



Operating a Mobile Food Unit in the City of Houston

What is a Mobile Food Unit?

Mobile food Unit shall mean a food service establishment that is vehicle-mounted or wheeled and is capable of being readily moveable.

Mobile Food Unit Classifications:

- **Restricted:** individual servings packaged food, non-TCS (time and temperature control for safety) beverages dispensed from protected equipment; packaged TCS milk/milk products; prepackaged individual servings frozen dessert products. Examples: Ice cream trucks, tricycles, push carts, trucks, carts, fixed location/park vendor units, prepackaged food only trucks.
- **Unrestricted:** prepares/serves open foods on the unit, water systems for handwashing and equipment cleaning, plumbing installed on unit, must report to an approved commissary to fill/drain/flush water tank. Examples: Trailers, buses, trucks, corn roasters, carts, fixed location/park vendor units.
- Additional packet for fixed location mobile unit carts is provided.

Starting Your Mobile Food Unit

Before you build a mobile food unit yourself, hire a custom builder, remodel, or make a purchase, contact the Bureau of Consumer Health Services, Mobile Food Unit Program at 832-393-5100. You or the builder will need to know the requirements for your particular mobile food unit type and intended menu. Having this knowledge will save you money.

A City of Houston Food Service Medallion is Required for all Mobile Food Units.

Unrestricted units require 1 set of plans to be submitted to the Houston Health Department for approval prior to construction and a completed Menu Disclosure.

- Some foods may be prohibited – extensive food preparation/ raw foods such as sushi/ceviche.
- **NO FOODS PREPARED/STORED AT HOME OR UNAPPROVED FACILITY ON ANY TYPE OF UNIT**
- Restricted units do not require plans; no visits to a commissary; must not prepare/repackage foods/no utensils/grills/hot plates.
- Only Frozen Dessert units may operate on the street or sidewalk. These trucks sell individual prepackaged frozen dessert products only. Trucks must have flashing lights and Caution Children signs; stop long enough to make sell/dispense product. Tricycles and push carts must be non-motorized; operate on sidewalks.

All mobile food units (except fixed location units) must schedule an appointment for new/renewal/ change of ownership inspections at : **www.Houstonconsumer.org**

Bring the unit and the required documents to the Environmental Inspection Center, 7427 Park Place Blvd. 77087 on a Wednesday, or Thursday, at your appointed time between 7:30 a.m.- 1:30 p.m.

See Fee Schedule included.

Unrestricted Conventional Unit Requirements Include



- Plans submitted for approval by health department for new/remodeled unit.
- See Plans/Specifications Checklist pages 3-5
- Operate from an approved commissary; servicing of unit 24 hours prior to operations; drain/flush/fill water tanks; receipts for servicing must be maintained on the unit for 1 year. Disposal of wastes (liquid and solid) at commissary only.
- Locations of operations submitted to the health department. Written notification submitted to the department 2 days prior to relocating.
- Notarized property letter authorizing use if at the location for > 1 hour per day; notarized letter authorizing restroom use by employees at a business within 500 feet of unit if at the location for > 1 hour per day during the time period the unit is operating.
- Foods prepared/stored on unit/ approved commissary/permitted food establishment.
- Food Service Certified Manager and Food Handler Certification required.
- Must demonstrate mobility.
- Private property only - no streets/sidewalks.



PLANS CHECKLIST FOR CONVENTIONAL UNRESTRICTED MOBILE FOOD UNITS (07-U)

Use this checklist to ensure that the required items are drawn/specified on the plans and, build the mobile food according to the approved plans. Checklist used by reviewer to indicate incomplete/missing items on the plans or menu disclosure.

| | |
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| | <input type="checkbox"/> Provide one (1) properly prepared plan (no larger than 11"x17") including any specifications. Submit plans in original text print format or in color (no xerox copies). Indicate business name and owner on the plans. Hand-drawn plans are not accepted. <input type="checkbox"/> Number each page of the plans for reference. <input type="checkbox"/> Drawn layouts must include a floor plan, plumbing diagram, equipment elevations, unit exterior , and a complete equipment lay-out with full details indicated on the drawings. <input type="checkbox"/> Plans and menu must be clear, have legible print, and not present any conflicting information. <input type="checkbox"/> Show or specify all items on the check list to be included on the plans. |
| | <input type="checkbox"/> Complete the Menu Disclosure Form , in English, for review along with the plans. |
| | <input type="checkbox"/> Specify: the finish schedule for the floors, walls, and ceilings - material, finish, and color. <input type="checkbox"/> Specify: walls, ceiling, floors are smooth, easily cleanable, and non-absorbent. <input type="checkbox"/> Specify: interior walls and ceilings are light in color (40% or greater LRV - Example: colors are light gray) |
| | <input type="checkbox"/> Specify: the materials and finishes used for food preparation surfaces, counters, tables, and cabinets. <input type="checkbox"/> Show all cabinets and shelving. <input type="checkbox"/> Specify cabinets/shelving stores food/equipment/utensils 6 inches above the floor. <input type="checkbox"/> Show floor-mounted equipment elevated on legs at least 6 inches above the floor or mounted on wheels <input type="checkbox"/> Show table-mounted equipment not sealed to table/counter with 4 inch clearance. <input type="checkbox"/> Specify Manufacture Make/Model of proposed equipment - Commercial grade. (Examples: stoves, grills, fryers, ovens, refrigerators, vent hood) and fixtures. Specify on plans that all equipment is NSF or ETL certified. OR <input type="checkbox"/> Provide proof that all equipment will meet the specifications of Sec 20-21.10 of the Houston Food Ordinance. <input type="checkbox"/> Install sufficient numbers of equipment to provide food temperatures specified for TCS foods. <input type="checkbox"/> Specify: a tight liquid seal will be provided between equipment and the mounting surface. <input type="checkbox"/> Specify: a seal is provided between equipment and adjacent walls if exposed to seepage. |
| | <input type="checkbox"/> Specify: on the plans that utility lines, service lines, and pipes are not unnecessarily exposed , and pipes are enclosed inside of the walls and ceilings or cabinetry. |
| | <input type="checkbox"/> Show: the exact name of the mobile food unit on two sides. <input type="checkbox"/> Specify: the lettering is 3 inches in height or more and permanently affixed. |
| | <input type="checkbox"/> Show: a diagram of the plumbing system including all tanks, pumps, fixtures and piping. <input type="checkbox"/> Show and specify: the size and type of material used for all water supply piping. <input type="checkbox"/> Show: hot and cold running water lines under pressure (required). <input type="checkbox"/> Show: installed "P" traps at sink drains. ("S" traps are not acceptable). <input type="checkbox"/> Show: location of a water pump. <input type="checkbox"/> Specify: the water pump is activated automatically or equipped with a pressure switch installed in the water supply system. Gravity systems are not acceptable. Air pressurized water systems must include a food grade on board air pump. |
| | <input type="checkbox"/> Show: a 2 or 3-compartment sink. (a 3-compartment sink is recommended). <input type="checkbox"/> Specify: each compartment measures at least 15"x15"x12" (length x width x depth) with rounded internal angles. <input type="checkbox"/> Show: a drain board/utensil rack/or moveable dish table for soiled/cleaned utensils. <input type="checkbox"/> Specify: add as a note on plans- units with 2 compartment sinks must provide an approved detergent sanitizer for cleaning and sanitizing utensils. |
| | <input type="checkbox"/> Show: a hand sink separate from the 2 or 3 compartment sinks. <input type="checkbox"/> Show: a splash guard between all sinks, food preparation and / or food contact surfaces if the distance between each is less than 1 foot. |





