections require appointments.

Schedule on line at [www.Houstonconsumer.org](http://www.Houstonconsumer.org)

**A State of Texas Sales Tax Permit is required for all mobile food units prior to the issuance of a Permit/Medallion.**

### Mobile Food Trucks/Trailers/Carts that Prepare or Serve Open Foods/Beverages

Documents	New	Renewal	Change of Owner
Stamped, approved plans  <b>Mobile Cart:</b> Site Plan (Map showing where unit will operate, kitchen facility where unit will be serviced, and area where unit will be stored when not operating. Show route from operating location to kitchen/service area and storage area indicating that cart can fit through all doors and passageways)	✓	If remodel from original layout	If remodeled from original layout, no previous HHD approved plans, or Ordinance change.  Mobile cart: Reconfiguration, Location/commissary change.
*Menu Disclosure	✓	If changed	✓
*New, signed, notarized <u>Property</u> Agreement Letter and signed <u>Restroom</u> Availability Letter for the next year. (For locations where unit operates for more than 1 hour per day)	✓	✓	✓
*List of Locations (Route List) Where Unrestricted Mobile Food Unit Operates (To obtain a Medallion a unit must have at least one approved location)	✓	✓	✓
<b>Mobile Cart:</b> New, signed Commissary Letter/Mobile Food Unit Property/Restroom Agreement Letter from food permitted establishment at location where unit will be serviced and stored.	✓	Location/commissary change	Location/commissary change
*S.O.P.'s & General Guidelines for MFU Operation / Check-list	✓	✓	✓
*Form 1-B: Conditional Employee Reporting Agreement for all Food Employees	✓	✓	✓
Valid Driver's License or Photo ID of the owner/operator	✓	✓	✓
Valid/Current Driver's License for person will drive or tow the MFU	✓	✓	✓
Proof of Current Vehicle Liability Insurance	✓	✓	✓
City of Houston Food Manager Certification - Current	✓	✓	✓



Proof of Food Handler Certification (within 60 days of employment)	✓	✓	✓
Commissary Receipt (indicating freshwater tank filled) issued within 24 hrs. preceding inspection for new Medallion.	✓	✓	✓
<b>*Requirements to pass Fire Safety Inspection</b> (For units using propane)			
(a) Proper fire extinguisher (4A-40BC minimum and Type K for units for fryers) with current inspection tag	✓	✓	✓
(b) LP Gas Permit (1002 Washington) issued within 90 days of inspection			
(c) Paid Invoice for Gas System Inspection			

### Mobile Food Trucks/Trailers/Carts/Tricycles with Pre-Packaged Foods/Beverages /Frozen Desserts

Documents	New	Renewal	Change of Owner
Valid /Current Driver's License	✓	✓	✓
Proof of Current Vehicle Liability Insurance	✓	✓	✓
*Signed, notarized Property Agreement Letter, - if the unit will operate at the same location for more than 1 hour on any given day	✓	✓	✓
<b>Requirements to pass Fire Safety Inspection</b> (For units using propane) (same as chart above)	✓	✓	✓

**Mobile Food Units: Complies with all applicable Laws pertaining to motor vehicle and trailers in the state of Texas.** Road-worthy unit (current safety inspection and registration stickers on motor vehicles). VIN numbers on unit/vehicle/trailer hitch must match VIN number on vehicle liability document.

### UNRESTRICTED UNITS - BRING TO THE INSPECTION

- Receipt from approved commissary ( see list on next page) within 24 hours prior to the inspection -  
fresh water tank has been flushed and filled/unit cleaned
- Generator for power: lights/vent hood/water pump will be turned on for inspection
- All documents listed on this checklist
- Mobile unit must be clean and in good repair
- All appliances (refrigerators, freezers, etc.) must be commercial grade. Use of residential appliances of any kind is prohibited.



## Mobile Food Unit Property Agreement Letter

(Complete all Parts of this Letter)

Account Number

I, \_\_\_\_\_  
(First, Last Name of Person signing Letter) (Write "Owner or Manager")

of the following property \_\_\_\_\_  
(Name of Business)

located at \_\_\_\_\_ give permission to:  
(Give full Address; Number and Street/City, State and Zip Code)

\_\_\_\_\_ of \_\_\_\_\_  
(First, Last Name of Mobile Unit Owner) (Name of Mobile Food Unit)

to operate the mobile unit on the above stated property for the period:

Beginning on: \_\_\_\_\_ And Ending on \* \_\_\_\_\_  
(Start Date for the Agreement) (End Date for the Agreement)

Property Owner's Name (if signer is not the owner) \_\_\_\_\_

Property Owner's Address (required) \_\_\_\_\_

Property Owner's Phone # (required) \_\_\_\_\_

Property Owner's Email Address: \_\_\_\_\_

Printed Name of Owner / Representative: \_\_\_\_\_  
FIRST MIDDLE LAST

Signature of Owner / Representative \*\* \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Notary: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \*The end date shall not exceed the expiration date of the unit's current mobile food medallion.

\*\* The person signing this letter must be the property owner or someone with the legal authority to authorize property use on behalf of the owner. (i.e. leasing agent or lessee whose contract authorized sub-leasing of the property). Falsification of any information provided on this document by any party will make this agreement null and void and may result in the revocation of the mobile food unit's medallion.

**THIS DOCUMENT IS REQUIRED TO BE POSTED IN PLAIN VIEW OF THE PUBLIC IN THE MOBILE FOOD UNIT AT ALL TIMES**





## Mobile Food Unit Restroom Availability Letter

(Complete all Parts of this Letter)

Account Number

I, \_\_\_\_\_  
(First, Last Name of Person signing Letter) (Write "Owner or Manager")

of the following business \_\_\_\_\_  
(Name of Business)

located at \_\_\_\_\_ give permission  
to: \_\_\_\_\_  
(Give full Address; Number and Street/City, State and Zip Code)

\_\_\_\_\_ OF \_\_\_\_\_  
(First, Last Name of Mobile Unit Owner) (Name of Mobile Food Unit)

and his/her employees to use the restroom located within my business. This restroom is located within 500 feet  
of where the mobile food unit will operate at:

\_\_\_\_\_  
(Record Full Address: Number and Street/City, State and Zip Code where Unit will operate)

The restroom is available on the following days:

\_\_\_\_\_ and hours: \_\_\_\_\_  
(Record Days of the Week) (Record Hours and Indicate AM or PM)

THE CITY OF HOUSTON HEALTH DEPARTMENT INSPECTOR HAS MY PERMISSION TO ENTER FOR THE PURPOSE OF  
INSPECTING THIS RESTROOM. THE RESTROOM SHALL BE MAINTAINED CLEAN AND PROVIDE THE FOLLOWING FACILITIES:  
(WORKING TOILET, TOILET PAPER, HAND SINK WITH HOT AND COLD RUNNING WATER, SOAP, PAPER TOWELS OR HAND  
DRYER)

Printed Name of Business Owner or Manager: \_\_\_\_\_  
FIRST MIDDLE LAST

Signature of Business Owner or Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Owner/Manager's Phone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Business Owner's email address: \_\_\_\_\_

Notes: This agreement shall be valid only through the expiration date of the unit's mobile food medallion. Falsification of  
any information provided on this document by any party will make this agreement null and void and may result in the  
revocation of the mobile food unit's medallion.

