



## 2025-2026 DOWNTOWN MOBILE FOOD TRUCK VENDING PROGRAM CHECKLIST

The following documents **MUST** accompany your application before it can be processed:

- Application for Vending Permit (completed and signed)
- Current Picture I.D. (Texas Driver's License or Texas Department of Public Safety I.D.)
- Copy of State of Texas Sales Tax and Use Permit      Date Verified: \_\_\_\_\_
- Copy of Current Health Permit  
(no photos of window decal)      Expiration Date: \_\_\_\_\_
- Copy of Fire Inspection  
(no photos of window decal)      Expiration Date: \_\_\_\_\_
- Certificate of Insurance  
(City of San Antonio as Additionally Insured) **Make out to bellow address.**      Expiration Date: \_\_\_\_\_
- Menu of Food Items with prices (Food Truck/ Dessert Truck/ Other \_\_\_\_\_)
- 4 Color Photos of food truck/trailer (front, rear, left and right sides)
  - Dimensions: L: \_\_\_\_\_ W: \_\_\_\_\_
  - (Trailers only) Photos of vehicle (Dimensions L: \_\_\_\_\_ W: \_\_\_\_\_)

For question or assistance regarding the application process, please call (210) 207-3677 or email

[downtownvending@sanantonio.gov](mailto:downtownvending@sanantonio.gov).

If you wish to speak to someone in person  
regarding the application, please visit the Downtown Operations Division Office.

**NOTE: Incomplete applications will not be accepted.**

City of San Antonio  
Attn.: Center City Development & Operations Department  
PO Box 839966  
San Antonio, TX 78283-3966  
(210) 207-3677