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| | <input type="checkbox"/> Show: a freshwater tank at least 30 gallons in size. <input type="checkbox"/> Specify: the freshwater tank is constructed of a food grade material (NSF or equal). (No roof top installation allowed). <input type="checkbox"/> Specify: the freshwater tank is sloped to an outlet that allows complete drainage of the tank. <input type="checkbox"/> Show: fresh water tank located inside or outside of the unit (if outside show on the exterior diagram). <input type="checkbox"/> Show: the location of the freshwater inlet, ¾ inch in diameter or less, on the exterior view of the unit. <input type="checkbox"/> Specify: the freshwater inlet is protected from contamination and be of a size and type that will PREVENT its use for any other purpose. <input type="checkbox"/> Specify: freshwater tank vent, if provided, terminate in a downward direction and be provided with a protective filter or screened if the termination is in an interior space. |
| | <input type="checkbox"/> Specify: material the wastewater tank is constructed of. <input type="checkbox"/> Specify: size of the wastewater tank (must be at least 15% larger than the freshwater tank). <input type="checkbox"/> Specify: that the wastewater tank is permanently installed and sloped to drain. <input type="checkbox"/> Specify: size and type of material used for the wastewater drainpipes and atmospheric vent. <input type="checkbox"/> Show: wastewater outlet, larger than any other piping in the wastewater system on exterior diagram. <input type="checkbox"/> Show: wastewater tank located inside or outside of the unit. If outside, show on exterior diagram. <input type="checkbox"/> Specify: the wastewater tank can be ACCESSED for measuring and servicing. <input type="checkbox"/> Show: atmospheric vent from the top of the waste water tank on plumbing diagram. <input type="checkbox"/> Show: atmospheric vent on the exterior that must rise above level of the sinks inside unit and terminate in a downward direction or be provided with a vented protective cover. <input type="checkbox"/> Specify: the vent opening is covered with 16 mesh per inch screening or filter. |
| | <input type="checkbox"/> If located inside the mobile food unit, the fresh water and wastewater tanks, water pump, water heater and all drain lines directly under sinks must be enclosed in an ACCESSIBLE cabinet or other smooth easily cleanable structure for servicing or measuring. <input type="checkbox"/> Specify and / or show all of the above on plans. |
| | <input type="checkbox"/> BBQ pit room – used for smoking and no food preparation. <input type="checkbox"/> Tight fitting, self - closing doors screened not less than sixteen mesh to the inch and kept closed. <input type="checkbox"/> Tight fitting windows screened not less than sixteen mesh to the inch and kept closed. <input type="checkbox"/> Walls screened not less than sixteen mesh to the inch. <input type="checkbox"/> Any solid walls installed must be smooth/easily cleanable/non-absorbent/light color. <input type="checkbox"/> Show an exhaust fan in the pit room to remove excess smoke and heat. BBQ pit smokestacks must be vented directly to the outside and sealed at roof level to prevent entry of insects/dirt/debris. <input type="checkbox"/> Optional louvers, or solid, weatherproof panels that can be raised, lowered and locked in place, along with 16 mesh per inch screening in place when the windows are open. |
| | <input type="checkbox"/> Specify: electricity will be provided; <input type="checkbox"/> generator or <input type="checkbox"/> plug-in at site. <input type="checkbox"/> Specify: windows & doors are not held or kept open to provide access to the electrical outlet. |
| | <input type="checkbox"/> Show: lighting fixtures installed on the interior of the unit floor plan. <input type="checkbox"/> Specify: lighting is shielded. <input type="checkbox"/> Specify: at least 50-foot candles of light is provided to all working surfaces inside. |