**THIS DOCUMENT IS REQUIRED TO BE POSTED IN PLAIN VIEW OF THE PUBLIC IN THE MOBILE FOOD UNIT AT ALL TIMES**





## List of Locations Where Unrestricted Mobile Food Unit Operates

- Submit to the department this list of location(s) to receive a new/renewal/change of owner medallion.
- Provide written notice to the Health Department at least two business days before beginning operations at additional locations (fax or email this form or other written notification).
- REMINDER: Post in view of the public Property and Restroom letters at each location.

<b>Date:</b>	<b>Unit #:</b>
<b>Owner Name:</b>	<b>Unit Name:</b>

Location Address/Zip Code	Operating Days	Operating Times

Name and address of commissary(s)used:

\_\_\_\_\_

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



## SOP- Standard Operating Procedures and General Guidelines for Unrestricted Mobile Food Unit Operation/Checklist

I owner/operator \_\_\_\_\_ of Mobile Unit \_\_\_\_\_

account number \_\_\_\_\_ have read and acknowledge the following:

1. I will use \_\_\_\_\_ Commissary for filling the freshwater tank, disposing of wastewater, and cleaning and servicing the unit. The hose used for filling the freshwater tank is provided by: **Check one**  
☐ Commissary ☐ Mobile Food Unit Operator
2. The commissary provides the following servicing operations: **Check all that apply:**  

<input type="checkbox"/> Fill fresh water tank	<input type="checkbox"/> Trash disposal into a dumpster
<input type="checkbox"/> Empty Wastewater tank	<input type="checkbox"/> Grease disposal into a dumpster
<input type="checkbox"/> Wash bay for interior/exterior cleaning of unit	<input type="checkbox"/> Kitchen for washing equipment/food preparation
	<input type="checkbox"/> Storage space for food/equipment/utensils
3. Have there been any changes to your menu?  
☐ Yes (Provide updated menu disclosure) ☐ No
4. Do you store food in other location besides the MFU? If so provide the Name, address, and proof that it is a permitted establishment, if not write N/A.  
  
☐ \_\_\_\_\_
5. Mobile food unit must be serviced at an approved commissary within the 24-hour period preceding operating for each day of operation. Commissary receipts must always be kept in the unit for at least 1 year. **(Failure to present the commissary receipt at the time of an inspection/investigation, will result in a temporary closure and citations issued to the person-in-charge of the mobile food unit.)**
6. Operator must notify the Department in writing at least 2 business days before operating at a new location.
7. Fresh water tanks are required to be filled **ONLY at an approved commissary.**
8. Waste water tanks are required to be emptied **ONLY at an approved commissary** into a drain that flows to a grease trap. **(Failure to do so will result in a Municipal Courts fine up to \$2,000.00 and temporary closure of the unit.)**
9. Always provide a person on duty during food operations (cooking, cleaning, etc.) who has a Food Service Manager Certification issued by the Houston Health Department and posted in public view. Additional food workers must have Food Handler Training within 60 days of employment and copy of card/certificate kept on the mobile food unit.



10. All TCS (time and temperature control for safety) foods shall always be maintained at 41° F or below or 135°F or above; provide thermometers (metal stem and indicating) to measure food/water/ambient air temperatures in all coolers/hot storage units containing TCS foods.

11. **The Following Activities are Not Allowed:**

- Food/beverage preparation at home or any unpermitted site (All food and/or beverages must be prepared in the mobile unit, at an approved commissary or another permitted food establishment.)
- Storage of food in another non-permitted vehicle or structure on site.
- Igloos/coolers sitting outside of unit (conduct all food operations/servicing/storage from inside of the unit).
- Free-standing canopies, tents, or other overhead structures within 100 feet of the mobile food unit.
- Outside dining area (tables, chairs, stools, stand up counters, picnic tables, etc.) within 100 feet of the unit.
- BBQ pit, fish frying, crawfish boiling or other food preparation activities outside of the mobile food unit.
- Unscreened windows and doors open when not in actual use.
- Portable toilets within 100 feet of the unit (and if provided, for customer use only).
- Wastewater or grease dripping on the ground under or around the unit; disposal of waste water, including mop water/grease/solid waste at operational site. **Emptying, allowing, or threatening to introduce any waste into a city drain will result in any or all the following: closure of the unit and issuance of a court citation, revocation of the medallion and/or arrest. The Department may suspend the medallion, which will require the unit to be closed for up to 10 days pending a hearing.**

All the information above is to be distributed and explained to all employees in the Mobile Food Unit.

The information above is not an all-inclusive list, all units operating within the City of Houston must follow all applicable rules and guidelines listed in Chapter 20 of the City of Houston Ordinances. By signing this document, you agree to abide by the guidelines established by the City of Houston.

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



# ATTENTION FOOD EMPLOYEES

## Report to your Supervisor Immediately!

IF you have any of the following Symptoms caused by Illness or Infection:

- Vomiting
- Diarrhea
- Jaundice (yellowing of the eyes and skin)
- Sore Throat with Fever
- Infected wounds or lesions with pus (on Hands, wrist or exposed body parts)

## Report to your Supervisor Immediately!

IF you or a Household Member have been Diagnosed by a Doctor with:

- Norovirus
- Hepatitis A
- Salmonella Typhi (Typhoid fever)
- Shigellosis
- E. Coli 0157:H7 (or Other shiga toxin producing Escherichia coli)
- Non-typhoidal Salmonella

## You Could make your Customers Sick!

The Person in Charge shall notify the Health Officer that a Food Employee is diagnosed with any of the referenced illnesses. Reporting your illness or symptoms is MANDATORY.

Houston Food Ordinance - Article II. Section 20-19(d) and Section 20-21.07(b)

I, \_\_\_\_\_ Acknowledge that I have reviewed and understand the above information.

Date \_\_\_\_\_





# ATENCIÓN EMPLEADOS DE ALIMENTOS

## ¡ Informe a su Supervisor Inmediatamente!

Si usted tiene cualquiera de los siguientes síntomas causados por enfermedad o infección:

- Vómitos
- Diarrea
- Norovirus
- Ictericia (coloración amarillenta de los ojos y la piel)
- Dolor de garganta con fiebre
- Heridas o lesiones infectadas con pus (en las manos, la muñeca o las partes del cuerpo expuestas)

## ¡ Informe a su Supervisor Inmediatamente!

Si usted o un miembro de su hogar han sido diagnosticados por un doctor con:

- Norovirus
- Hepatitis A
- Salmonella typhi (fiebre tifoidea)
- Shigelosis
- E. coli 0157: H7 (u otra toxina de Shiga produciendo escherichia coli)
- Salmonella no tifoïdal

## Que Podría hacer que sus Clientes Enfermos!

La persona encargada **Notificará** el funcionario de salud que un empleado de alimentos es diagnosticado con cualquiera de las enfermedades referenciadas. Reportar su enfermedad o síntomas es Obligatorio.

