



City of Coppell
Environmental Health Department
MOBILE FOOD VENDING PERMIT APPLICATION

265 Parkway Boulevard, Coppell, Texas 75019-4409 • (972) 462-5177 or 5110

PERMIT STATUS: (Check One) New Business \_\_\_\_\_ Renewal \_\_\_\_\_

COMPANY NAME ON TRUCK: \_\_\_\_\_

TRUCK MAKE: \_\_\_\_\_ TRUCK MODEL: \_\_\_\_\_ TRUCK YEAR: \_\_\_\_\_

LICENSE PLATE # \_\_\_\_\_ TRUCK V.I.N. \_\_\_\_\_

TRUCK OWNER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_
(STREET NO. & NAME) (CITY, STATE) (ZIP CODE)

DRIVER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ D.L.# \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_
(STREET NO. & NAME) (CITY, STATE) (ZIP CODE)

COMMISSARY'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_
(STREET NO. & NAME) (CITY, STATE) (ZIP CODE)

ATTACH A COPY OF THE COMMISSARY APPROVAL FORM WITH THIS APPLICATION. VEHICLES MUST RETURN TO A CENTRAL PREPARATION FACILITY FOR SUPPLIES, CLEANING AND SERVICING.

- I attest that the information provided above is true and accurate. I agree to comply with the City of Coppell rules and regulations and understand that failure to do so may result in revocation or suspension of the permit.
The permit is effective for six months from the date of issuance unless sooner revoked for a cause.
The permit is not transferable and the permit fees are non-refundable.
Food trucks/trailers with cooking equipment that produce grease-laden vapors must be protected by an approved automatic fire extinguishing system.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Submit completed application and fee to City of Coppell, Environmental Health, 265 Parkway Boulevard, Coppell, Texas 75019

\*\*\*IMPORTANT NOTE: A COMPLETE AND CURRENT VENDING ITINERARY MUST BE SUBMITTED AT THE TIME OF APPLICATION. NO PERMIT WILL BE ISSUED WITHOUT THIS INFORMATION. PLEASE INCLUDE ALL COPPELL VENDING LOCATIONS. ANY CHANGES IN THE ITINERARY SHALL BE REPORTED WITHIN 3 DAYS OF SUCH CHANGE. FAILURE TO MAINTAIN A CURRENT SCHEDULE OF VENDING STOPS MAY RESULT IN PERMIT SUSPENSION.

Office Use Only

FEE SCHEDULE FOR ANNUAL PERMITS:

Table with 4 columns: Unit Type, Fee, Unit Type, Fee. Rows include High Priority Mobile Unit (\$300.00), Medium Priority Mobile Unit (\$250.00), and Low Priority Mobile Unit (\$200.00).

Receipt No. \_\_\_\_\_ Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_ Received By \_\_\_\_\_ Date \_\_\_\_\_



City of Coppell
Environmental Health Department
COMMISSARY AGREEMENT

265 Parkway Boulevard, Coppell, Texas 75019-4409 • Phone (972) 462-5177 • Fax (972) 462-5123

THIS FORM IS TO BE COMPLETED BY THE OWNER OR THE MANAGER OF THE APPROVED COMMISSARY.

OWNER OF MOBILE UNIT: \_\_\_\_\_

DOING BUSINESS AS: \_\_\_\_\_
(Name on Truck)

TRUCK MAKE: \_\_\_\_\_ VIN #: \_\_\_\_\_ LICENSE #: \_\_\_\_\_

COMMISSARY NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_
(STREET NO. & NAME) (CITY, STATE) (ZIP CODE)

The following services are performed at this commissary by the above unit. (Answer yes or no)

- Access to the commissary at all times
Limited Access. If yes, access hours are:
Access to preparation facilities
Stores mobile unit at the commissary. If no, where is the unit stored:
Access to dishwashing facilities to clean and sanitize equipment and utensils
Fill with potable water
Disposal of waste water via the sanitary sewer
Storage of supplies
Food products provided exclusively by the commissary. If no, where is food purchased?

The commissary agreement between the above mentioned mobile unit and the approved commissary is valid until
\_\_\_\_\_. However, in the event that agreement usage is terminated, the mobile unit
license issued by the City of Coppell is immediately suspended and all operations must immediately discontinue. This
agreement also becomes invalid if the commissary does not have a current license to operate. The owner of the mobile
unit must provide a copy of the commissary health permit to the Coppell Environmental Health Department.

This agreement expires twelve months from the date of issuance unless sooner revoked for a cause.

(Commissary owner or manager)

(Date)

(Mobile food unit operator)

(Date)



City of Coppell  
Environmental Health Department  
**ROUTE SHEET**

265 Parkway Boulevard, Coppell, Texas 75019-4409 • Phone (972) 462-5177 or 5110 • Fax (972) 462-5123

TRUCK NAME: \_\_\_\_\_ LICENSE # \_\_\_\_\_

<u>STOP #</u>	<u>TIME IN</u>	<u>TIME OUT</u>	<u>ADDRESS AND LOCATION OF EACH STOP</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

\*\*\*\*\*IMPORTANT NOTE: A COMPLETE AND CURRENT VENDING ITINERARY MUST BE SUBMITTED AT THE TIME OF APPLICATION. NO PERMIT WILL BE ISSUED WITHOUT THIS INFORMATION. PLEASE INCLUDE ALL COPPELL VENDING LOCATIONS. ANY CHANGES IN THE ITINERARY SHALL BE REPORTED WITHIN 3 DAYS OF SUCH CHANGE. FAILURE TO MAINTAIN A CURRENT SCHEDULE OF VENDING STOPS MAY RESULT IN PERMIT SUSPENSION.