| | |
|--|---|
| | <input type="checkbox"/> EFFECTIVE JANUARY 1, 2023 – ALL MOBILE FOOD UNITS WITH COOKING EQUIPMENT SHALL BE PROTECTED BY AN AUTOMATIC FIRE EXTINGUISHING SYSTEM. <input type="checkbox"/> Show ANSUL system installed. <input type="checkbox"/> Specify and show: Type 1 stainless steel commercial vent hood with removable filters installed at an angle between 45 degrees to vertical. Must be mechanically vented to the outside. Vent hood is required over any grill, stove, range or fryer. Ventilation must be adequate for the equipment being vented. <input type="checkbox"/> Specify: the vent hood inside is sealed to walls / ceiling to prevent any hard to clean areas or spaces. <input type="checkbox"/> Show: interior vent hood drain and a removable catch pan along the back edge. <input type="checkbox"/> Show: on hood roof attachment an outlet for grease/ liquids, provide a drainpipe and removable, covered catch-pan on the outside of the unit - show on exterior diagram. |
| | <input type="checkbox"/> Specify: all openings to the outside; including serving openings and entrance doors, to be screened or kept closed . <input type="checkbox"/> Specify: that screening is at least 16 mesh/inch |
| | <input type="checkbox"/> Show: on exterior plan, attached to the unit, an insect and rodent proof covered garbage container, at least 20 gallons in size, for customers use. |
| | <p style="text-align: center;">Note:</p> <p>✓ Final approval of the mobile food unit subject to required inspection (pre-opening/renewal/change of ownership before medallion is issued.</p> <p>✓ Remodeling/revisions require submission of plans for review/approval.</p> |

FOOD SERVICE MANAGER CERTIFICATION: Call 832-393-5100 to make a reservation to attend the required class prior to bringing mobile food unit to 7427 Park Place for pre-opening inspection. Provide class date to inspector during check-in. **A certified manager must be on duty when engaging in manufacturing, production, preparation, processing, packaging, service of food, make-ready and cleanup activities.**

FOOD HANDLER: All employees (who handle unpackaged foods, food contact surfaces, food equipment, or utensils) that are not certified managers must complete a food handler training course within 60 days of employment.

Link to Food Service Manager Certification and Food Handler trainings online or classroom:

www.HoustonConsumer.org

COOKING TIME AND TEMPERATURE CONTROLLED FOR SAFETY FOODS (TCS)

Utilize the chart below to assist you with documenting the correct minimum final cooking temperatures of the TCS foods indicated on your menu disclosure. Include hot and cold holding/storage of the foods.

Record the temperature of each TCS food being prepared on the menu disclosure.

| FOOD | COOKING TEMPERATURE |
|--|---------------------|
| Fruits and vegetables for hot holding | 135° |
| Beef Steak | 145° |
| Eggs broken and prepared for immediate service, meat, fish, pork | 145° |
| Injected meats, chopped/ground/mixed fish and meat. | 155° |
| Poultry, stuffed fish/meat/pasta or stuffing containing fish, meat, poultry. | 165° |
| Raw animal foods cooked in a microwave oven – allow to stand for 2 minutes. | 165 |





2024 MOBILE FOOD UNIT PLAN REVIEW APPLICATION

SUBMIT TO: HOUSTON HEALTH DEPARTMENT 8000 N. STADIUM DRIVE PERMIT OFFICE- 1ST FLOOR MON-FRI 7:30 AM-4:00 PM
PLANS AND MENU DISCLOSURE MUST BE CLEAR ORIGINAL DOCUMENTS AND LEGIBLE
(HAND- DRAWN/FADED/CUTOFF COPIES WILL NOT BE ACCEPTED)

PLEASE CLEARLY PRINT ALL INFORMATION BELOW

DATE: _____

ACCOUNT #: _____

NAME: _____
(FIRST) (MIDDLE) (LAST)

MOBILE FOOD UNIT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ MOBILE: _____

EMAIL ADDRESS: _____

ALTERNATE EMAIL: _____

ALTERNATE CONTACT NAME: _____

ALTERNATE PHONE: _____ ALTERNATE EMAIL: _____

Items must be included at submission:

☐ 1 set of plans/blueprints ☐ Menu Disclosure ☐ Plan review fee \$45.02 (for each submission)

*Pushcarts with open foods will only be approved at a fixed location on the premises of a permitted food establishment which must be used as the commissary. Include map showing cart location and route to commissary. Pushcarts in parks must also have authorization from HPARD to operate.

All fees are non-refundable.

DO NOT WRITE BELOW THIS LINE

ASSIGNED TO: _____ DATE: _____

PLAN TYPE: ☐ NEW ☐ REMODEL ☐ RE-SUBMISSION (DATE) _____ Version: 1 2 3 4 5

UNIT TYPE: ☐ 07 – Truck / Trailer ☐ 14- Pushcart SERVICE TYPE: ☐ UNRESTRICTED RESULT: ☐ APPROVED ☐ REJECTED

REVIEWED BY: _____ DATE: _____

CUSTOMER NOTIFIED BY: ☐ Email ☐ Phone _____ DATE/TIME: _____

ALL PLANS NOT PICKED UP WITHIN 15 DAYS AFTER REVIEW WILL BE MAILED TO THE OPERATOR

rev12282023





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)

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).

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

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





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



Restricted Conventional Unit (Non-Frozen Dessert Vehicle) Requirements Include



- Foods prepared and packaged from an approved commissary/food establishment.
- Non-TCS beverages dispensed from covered urns or other protected equipment.
- TCS individual servings of milk/milk products/coffee cream packaged from plant.
- Pre-packaged individual servings of frozen dessert products.
- Any TCS stored at 41°F. or below or 135°F. or above to have thermometer to measure hot/cold air temperature.
- Interior walls/ceilings - smooth -easily cleananbe materials-light color.
- Floors- smooth easily cleananble materials.
- No utensils/grills/hot plates; no preparing/repackaging/portioning of foods.
- Commissary receipts not required.
- No Food Service Certified Manager; no Food handler required.
- Operate on private property; no sales on streets/sidewalks.

Restricted Conventional (Frozen Dessert Mobile Food Units) Requirements Include



- Frozen dessert products pre- packaged individual servings (popsicles, ice-cream bars, cones, serving cups) from approved facility. **NO OTHER FOODS** (beverages, snacks, candy, open foods).
- Commissary receipts/visits not required.

These are the only mobile food units allowed to operate on streets or sidewalks.