Houston Food Ordinance - Article II. Section 20-19(d) and Section 20-21.07(b)

Confirmo que he revisado y entendido la información anterior \_\_\_\_\_

Fecha \_\_\_\_\_



## Form 1-B Conditional Employee or Food Employee Reporting Agreement

Preventing Transmission of Diseases through Food by Infected Conditional Employees or Food Employees with Emphasis on Illness due to Norovirus, Salmonella Typhi, Shigella spp., or Shiga toxin-producing Escherichia coli (STEC), nontyphoidal Salmonella or Hepatitis A Virus.

***The purpose of this agreement is to inform conditional employees or food employees of their responsibility to notify the person in charge when they experience any of the conditions listed so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.***

### I AGREE TO REPORT TO THE PERSON IN CHARGE:

Any Onset of the Following Symptoms, Either While at Work or Outside of Work, Including the Date of Onset:

1. Diarrhea
2. Vomiting
3. Jaundice
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cuts, wounds, or lesions are not properly covered (such as boils and infected wounds, however small)

### Future Medical Diagnosis:

Whenever diagnosed as being ill with Norovirus, typhoid fever (*Salmonella Typhi*), shigellosis (*Shigella* spp. infection), *Escherichia coli* O157:H7 or other STEC infection, nontyphoidal *Salmonella* or hepatitis A virus infection

### Future Exposure to Foodborne Pathogens:

1. Exposure to or suspicion of causing any confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other STEC infection, or hepatitis A.
2. A household member diagnosed with Norovirus, typhoid fever, shigellosis, illness due to STEC, or hepatitis A.
3. A household member attending or working in a setting experiencing a confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other STEC infection, or hepatitis A.

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the Houston Food Ordinance under Section 20-21.7 Employee Health and the Texas Food Establishment Rules under Section 228.35, 228.36, and 228.37 with respect to reporting, exclusions and restrictions from opportunities to transmit disease in a food establishments and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food regulatory authority that may jeopardize my employment and may involve legal action against me.

Conditional Employee Name (please print) \_\_\_\_\_

Signature of Conditional Employee \_\_\_\_\_ Date \_\_\_\_\_

Food Employee Name (please print) \_\_\_\_\_

Signature of Food Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Permit Holder or Representative \_\_\_\_\_ Date \_\_\_\_\_

**MUST BE COMPLETED BY ALL FOOD EMPLOYEES AND A COPY KEPT ON THE UNIT**





## MOBILE FOOD UNIT MENU DISCLOSURE

(Submit this form with new/remodeled mobile food unit plans. Changing ownership must fill out and submit before inspection)

**PRINT OR TYPE ALL INFORMATION BELOW CLEARLY**

Business Name	Unit #
Mailing Address	Business Phone #:
Email address:	Mobile Phone #:
Owner Name:	

**1. List food sources: (Stores where foods will be purchased)**

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**2. List all FOODS (MEATS/VEGETABLES/FRUITS/BEVERAGES/SPICES) that will be used on the unit to prepare the products listed on the menu. SALE/PREPARATION/SERVICE OF SOME TCS (TIME/TEMPERATURE CONTROL FOR SAFETY) FOODS MAY BE PROHIBITED (raw, partially cooked, or specialized processes: sushi, ceviche, or sous vide, food manufacturing).**


**3. Other facility where foods will be prepared and served on the mobile food unit – Establishment Name/Address:**

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**4. Where will all the supplies be stored: (including foods and utensils)? (Check all that apply)**

☐ On the unit

☐ Commissary Name and Address: \_\_\_\_\_

☐ Other (Provide explanation, such as a permitted food establishment [name and address]) \_\_\_\_\_

**5. Will you use leftovers? Yes or No / If you marked yes, (DISPOSE OR CONSUME AFTER 2 DAYS)**

a. Procedures to cool, store, date mark these foods

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**6. Describe the preparation steps for each menu item including final cooking temperatures of TCS foods.**

**NOTE: TROMPO, DONER, SHAWARMA, AND SIMILAR FOODS COOKED ON A VERTICAL GRILL MUST NOT EXCEED 10 POUNDS. COMPLETE PREPARATION PROCEDURES MUST BE DOCUMENTED BELOW FROM POINT OF PURCHASE TO SERVICE.**

**[\*Attach additional pages if necessary.]**

FOOD / MENU ITEM	STEPS OF PREPARATION PROCEDURES (thawing, washing, cooking, cooling, holding – include temperatures)	INSPECTOR'S NOTES:





FOOD / MENU ITEM	STEPS OF PREPARATION PROCEDURES (thawing, washing, cooking, cooling & holding- include temperatures)	INSPECTOR'S NOTES:

Form completed by: Food Service Manager: \_\_\_\_\_

Signature

Date

**NOTE: The Mobile Food Unit owner/operator must present a current City of Houston Food Service Certified Manager in order to receive a Mobile Food Unit Medallion.**





## CONTAMINATION EVENT: Cleanup of Vomit and Diarrheal Events

**Establishments must have written procedures for employees to follow when responding to contamination events.**

When someone vomits, germs such as norovirus can spread through the air and contaminate surfaces and food up to 25 feet away. Consumers and employees are at risk of contracting norovirus or other illnesses from direct exposure to vomit or from exposure to airborne norovirus from vomit. Effective clean-up of vomit & diarrhea in a food establishment should be handled differently from routine cleaning procedures, and involves a more stringent cleaning & disinfecting process. A clean-up and response plan is intended to address proper procedures to reduce exposures to norovirus or other contaminants. Timely effective clean-up is imperative.

### First Steps

- ✓ Remove all individuals within a 25-foot radius and ask them to wash hands immediately.
- ✓ Block entry to contaminated area.
- ✓ Dispose all uncovered food, and single use containers and utensils within 25-foot radius.
- ✓ Wash all utensils and equipment within 25-foot radius.

### Disinfect surfaces by applying a chlorine bleach solution

- ✓ Prepare a chlorine bleach solution (CDC & EPA recommendations):
- ✓  $\frac{3}{4}$  cup of concentrated bleach + 1-gallon water (concentration ~3500ppm) –OR–
- ✓ 1 cup of regular strength bleach + 1-gallon water
- ✓ Use a spray bottle and saturate the area and surfaces (25-foot radius).
- ✓ Leave surface wet for at least 5 minutes.
- ✓ Rinse all surfaces intended for food or mouth contact with plain water before use.

Steam cleaning may be preferable for carpets and upholstery. Chlorine bleach could permanently stain these. Mixing directions are based on EPA-registered bleach product directions to be effective against norovirus.