## CITY OF COPPELL Environmental Health Department Requirements for Mobile Food Vendors

1. Mobile food establishments shall provide only single-service articles for use by the consumer.
2. All foods must be commercially produced prepackaged items from a licensed facility or commissary, or prepared on the truck for immediate sale.
3. All prepackaged foods must be properly labeled.
4. All cold foods must be maintained below 41 degrees; if ice is used, it must be drained.
5. All hot foods must be held at temperature over 135 degrees.
6. When applying for a new mobile food vending permit, or renewing an existing permit, the following must be provided to our office:
  - a. A signed, letter from the commissary or supplier stating that:
    1. they provide commercially prepackaged food items for the individual requesting a food permit, and/or
    2. they provide a central preparation facility for supplies and for cleaning and servicing operations for the individual requesting a food permit.
  - b. A photocopy of the commissary's current Health Permit.
  - c. A copy of the commissary's latest Health Department Inspection.
  - d. A completed application for a food service permit, along with the annual permit fee.
  - e. A copy of the proposed route plan for the mobile truck.
7. No open foods of any kind may be displayed or sold, with the exception of the sale of coffee, tea, or other non-potentially hazardous beverage dispensed through a self-closing spigot from an approved food-grade container or urn.

Absolutely no unlabeled foods, or foods from any source other than the documented commissary may be sold to the public from a mobile food vendor. Any unlabeled foods, improperly labeled foods, or foods that are found being held at improper temperatures may be detained or immediately condemned by the inspecting officer. Repeat violations may result in citations being issued to the operator and/or owner of the mobile vending unit, or both.

The owner/operator should immediately notify this office if any vehicle is removed from service, or substituted for by another vehicle, for any length of time. Failure to do so could result in the issuance of citations for the vehicle being operated without a valid food vendor's permit.

**PERMITS ARE NOT TRANSFERABLE!** The permit issued is for the vehicle indicated on the permit only. Any time a vehicle is sold or transferred to another individual or entity, the existing permit becomes null and void.

**I acknowledge receipt of a copy of Requirements for Mobile Food Vendors and understand that failure to comply with the City of Coppel Ordinance on Food Service Sanitation may result in citations and/or permit suspension or revocation.**

---

Driver

---

Date



**CITY OF COPPELL**  
**Ambiental Salud División**  
**Requerimientos for Móvil Alimento Vendors**

1. Móvil alimento establecimientos dotamos nomás botamos articulos for usamos por el consumidor.
2. Toda alimentos eres a estar comercialmente fabricaron desde un licenciada facilidad o proveedor, o aparejada on el camión for inmediata venta.
3. Toda empapelada alimentos eres a estar propiamente con etiqueta.
4. Toda catarro alimentos eres a estar mantenida bajo 41 grados; si hielo es usado, ello eres a estar drenada.
5. Toda caliente alimentos eres a estar mantenida at temperatura encima 135 grados.
6. Cuando aplicando for un novedosa móvil alimento vending permita, o reanudando an existente permita, el perseguir eres a estar dotada a nuestra oficina:
  - Un firmada, notarized carta del proveedor manifestando aquel:
    1. ellas dotamos comercialmente empapelada alimento al fulano pedir un alimento permita, e/o
    2. ellas dotamos un centramos aparejo facilidad for abastece e for limpiando funcionamientos for el fulano pedir un alimento permita.
  - Un fotocopia del proveedor corriente Salud Permita.
  - Un calcamos del proveedor duramos Salud Departamento Inspección.
  - Un completada aplicación for un alimento servicio permita, con el anual permita honorario.
  - Un calcamos del planteada ruta plan de el móvil camión.
7. Ningun abierta alimentos de cualquier apacible mayo estar displayed o vendida.

Absolutamente ningun alimentos desde cualquier fuente otra than el documentada proveedor mayo estar vendida al pública desde un móvil alimento vendedor. Cualquier alimentos sin etiqueta, impropamente sin etiqueta alimentos, o alimentos aquel eres encontrada estando mantenida impropia temperaturas mayo estar detenida o inmediatamente condenada por el inspeccionando oficial. Repetimos delitos mayo resulta en boletos estando issued al operador e/o dueño del móvil vending unidad, o ambas.

El dueño/operador should inmediatamente notificamos esta oficina si cualquier vehículo es alejada desde servicio, o substituida for por another vehículo, for cualquier longtitud de tiempo. Avería a hacemos tan mayo resulta en el issuance de boletos for el vehículo estando operada sin un valedera alimento vendor's permita.

**PERMITE ERES NO TRANSFERIDA!** El permita es a el vehículo indicada on el permita nomás. Cualquier tiempo un vehículo es vendida o transferida a an fulano o entidad, el existente permita es inválida.

Yo acknowledge recibo de un calcamos de RequerimientOs for Móvil Alimento Vendors e entendemos aquel avería a cumpla con el Ciudad de Coppell Ordenanza on Alimento Servicio Sanidad mayo resulta en citations e/o permita parada.

\_\_\_\_\_  
conductor

\_\_\_\_\_  
Fecha