Trucks/Tricycles

- Streets only
- CAUTION CHILDREN sign/Warning lights Red and Yellow
- Stop long enough to make immediate sale/dispense product
- Truck interior walls/ceiling-smooth easily cleanable/non absorbent materials/light color.
- Floor interior- smooth/easily cleanable material.
- May not operate in SCHOOL CROSSING ZONE

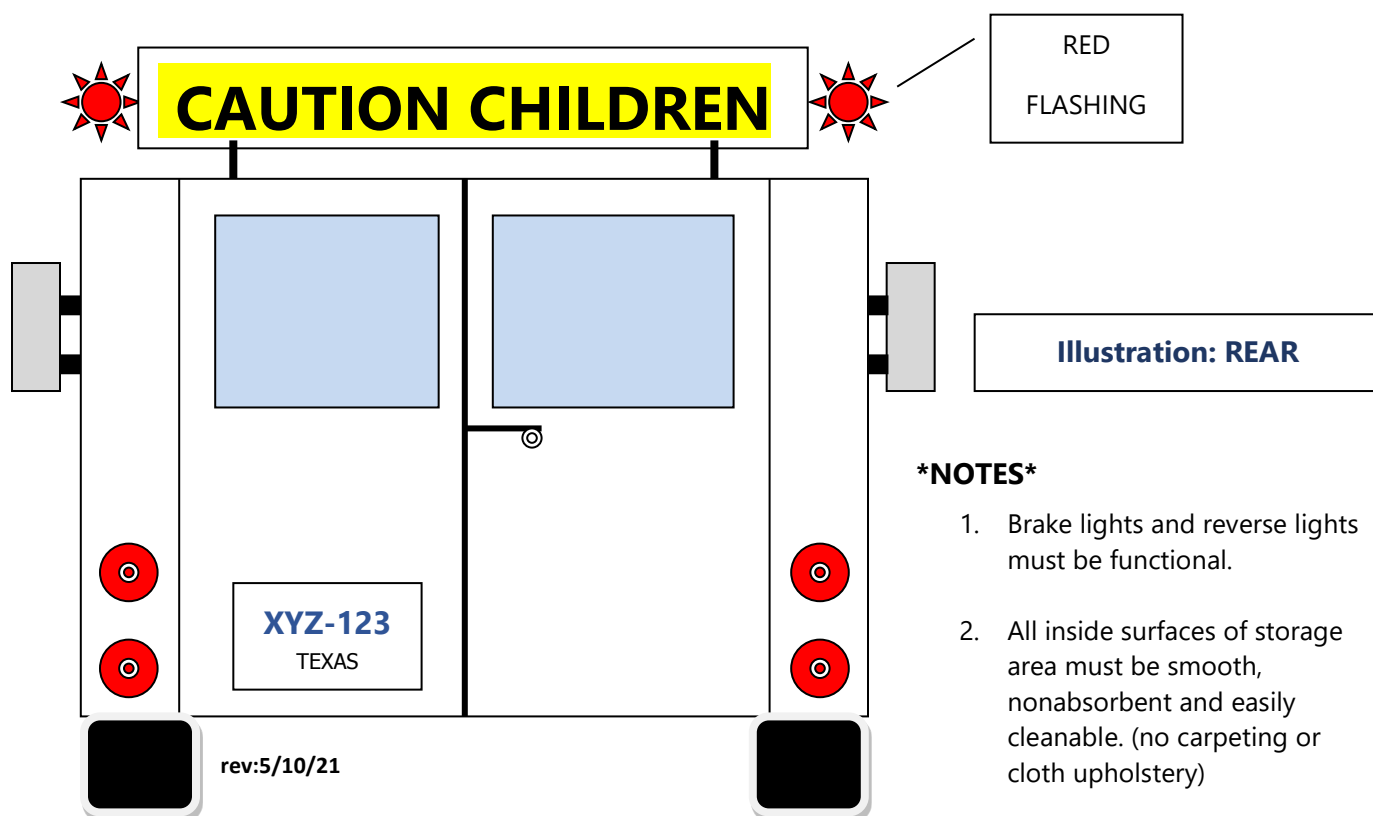
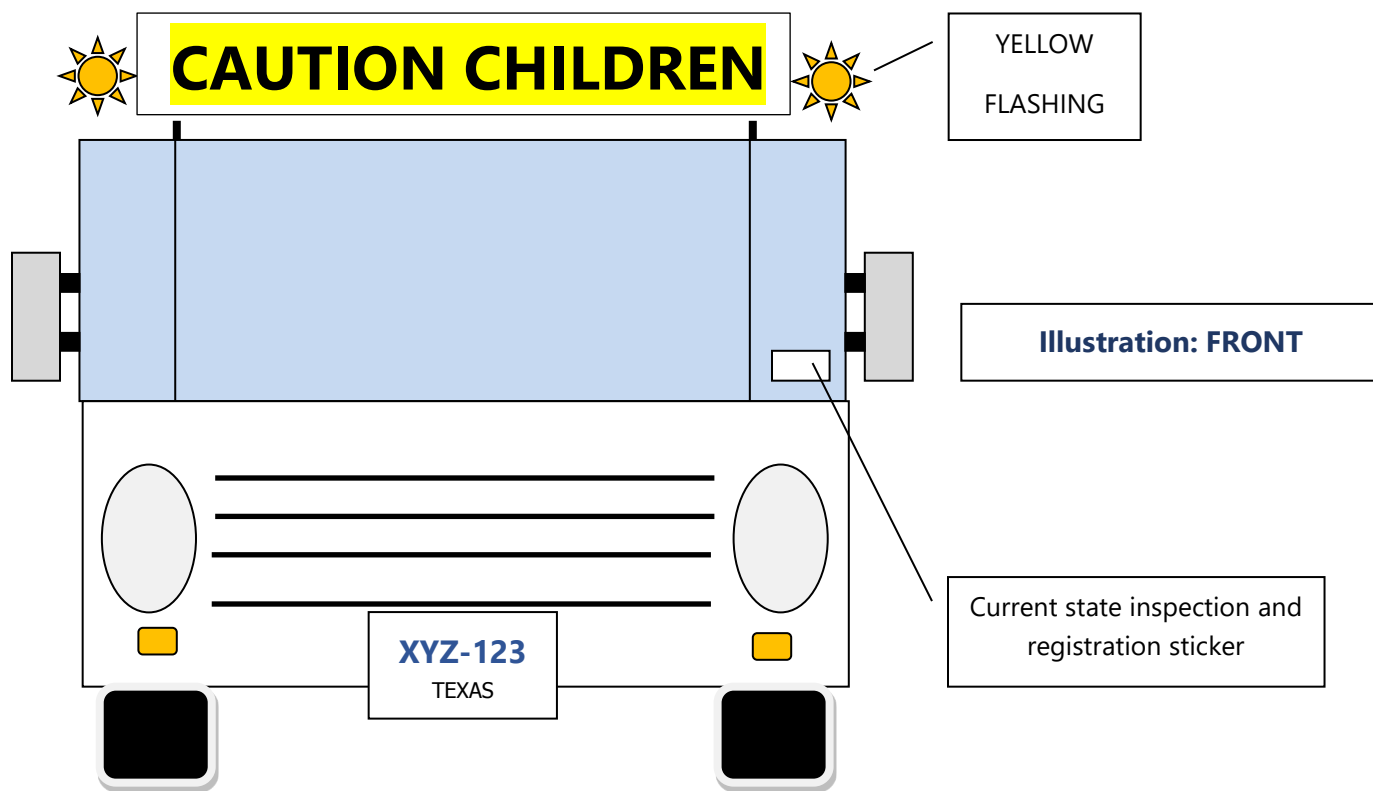
Push Carts