### Clean up

- ✓ Be prepared to remove vomit or diarrhea immediately
- ✓ Wear protective clothing, such as disposable gloves, shoe covers, apron and face mask. Change if they become contaminated.
- ✓ Work from the clean areas towards the most contaminated areas to minimize the spread of infectious material.
- ✓ Use kitty litter, baking soda, or other absorbent material on carpets and upholstery to absorb liquid.
- ✓ Scoop and/or scrape to remove the absorbent material
- ✓ Wipe up remaining vomit or diarrhea with disposable towels – place the disposable towels over the waste then carefully remove the towels and its contents – do not vacuum the material!
- ✓ Dispose of disposable towels/cleaning clothes and waste in a plastic trash bag or biohazard bag.
- ✓ Place contaminated tablecloths, cloth napkins, and cloth towels into a separate plastic bag for transport to laundry or discard.
- ✓ Wash, Rinse and Sanitize all surfaces that contacted the vomit or diarrhea and all nearby surfaces, such as doorknobs and toilet handles.
- ✓ Clean and disinfect any non-disposable tools (mop heads) used.
- ✓ Place disposable protective clothing, rags, and towels in a sealed garbage bag. Seal and place in disposal area.
- ✓ Remove all clothing or fabrics that may be contaminated. Machine wash and dry with detergent and hot water on longest cycle and high heat setting.

**Wash your hands thoroughly with soap and water**  
**Hand sanitizers may not be effective against norovirus.**



# Steps for Cleaning Contamination Events

Segregate the Area



Wear disposable gloves



Disposable cover gown/apron/mask/shoe covers



Wipe with towels. Dispose in plastic garbage bag.



Mixture of chlorine bleach: (5.25% -  $\frac{3}{4}$  cup) per gallon of water.



## Inspections

- All new, renewal, and change of owner medallion inspections are conducted at the Environmental Inspection Center, 7427 Park Place Blvd. by appointment only on, Wednesday, and Thursday, from 7:30 a.m. – 1:30 p.m. at: [www.Houstonconsumer.org](http://www.Houstonconsumer.org)
- Documents operators must present at check-in include: commissary receipt, current driver's license, proof of insurance, property/restroom letters, unit location form, SOP, Health 1-B, food manager's certificate, fees for medallion and water sample (if applicable). **All documents must be in a physical format**, no digital copies will be accepted.
- Unrestricted units must perform commissary servicing within 24 hours before reporting to the Park Place facility – valid receipt must be presented.
- Provide generator for pre-inspection of unrestricted units to test water faucets at the sinks for sampling ( we provide 110 voltages and 30 amp connections)
- Water samples are taken from all unrestricted mobile food units.
- Must pass HFD inspection if propane is used.
  - Look above for HFD requirements.
- Medallion is issued if the unit passes both the Fire Department ( if applicable) and Health Department inspections including submission of the required documents.

### Contacts:

Ines Flores – Environmental Investigator V - EMS and Vehicle Inspections Program Manager

[Ines.flores@houstontx.gov](mailto:Ines.flores@houstontx.gov)

Renee Beckham-Chief Sanitarian- Mobile Food Unit Field Operations Program Manager & MFU Plan Approval

[Renee.beckham@houstontx.gov](mailto:Renee.beckham@houstontx.gov)

DonMonique Thompson RS IV Supervisor – Mobile Food Unit Field Operations Program

[Donmonique.thompson@houstontx.gov](mailto:Donmonique.thompson@houstontx.gov)

Francisco Flores- Environmental Investigator IV- Vehicle Inspection Program Supervisor

[Francisco.flores2@houstontx.gov](mailto:Francisco.flores2@houstontx.gov)

Link: [www.HoustonConsumer.org](http://www.HoustonConsumer.org)

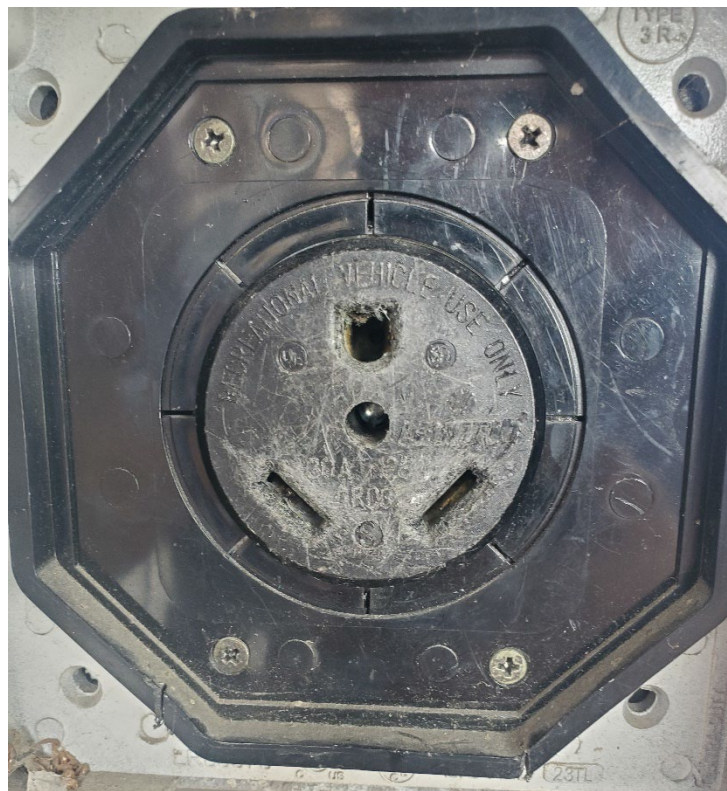
Telephone: 832-393-5100





## Connecting to Power During Inspection:

Please ensure that **prior** to arriving at your scheduled appointment time, you can connect to an electrical source. HHD does have electrical outlets to connect a unit and has several adapters for borrowing however, they will not always be available, and we will not have every imaginable adapter. If using a personal generator, ensure enough power to conduct an inspection. Failure to connect to power may result in forfeiting your appointment time or require an automatic reinspection.





You will be inspected on the aspects described by the **Information for Mobile Food Units (MFU's)**.