- Non-motorized
- Operate on sidewalk
- May not operate on park sidewalks or within Theater/Entertainment District without additional permit/license.
- No commissary receipts/visits required.
- No Food Service certified manager, no Food Handler required.

Procedures Governing the Sale of Ice Cream Products from Vehicles Upon the Streets of the City of Houston

Per Section 40-9, City Ordinance:

1. **CAUTION CHILDREN** sign must be mounted on top of vehicle. The letters are required to be block style BLACK color not less than 6" height and ½" width. The sign's background color must be YELLOW.
2. **WARNING LIGHTS** must be mounted on each end of the caution children sign. **YELLOW** flashing lights are required for front of the vehicle. **RED** flashing lights are required for rear of the vehicle.
3. The sign and warning lights must be visible from front and rear.
4. The **BUSINESS NAME** shall be permanently affixed, easily identifiable, and prominently displayed on 2 sides of the ice cream truck (vehicle) in letters not less than 3" high.
5. **A CURRENT and VALID MEDALLION** issued by the Houston Health and Human Services Department. The medallion must be renewed every year and is non-transferable.
6. See Fee Schedule included. (*The medallion fee will be subject to increase on January 1st of each year.) Personal checks not accepted. To obtain a medallion, you must bring the ice cream truck (vehicle) to the Department's office for inspection and approval.
7. Inspections are conducted Wednesday and Thursday between 7:00 am and 1:30 pm. by appointment Please bring the 3 following with you: (Driver's license, proof of liability insurance). Vehicle must have current state inspection and vehicle registration stickers.
8. **Per City Ordinance Section 40-8(c): Only packaged ice cream/frozen dessert products from an approved source may be sold from the unit, and Section 40-9(a): You may remain stopped only long enough to make the immediate sale of the products. You may not park and wait for customers at any location.**





MOBILE FOOD UNIT APPROVED COMMISSARIES

| NAME | ACCT | ADDRESS | CONTACT | SERVICING PROFILE |
|--------------------------------------|--------|--|--|--|
| Commissary Depot | 429224 | 3811 Des Chaumes | Chris Mitchell (713) 875-2828 dwyashl@aol.com | N, G 2 Cleaning Bays |
| Della Carts* | 910067 | 6405 Brittmore Houston, TX 77074 | Frank Dellasala (713) 937-8039 dellacartscatering@yahoo.com | N 2 Cleaning Bays |
| Diana's Food Service | 213676 | 5407 Willomine Way Houston, TX 77045 | Rafael Alvarez (713) 433-5334 dianascommissary@aol.com | G / LK / CS / DS 7 Cleaning Bays |
| Distribudor Mi Jalisco Commissary | 404204 | 10602 Bauman Houston, TX 77076 | Raul Hernandez (281) 831-4100 or (main number) (713) 691-4006 mijaliscodistributor@hotmail.com | G 6 Cleaning Bays |
| El Castillo Commissaria | 441342 | 6345 Skyline Dr. Bld. A Houston, TX 77057 | Mohammad Tawaha (832) 732-3486 Mr.Tawaha@yahoo.com | N, G 7 Cleaning Bays |
| Garcia Brother's Commissary | 425600 | 5739 Dwinell Houston, TX 77023 | Jaime Garcia (409) 932-5093 garciamultiservices@outlook.com | G 2 Cleaning Bays |
| Magnolia Commissary | 408254 | 1735 Pasadena Houston, TX 77023 | Maria Acosta (832) 875-7815 elharagan79@hotmail.com | G/ P/ CS/ DS 1 Cleaning Bay (owner units only) |
| Marco Commissary* | 439293 | 11806 N. Houston Rosslyn | Marco Murillo Fierro or Angelica Murillo Angelica13009@gmail.com | N 2 Cleaning Bays |
| Mobile Caterers of TX Commissary | 407488 | 2824 Crane Houston, TX 77026 | Charles Smith (713) 222-8231 Email: cmichaeljames@hotmail.com | G 7 Cleaning Bays |
| Palacios Commissary | 977699 | 6000 Waltrip Houston, TX 77087 | Juan Palacios (713) 645-0965 melyriver4ever@yahoo.com | G 4 Cleaning Bays |
| Southwest Commissary | 228228 | 8331 Beechnut Houston, TX 77036 | Taysir (Ned) Zahra (713) 772-2000 swcomisaria@yahoo.com | N 5 Cleaning Bays |
| Tacos El Guero Commissary | 409248 | 841 Crenshaw Pasadena, TX 77504 | Rafael Ortiz (832) 322-2380 Rafaortiz22@gmail.com | N 12 Cleaning Bays |
| Taqueria Buey Y Vaca Commissary | 438804 | 608 John Alber Rd. Houston, TX 77076 | Saul Garcia 713-875-8025 saulgarciajww@sbcglobal.net | G 4 Cleaning Bays |
| Texas Commissary | 986812 | 212 Harbor Houston, TX 77020 | Jeanie Osorio (713) 673-3931 maribelosorio90@gmail.com | G 24 Cleaning Bays |
| Texas Commissary #2 | 222677 | 8121 Castleford Houston, TX 77040 | Maribel Osorio (713) 934-7281 maribelosorio90@gmail.com | G 20 Cleaning Bays |
| Tex-Star Comisaria | 413930 | 502 E. Rogers Houston, TX 77022 | Karen Narvaez (832) 203-8282 texstarcomisaria@gmail.com | G 12 Cleaning Bays |
| Three Brothers Commissary | 220299 | 610 Exchange Houston, TX 77020 | Conzaga Morales (713) 675-6277 | G 14 Cleaning Bays |