Use this **Self-assessment Checklist for Mobile Food Units (MFU's)** as a quick guide to start. If you need more details, refer to the **Information** Section

### Bring the following documents :

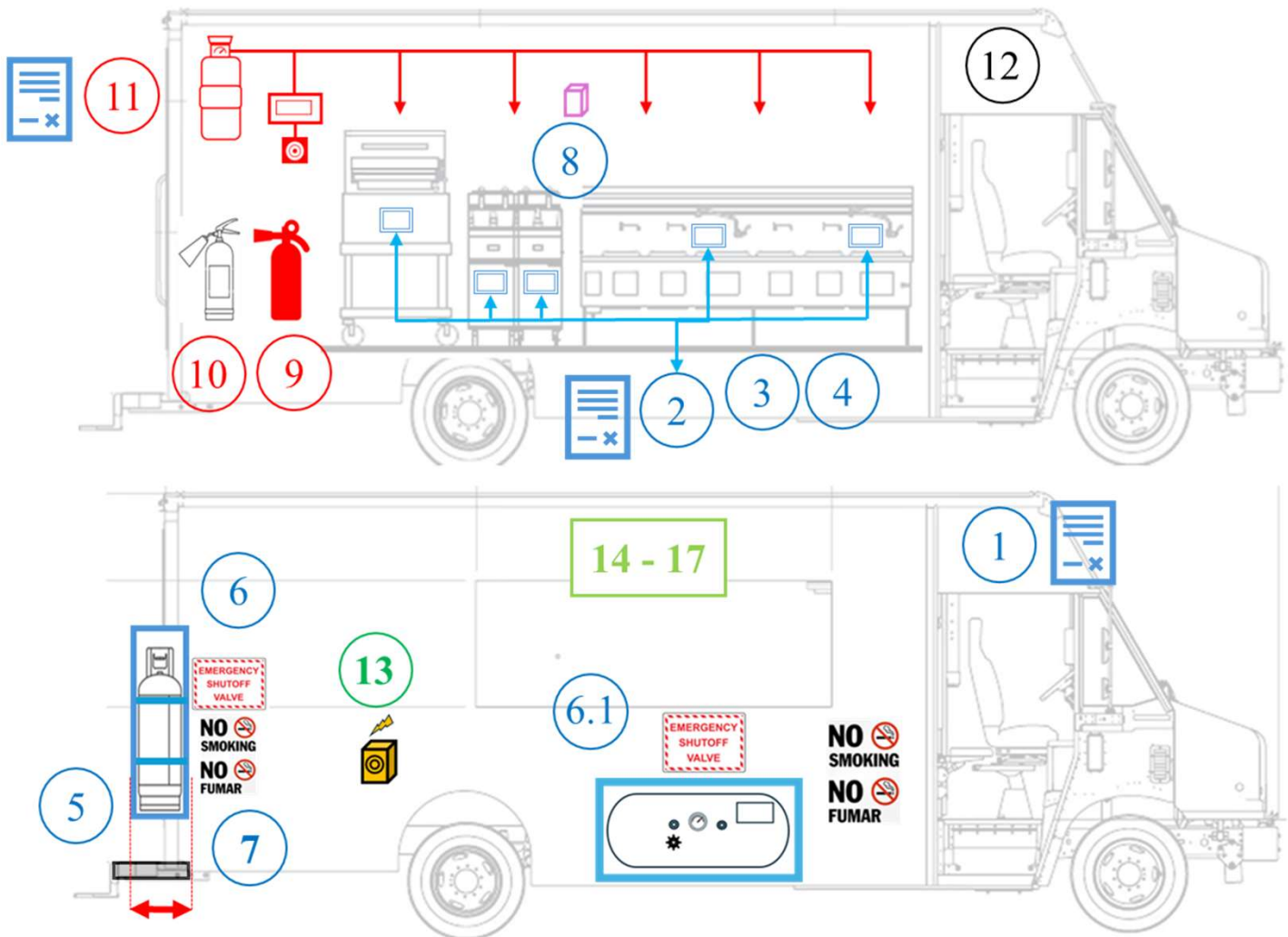
- ☐ LP-Gas Annual Permit L1 Acknowledgment of Payment.
- ☐ LP-Gas Appliance(s) inspection report. *It's the invoice given to you by the commissary.*
- ☐ Kitchen Fire Suppression System(KSS) inspection report. *It's the invoice from the Fire Service Company.*



### Confirm that:

- ☐ You arrive on time to your appointment. **10-minute grace will be given. No extensions.**
- ☐ The LP-Gas permit is less than 90 days old.
- ☐ The LP-Gas appliances are tagged, and the inspection occurred in the previous 90 days.
- ☐ The KSS and the extinguishers are tagged and will not expire 2 weeks after the inspection.
- ☐ The Ventilation System has no gaps, and the grease traps are present, operational, and clean.
- ☐ The LP-Gas Cylinder is nested and protected from falling, car accidents or bystanders.
- ☐ The "No Fumar" sign is present.
- ☐ The electrical cables are not damaged, exposed or unprotected from water –especially under the sink-.

Compare your MFU to the applicable numbers in the drawing and ensure that the requirements are covered.





## 1 Do I need an LP-Gas Permit?

- If you cook with **LP-Gas** (*Propane, Butane, Isobutane*), then you need an LP-Gas Permit.
- If you prepare food **without heat** –pre-packaged, cold or drinks- or **NOT using LP-Gas** as fuel source –charcoal or alcohol- then you do NOT need an LP-Gas Permit.
- If you need one, Apply for a **MFU's L1 Annual Permit** for commercial cooking at the **Houston Permitting Center**.
- **Bring your receipt.**



To obtain it, apply for an L1 LP-Gas Annual Permit for Mobile Food Units (MFUs) for commercial cooking at *The Houston Permitting Center* located on 1002 Washington Ave., Houston, TX, 77002, 832-394-8811, [houstonpermittingcenter.org](http://houstonpermittingcenter.org) (Monday-Friday, 8:00 am –3:30 pm). Your MFU does not need to be driven to *The Houston Permitting Center*

## 2 Get your LP-Gas Appliances Inspected.

- If you cook on a range, stove, griddle, fryer, oven, warmer or other LP-Gas Appliance, get them inspected by a company accredited by *The Railroad Commission of Texas*.
- **Bring your receipt.**

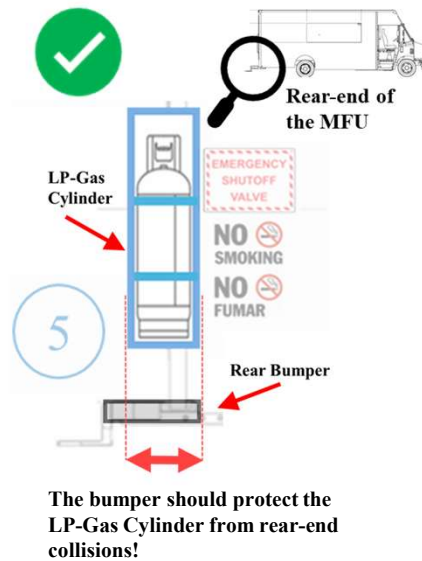


## 3 All your LP-Gas Appliances should be secured to the MFU.

- Your range, stove, griddle, fryer, oven, warmer or other LP-Gas Appliance should be secured so it does not wiggle, shake or move.

## 4 All your LP-Gas Lines should be in use or capped off.

## 5 LP-Gas Cylinders should be upright and secured from falling, car crashes or bystanders.



The Bumper **does NOT** protect the LP-Gas Cylinder from rear-end collisions!