Note: This list is neither an endorsement nor a recommendation. It is provided solely as a public service to mobile food unit operators. If you intend to use a commissary that does not appear on this list, please call 832-393-5100 between the hours of 8 am and 5pm to schedule a pre-opening establishment inspection.

* Harris County jurisdiction.

G = Pkg. foods sold to operators
N = Provides servicing of units only

P = Prepares foods for operators
CS = Provides cooler/freezer space

LK = Leases kitchen to operators
DS = Dry storage space provided



Fire Extinguisher and Gas Equipment Inspection Information

Fire Extinguisher Service Companies

| | | | |
|--|---|--|---|
| A-1 Fire Equipment 12711 East Freeway Houston, Texas 77015 (713) 455-0296 | AAA Fire Equipment Co. 7707 Bissonnet St. Suite # 110 Houston, Texas 77074 (713) 777-6655 | Buckeye Fire Equipment 6226 Brookhill Dr. Houston, Texas 77087 (713) 645-3388 (Mike Abke 713-319-5001) | Fire Extinguisher Services 7714 Glover St. Houston, Texas 77012 (713) 644-5151 |
|--|---|--|---|

Note: This list is neither an endorsement nor a recommendation. It is provided solely as a public service to you.

Approved Gas Equipment Inspection Companies

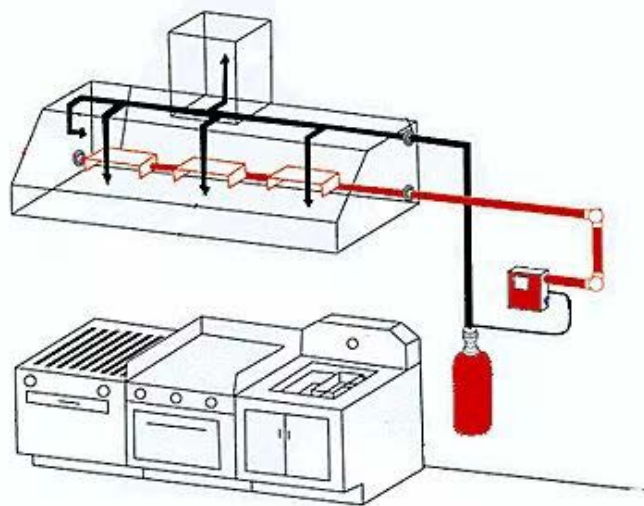
| | | | |
|--|--|---|--|
| Blue Flame 13823 Packard Houston, TX 77040 Phone: 713-462-5414 Contact: Joe Green 290 @ Fairbanks | Northside Propane 11404 Eastex Freeway Houston, TX 77093 Phone: 281-590-7575 Contact: Dana Young Hopper @ East Mt. Houston | R & R Propane – South 101 Spencer Highway South Houston, TX 77587 Phone: 713-910-5884 Contact: Jake Rouse | R & R Propane – North 13146 Mill River Houston, TX 77070 Phone: 832-671-9258 Contact: Jake Rouse |
| Propane Express 10603 Tower Oaks Blvd Houston, TX 77070 Phone: 281-300-4352 Contact: Anthony Kroon | Southwest Commissary 8331 Beechnut Houston, TX 77036 Phone: 713-772-2000 | AAA.LP-Gas L.T.D. L.L.P. 18402 Stuebner Airline Spring TX. 77379 Phone: 281-376-5601 Contact: Brenda Boatman | Daina's Commissary 13515 S. Post Oak Rd. Houston, TX 77045 Phone: 281-914-6275 Contact: Oscar Lazo |

Note: This list is neither an endorsement nor a recommendation. It is provided solely as a public service to you. If one of these LP-gas (propane) companies can't assist you, contact any propane company in the telephone directory or internet. The company must be licensed with the Railroad Commission of Texas. The LP-gas company will have to inspect all appliances and make all LP-gas connections.



Attention Mobile Food Unit Operators.

Beginning **January 1, 2023** the Houston Fire Department will require all mobile food units to have equipped an automatic fire extinguishing system (Fire suppression system) over cooking equipment.



Houston Fire Department
Fire Marshal's Office: 1002 Washington Ave Houston TX 77002
832-394-8811

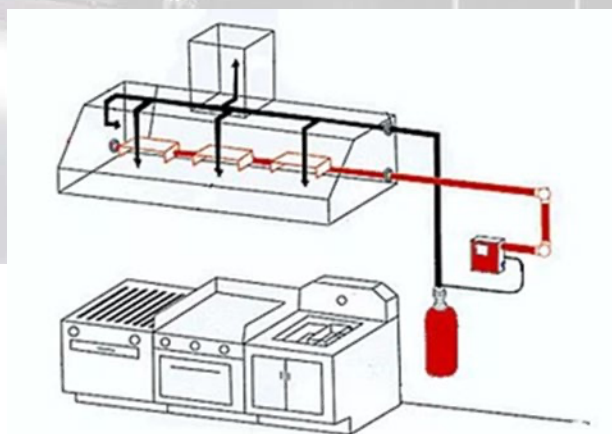


RevJan2024



Atención Operadores de Unidades Móviles de Comida.

Empezando el **primero de enero del 2023** el departamento de bomberos de Houston requerirá que todas las unidades móviles de alimentos tengan un sistema automático de extinción de incendios sobre el equipo de cocción.



Houston Fire Department Information for Mobile Food Units

- An annual or temporary LP-Gas permit is required for mobile food units (MFU) using LP Gas for commercial cooking. Any other mobile food units at the same property address will also be required to have their own individual permit. Permit fee is **\$225.14**, office located at 1002 Washington Avenue.
- The annual LP-Gas permit must be approved by the Houston Fire Marshal's Office **within 90 calendar days of purchase** (application receipt).
- An approved inspection sticker valid for 12 months must be displayed on all LP-Gas appliances (Stoves, Fryers, etc.) indicating that a licensed LP-Gas company has inspected the equipment. Present a valid report for gas inspection **uniquely identifying the MFU using a VIN or License plate**.
- The LP-Gas system inspection must be approved by the Houston Fire Marshal's Office **within 90 calendar days** of the date printed on the LP-Gas system inspection report.
- All LP-Gas appliances shall be secured to the MFU so to reduce gas line separation or damage in the event of an accident.
- All unused LP-Gas Lines shall be plugged or capped off.
- All (MFU) shall carry a (3A-40BC minimum) Fire Extinguisher. In addition, a Type K portable extinguisher shall also be carried in the MFU when deep-fry cooking is used involving vegetable oils or animal oils. Both fire extinguishers shall have current annual inspection date tag. The inspection tag must not be within **2 weeks** of expiration.
- Beginning January 1, 2023, all (MFU) with cooking equipment shall be protected by an automatic fire extinguishing system. This System must have a **current inspection date tag** not to be older than 6 months. Note: the automatic fire extinguishing system must be inspected every **6 months**. The inspection tag must not be within **2 weeks** of expiration.
- A Gas shutoff valve shall be located on the outside of the unit and shall be easily accessible in the case of emergency. **"Emergency Shutoff Valve"** signs approved by the fire marshal shall be visible near the shutoff valve.
- **"No Smoking"** signs approved by the Fire Marshal shall be visible near propane containers. No Smoking signs shall be provided in **English and Spanish**.
- An approved ventilation system shall be installed over cooking equipment. Hoods shall be operated at the required rate of air movement. Classified grease filters shall be in place and cleaned as needed.
- Ventilation system shall provide complete coverage over all cooking equipment with no gaps, missing filters or solid metal pieces that are replacing extractor filters.
- All LP-gas containers (**empty or full**) shall be secured in an upright position in such a manner as not to fall over. All MFU shall be position in a manner that will reduce the exposure of the LP-Gas cylinder to vehicle impact. Do not park MFU with LP gas cylinders facing oncoming traffic. Always utilize available protection for LP gas cylinders such as fences or barricades.
- LP Gas containers shall be secure in a **fixed storage** and positioned so that liquid does not cover the pressure relieve valve on. This shall be applicable to all LP gas containers observed during inspections. **Do not bring propane or gasoline containers inside the MFU nor on the vehicle hauling the MFU as this will cause a forfeiture of your inspection.**
- Provide ventilation near the bottom of the LP-Storage.
- Protect the flexible hose with a rubber grommet or with something comparable.
- All MFU's shall be **LIMITED TO an aggregate of 200 pounds of LP-Gas except** when operating in special events where MFUs are less than 25 feet apart, or in DOL 1 or DOL 2. When approved to operate in special events where MFUs are less than 25 feet apart, or in DOL 1 or in DOL 2 areas, all MFUs shall be limited to 100 Pounds of LP-gas.

Houston Fire Department

Fire Marshal's Office: 1002 Washington Ave Houston TX 77002

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- MFUs that use any amount of LP-gas shall not operate such unit within 25 feet of any part of another MFU using LP-gas, except at events approved by the Houston Fire Marshal's Office where 10 feet minimum is required.
- Refueling of generators shall be performed in an approved location not less than 20 feet from the mobile food units (MFU). Fuel shall be stored in UL or FM approved flammable liquid safety containers and in an approved location.
- For the feeder or service-entry electrical cable, no damage, no splicing, no junction boxes, no multiple adaptors (one allowed), **no double-male cable** is allowed. The electrical power supply must be "clean."
- Each feeder or service-entry electrical cable or inlet connector shall terminate to an unshared subpanel board (two or more feeder cables shall not terminate to the same subpanel board).
- Flexible electrical cords, cables, or power supply cords shall not run through holes in walls, structural ceilings, floors, or through doorways, windows, or other similar openings, and they shall not be attached to surfaces, and they shall not be used as substitutes for fixed wiring.
- Electrical cables shall be protected from physical damage.
- There shall not be electrical open-wiring.
- **A fire inspection checklist serves only to guide an inspection. It does not represent the fire code and standards in its entirety.**
- **All Electrical and plumbing work is to be performed by a licensed electrician and plumber.**

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HOUSTON FIRE DEPARTMENT
Fire Marshal's Office
 1002 Washington Ave, Houston, TX 77002
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MOBILE FOOD UNIT ELECTRICAL GUIDELINES

For mobile food unit inspections, feeder or service-entry electrical cables must be “clean” and assembled by a licensed electrician to connect to power. Cables that show signs of damage, splicing, or self-assembly will **NOT** be accepted. The use of **DOUBLE MALE CABLES** will **NOT** be allowed. The mobile food unit must be equipped with a male inlet if the supply cable is not connected directly to the breaker box. Multiple adapters and unsecured junction boxes will **NOT** be allowed. Ensure all cables and connections are weather rated. If these requirements are not met, the unit will not be allowed to connect to power and will require a reinspection.

| | | |
|---|--|--|
| INLETS (On Unit) - Male - Weather rated - Secured to unit Or - Direct connection | | |
| CABLES - Clean - Weather rated - No damage - No splicing - NO DOUBLE MALE | | |
| ADAPTERS - Only 1 allowed - Weather rated - No junction boxes | | |

This document serves only to guide mobile food unit operators and does not represent the fire code and standards in its entirety. All electrical work is to be performed by a licensed electrician.