## 6 LP-Gas Cylinders should have a visible and accessible shut-off valve.

### 6.1 All California Style Food Trucks must have a Shut-Off Valve sign.



## 7 Have a "No Smoking – No Fumar" sign near the cylinders.







## 8 Have an LPG - Explosive Gases Alarm installed.

- Do NOT get a Carbon Monoxide Alarm or a Smoke Detector & Install as per manufacturer instructions.

## 9 Have one Fire Extinguisher Type ABC 3A:40BC. Inspected and Tagged.



## 10 If you Deep-Fry, then have one Fire Extinguisher Type K 2A:K. Inspected and Tagged.



## 11 If your cooking produces grease laden vapor, your MFU shall have an Automatic Kitchen Fire Suppression System (KSS). Inspected and Tagged.

- Get them inspected by a company accredited by *the Texas State Fire Marshal's Office*.
- Bring your Receipt



The **Double-male connection** is also known as "The Suicide Cord" or "The Widow-maker".



## 12 If your cooking produces grease laden vapor, your MFU shall have a Ventilation System.

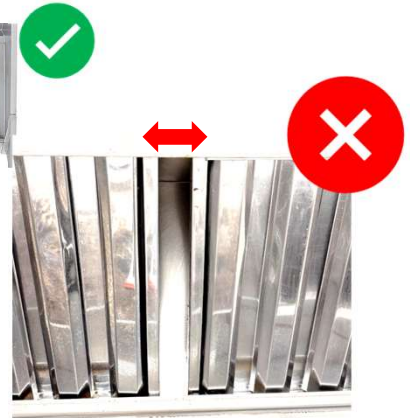
- Absolutely NO gaps!** Make sure the filters provide full coverage.
- Regulate the band for the motor to avoid suctioning the filters.
- The grease rail must have a drain into the pan.
- All Lighting in the hood must be protected from grease. **Vapor proof / Explosion proof lighting ONLY.**



No gaps between the filters or at the end of the System!



Vapor proof / Explosion proof lighting ONLY.



## 13 Your MFU shall have a male inlet for service-entry power supply, secured to the MFU, in a weather rated casing or a direct connection to the breaker box.



- Do NOT use a double-male connection.**



## Gas Equipment Inspection Companies

14 All MFU's electrical cables are protected from physical damage.

- Do NOT run cables through water or in damp areas unless they are weatherproof. **Water and Electricity cannot mix!**

15 Power supply cords are not attached to surfaces, do not run through window or door openings and do not substitute fixed wiring.

16 No electrical open wiring observed.



17 No other electrical hazards were observed during the inspection.

- Do NOT use a junction box as an adaptor for service-entry power supply.
- Do NOT overload plug sockets or extension cords.
- Old or Damaged wiring need upgrading.
- Water and Electricity cannot mix!**



- Invoice MUST have your Business Name, VIN or License Plate and Medallion Number, if you have one for the MFU.

- Bring your invoice to the inspection.**

### R&R Propane

Contact: Jake Rouse  
13146 Mills River, Houston, TX, 77070  
832-671-9258

### Mi Jalisco Commissary

Contact: Raul  
10602 Bauman St., Houston, TX, 77076  
281-831-4100

### Houston MFU Services

Contact: Anthony  
281-399-4352

### Southwest Commissary

Contact: Ahmed  
8331 Beechnut Ave., Houston, TX, 77036  
713-772-2000

### Diana's Commissary

Contact: Oscar Lazo  
13515 South Post Oak Rd., Houston, TX, 77045  
281-914-6275

### El Castillo Commissary

6345 Skyline Dr Unit A, Houston, TX 77057  
832-732-3486

### Tex Star Commissary

Contact: Mounier Zahra  
502 E. Rogers St., Houston, TX, 77022

## Fire Extinguisher Service Companies

- If your Fire Suppression system has been installed for the first time, make sure the paperwork is either attached to the system or have it on hand.

- Bring your invoice to the inspection.**

### A-1 Fire Equipment

12711 East Freeway, Houston, TX, 77015  
713-455-0296

### AAA Fire Equipment Co.

7707 Bissonnet St., Suite #110, Houston, TX, 77074  
713-777-6655

### Fire Extinguisher Services

7714 Glover St., Houston, TX, 77012  
713-644-5151

### Buckeye Fire Equipment

6226 Brookhill Dr., Houston, TX, 77087  
713-645-3388



## Ciudad de Houston

Oficina del Alguacil de Bomberos

Unidad de Comida Movil

7427 Park Place Blvd., Houston, TX, 77087

832-394-8811

# L1 Permiso Anual

Lista de chequeo para Unidades  
Móviles de Comida (MFU's)

Se inspeccionarán los puntos descritos en la **Información para Unidades Móviles de Comida (MFU's)**.

Use ésta **Lista de Chequeo para Unidades Móviles de Comida (MFU's)** como referencia rápida.

Si necesita más detalles, vaya a la sección de **Información**.