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REQUISITOS DE ELECTRICIDAD PARA UNIDADES DE COMIDA MÓVIL

Para las inspecciones de unidades de comida móvil, los cables tienen que estar en buena condición y hechos por un electricista con licencia. Los cables que están dañados, añadidos, o auto ensamblados **NO** se aceptaran. El uso de cables que tengan **dos puntas masculinas no se permitirán**. La unidad de comida móvil debe de estar equipada con una entrada masculina si es que no tiene un cable que está directamente conectado al panel eléctrico. No se permitirá el uso de más de un adaptador o cajas de conexiones que no estén aseguradas. Todos los cables y las conexiones tienen que ser clasificados para la intemperie. Si estos requisitos no son cumplidos, la unidad no podrá conectarse a la electricidad y se requerirá una reinspección.

| | | |
|---|--|--|
| <p>Entradas (en la unidad)</p> <ul style="list-style-type: none"> - Masculino - Clasificados para la intemperie O - Una conexión directa | | |
| <p>Cables</p> <ul style="list-style-type: none"> - Limpios - Clasificados para la intemperie - Sin daños - Sin adiciones - Sin cables con dos puntas masculinas | | |
| <p>Adaptadores</p> <ul style="list-style-type: none"> - Solamente se permite 1 - Clasificados para la intemperie - Sin cajas eléctricas de conexión | | |

Este documento sirve solamente como un guía para los operadores de unidad de comida móvil y no representa todo el código de fuego ni los estándares en su totalidad. Todo el trabajo tiene que ser hecho por un electricista con licencia.

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
- 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:

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

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

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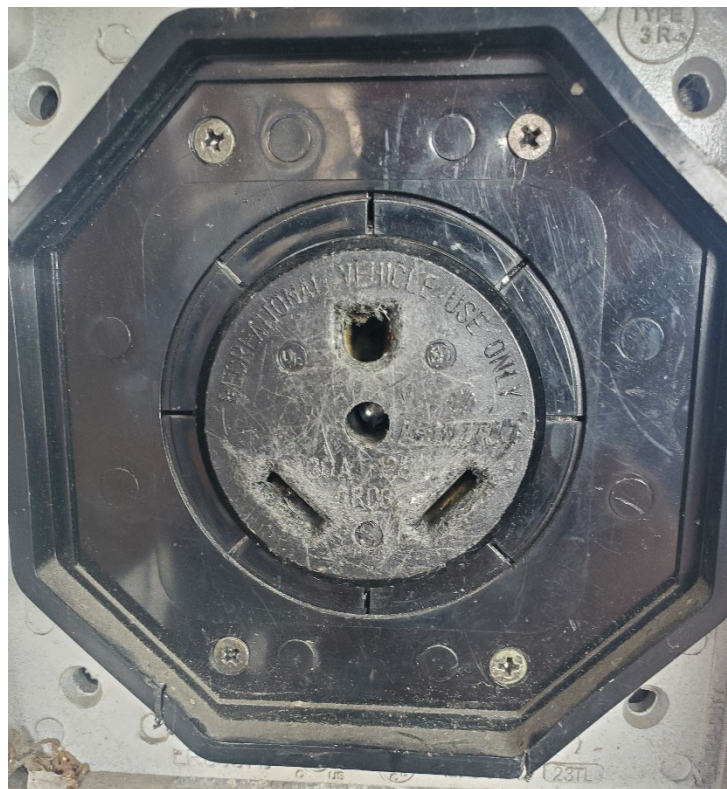
Link: www.HoustonConsumer.org

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.





MOBILE FOOD UNIT FEES: 2024

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.HoustonConsumer.org

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

| | |
|---|------------------|
| Mobile Food Unit Medallion (all units) | \$701.20 |
| Electronic Monitoring Fee (Unrestricted, Conventional units) | \$289.48 |
| Pre-opening inspections (new units or new owners) or remodeling of existing units <u>per inspection</u> | \$141.51 |
| Plan checking fee (new or remodeled unrestricted units) <u>per submission</u> | \$45.02 |
| Food Manager Certification Class | \$90.05 |
| Food Manager Certification Reciprocity | \$0.00 |
| Food Handler Training | \$12.86 |
| Re-inspection fee (poor sanitation inspection, failed pre-opening or renewal inspection) | \$141.51 |
| LP Gas Permit -if unit uses propane (separate payment made at 1002 Washington Avenue) | \$225.14 |
| Water Sample Fee (for laboratory testing of sample from freshwater tank) [*included in unrestricted mobile unit fees below] | \$16.50 |
| Total payment to <u>renew</u> my expiring medallion | |
| Unrestricted-Conventional* (food trucks & trailers) (MFU + ELECT.MONITOR + WATER SAMPLE) | \$1007.18 |
| Unrestricted-Fixed Location* (food carts) (MFU + WATER SAMPLE) | \$717.70 |
| Restricted Units [Conventional & Fixed Location] (food trucks, trailers & carts) (MFU) | \$701.20 |
| Total payment for a <u>new</u> medallion (new unit / new owner) | |
| Unrestricted / Conventional* (food trucks & trailers) (MFU + PREOPENING + ELECT.MONITOR + WATER SAMPLE) | \$1148.69 |
| Unrestricted / Fixed Location* (food carts) (MFU + PREOPENING + WATER SAMPLE) | \$859.21 |
| Restricted / Conventional & Fixed Location* (food trucks, trailers & carts) (MFU) | \$701.20 |