### Traiga los siguientes documentos:

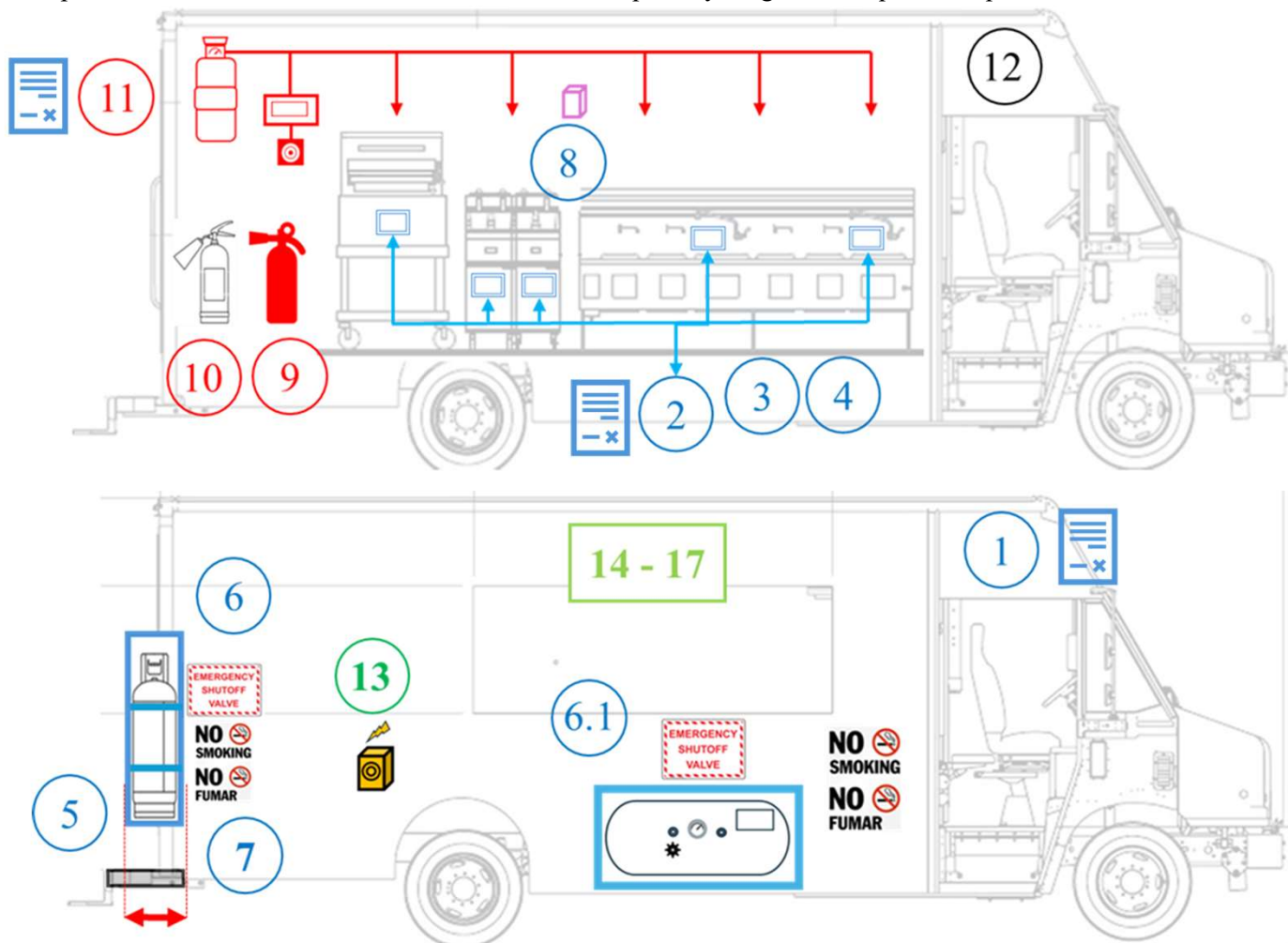
- ☐ Recibo de Pago de Permiso anual L1 de Gas-LP.
- ☐ Reporte de Inspección de Enseres de Gas-LP. [Es su recibo de pago de la comisaría que lo inspeccionó.](#)
- ☐ Reporte de Inspección del Sistema de Supresión de Fuego (KSS). [Es su recibo de pago de la Compañía de Extintores.](#)



### Confirme que:

- ☐ Llegará a tiempo a su cita. **Tendrá 10-minutos de tolerancia. No habrá extensiones.**
- ☐ El Permiso de Gas-LP tiene **menos** de 90 días desde que lo compró. *Si tiene más de 90 días, deberá comprar otro.*
- ☐ Los Enseres de Gas-LP tienen la **etiqueta** adherida y que la inspección ocurrió en los 90 días **antes** de la inspección de Bomberos. *Si tiene más de 90 días, deberá inspeccionar los enseres nuevamente.*
- ☐ El Sistema Automático de Supresión de Fuego (KSS) y los extintores están etiquetados y que no expirarán en las siguientes 2 Semanas después de la Inspección de Bomberos.
- ☐ El Sistema de Ventilación no tiene espacios vacíos entre los filtros y que las trampas de grasa están presentes, funcionando y limpias.
- ☐ El cilindro de Gas-LP está asegurado a la MFU y protegido de caídas, choques de autos o peatones.
- ☐ El Letrero de "No Fumar" está presente **en Español**.
- ☐ Los cables eléctricos no están dañados, expuestos o desprotegidos contra el agua, en especial debajo del fregadero.

Compare su MFU con la información numerada en el esquema y asegúrese de que los requerimientos están cubiertos.







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# L1 Permiso Anual

Lista de chequeo para Unidades Móviles de Comida (MFU's)

## 1 ¿Necesito un Permiso de Gas-LP?

- Si usted cocina con Gas-LP (Propano, Butano, Isobutano), entonces, **necesita** un Permiso de Gas-LP.
- Si usted prepara comida en frío, bebidas, vende comida empaquetada o que no utilice Gas-LP como combustible – usa carbon o alcohol – entonces, **NO necesita** un Permiso de Gas-LP.
- Si usted necesita un Permiso de Gas-LP. **Solicite** un Permiso Anual L1 de Gas-LP para cocina comercial para MFU's en el **Houston Permitting Center**.
- **Traiga su recibo a la inspección de Bomberos.**



Para obtenerlo, solicite un **Permiso L1 de Gas-LP** para Cocina Comercial de Unidades Móviles de Comida (MFU's) en el **Houston Permitting Center** localizado en el 1002 Washington Ave., Houston, TX, 77002, 832-394-8811, [houstonpermittingcenter.org](http://houstonpermittingcenter.org) (Lunes-Viernes, 8:00 am – 3:30 pm).

*No necesita llevar su Unidad Mobil de Comida para adquirir el permiso.*

## 2 Haga Inspeccionar sus enseres de Gas-LP.

- Si usted cocina en una estufa, parrilla, hornilla, freidora, horno, calentador o algún otro enser que utilice Gas-LP, hágalo **inspeccionar** por una compañía acreditada por **The Railroad Commission of Texas**.
- **Traiga su recibo a la inspección de Bomberos**

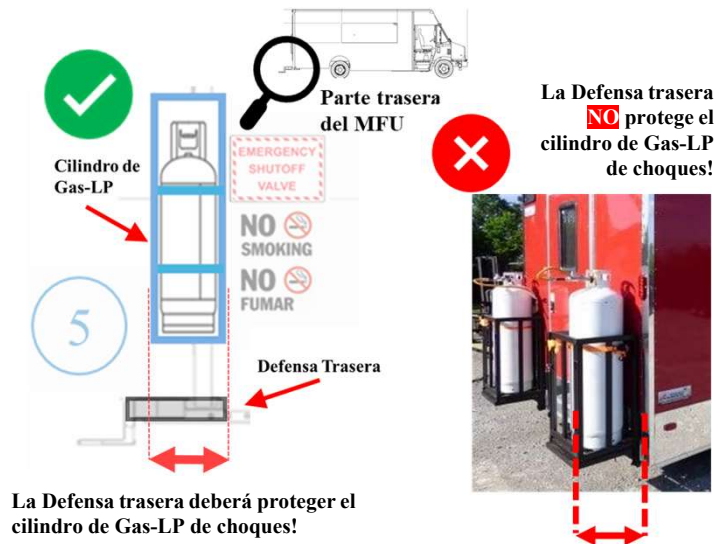


## 3 Todos sus enseres de Gas-LP deberán ser fijados al MFU.

- Su estufa, parrilla, hornilla, freidora, horno, calentador o algún otro enser que utilice Gas-LP deberá estar fijo en el MFU, asegurado para **que no se mueva, tiemble o vibre**.

## 4 Todas sus líneas de Gas-LP deberán estar en uso o taponadas.

## 5 Los cilindros de Gas-LP deberán estar sobre su base y protegidos contra caídas, accidentes de coche o peatones.



## 6 Los cilindros de Gas-LP deberán tener una válvula de cerrado de emergencia visible y accesible.

### 6.1 Todos los MFU's estilo California deberán tener un letrero de localización de la válvula de cierre de emergencia.





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# L1 Permiso Anual

Lista de chequeo para Unidades  
Móviles de Comida (MFU's)

- 7 Coloque un letrero de “No Smoking – No Fumar” cercano a los cilindros de Gas-LP.



- 8 Instale una alarma de Gas-LP o Gases Explosivos.

- NO instale una alarma de monóxido de carbono o un detector de humo.
- Instale la alarma siguiendo las instrucciones del fabricante.

- 9 Tenga un Extintor de Fuego Tipo ABC 3A:40BC. Inspeccionado y etiquetado.



- 10 Si usted fríe, tenga un Extintor de Fuego Tipo K 2A:K. Inspeccionado y etiquetado.



- 11 Si al cocinar produce vapores de grasa, su MFU deberá tener un Sistema Automático de Extinción de Fuego (KSS) Inspeccionado y etiquetado.

- Hágalo inspeccionar por una Compañía acreditada por la *Texas State Fire Marshal's Office*.
- Traiga su recibo a la inspección de Bomberos.



- 12 Si al cocinar produce vapores de grasa, su MFU deberá tener un Sistema de Ventilación.

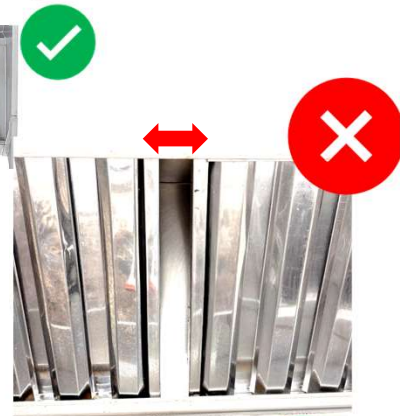
- **¡Sin Espacio entre los Filtros!** Asegúrese de que los filtros cubren totalmente la campana.
- Ajuste la banda del motor para evitar succionar los filtros.
- El riel de la grasa deberá drenar al recipiente.
- Toda Lámpara dentro de la campana deberá ser a prueba de vapores o explosiones.



No tenga separaciones al final o entre los filtros!



Solo lamparas a prueba de vapores y explosiones!



- 13 Su MFU deberá tener una entrada de servicio de electricidad *macho*, instalada en el MFU en una caja para exteriores o una conexión directa a la caja de fusibles.



- **NUNCA** use una conexión doble-macho.





- Riesgo de Muerte
- Riesgo de Fuego
- Riesgo de electrocución

La conexión de **doble-macho** se conoce como **"Cable del Suicidio"** o **"El Hace-viudas"**.

## Compañías de Inspección de Enseres de Gas-LP

- El recibo **deberá** tener el Nombre de su Negocio, VIN o Placa y Número de Medallón.
- Traiga su recibo a la inspección de Bomberos.**

### R&R Propane

Contacto: Jake Rouse  
13146 Mills River, Houston, TX, 77070  
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### Mi Jalisco Commissary

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### Houston MFU Services

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### Tex Star Commissary

Contact: Mounier Zahra  
502 E. Rogers St., Houston, TX, 77022

## Compañías de Servicio de Extintor de Fuego

- Si su Sistema Automático de Supresión de Fuego (KSS) fue instalado por primera vez, asegurese de que la inspección esté adherida al tanque del equipo o téngala a mano.

- Traiga su recibo a la inspección de Bomberos.**

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713-645-3388

## 14 Todos los cables eléctricos deberán estar protegidos de daño físico.

- NO pase cables eléctricos por agua o en áreas húmedas, a menos de que el cable sea para exteriores.
- ¡La electricidad y el agua NO se mezclan!**

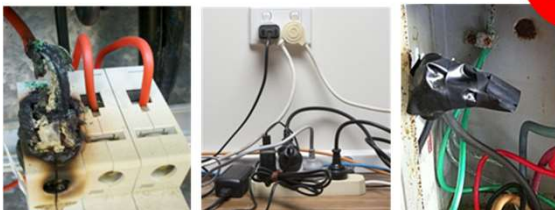
## 15 No hay extensiones eléctricas pegadas a las paredes o a través de ventanas o puertas y no sustituyen al cableado eléctrico fijo.

## 16 NO se observan cables eléctricos desprotegidos.



## 17 No se observan otros peligros eléctricos durante la inspección.

- NO utilice una **caja de conexiones o empalme** como adaptador para la toma principal de Corriente del FMU.
- NO **sobrecargue** las tomas de corriente o las extensiones eléctricas.
- Los cables eléctricos **viejos o dañados** deberán ser reemplazados por nuevos.
- ¡La electricidad y el agua NO se mezclan!**





# MOBILE FOOD UNIT FEES: 2025

(WITH FEE DESCRIPTIONS)

**Note \*** Only Money Orders, Cashier's Checks, Credit Cards (MasterCard, Visa or Discover) or Company Checks are accepted for payment of fees at the  
Environmental Inspection Center 7427 Park Place  
Fees may be paid online [www.Houston.Consumer.org](http://www.Houston.Consumer.org)

**RENEW ALL MEDALLIONS INCLUDING INSPECTION AND PAYMENT ON OR BEFORE THE EXPIRATION DATE**

Mobile Food Unit Medallion (all units)	<b>\$721.78</b>
Electronic Monitoring Fee (Unrestricted, Conventional units)	<b>\$297.98</b>
Pre-opening inspections (new units or new owners) or remodeling of existing units <u>per inspection</u>	<b>\$145.67</b>
Plan checking fee (new or remodeled unrestricted units) <u>per submission</u>	<b>\$46.34</b>
Food Manager Certification Class	<b>\$92.69</b>
Food Manager Certification Reciprocity	<b>\$00.00</b>
Food Handler Training	<b>\$13.24</b>
Re-inspection fee (poor field inspection, failed pre-opening or renewal )	<b>\$147.67</b>
LP Gas Permit -if unit uses propane (separate payment made at 1002 Washington Avenue)	<b>\$231.75</b>
Water Sample Fee (for laboratory testing of sample from freshwater tank) [*included in unrestricted mobile unit fees below]	<b>\$16.50</b>
<b>Total payment to <u>renew</u> my expiring medallion</b>	
Unrestricted-Conventional* (food trucks & trailers)	<b>\$1036.26</b>
Unrestricted-Fixed Location* (food carts)	<b>\$738.28</b>
Restricted Units [Conventional & Fixed Location] (food trucks, trailers & carts)	<b>\$728.78</b>
<b>Total payment for a <u>new</u> medallion (new unit / new owner)</b>	
Unrestricted / Conventional* (food trucks & trailers)	<b>\$1181.93</b>
Unrestricted / Fixed Location* (food carts)	<b>\$883.95</b>
Restricted / Conventional & Fixed Location* (food trucks, trailers & carts)	<b>\$721.78</b>

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