



# Planning and Development Services

## Annual Mobile Unit Requirements

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Annual Mobile Units (Trucks/Trailers) are commercial food service trucks or trailers that are designed to allow minimal preparation, cooking and service of food. The Annual Mobile permit allows a Mobile Unit to operate in conjunction with a specific City sponsored event or a permitted special event during the days and times of the event. An Annual Mobile may also submit a route to the Health Division for approval of service stops up to 30 minutes.

### **Annual Mobile Application**

Applications must be submitted at [www.ArlingtonPermits.com](http://www.ArlingtonPermits.com) and include the following documents:

- Texas Sales and Use Tax Permit (Sales Tax ID)
- Presentation of a valid Driver's License
- Valid City of Arlington Food Managers Registration
- Auto Insurance Card covering the Mobile Food Unit
- Current DMV Registration
- Notarized City of Arlington Central Preparation Facility (Commissary) approval letter and service logs
- Menu
- Photos of the interior and exterior of mobile food unit

### **Fees**

Fees must be paid after completing all permitting inspections.

- Passing Fire Inspection from City of Arlington Fire Department of \$50 (required annually for all hot food trucks as additional fee).
- Payment of annual permit fee of \$450 (Full Service) or \$350 (Limited Service).

### **Mobile Unit Construction**

Mobile Units must meet the following requirements:

- Commercial grade construction of all interior and exterior parts including equipment.
- Floors, walls and ceilings must be smooth and easily cleanable, nonabsorbent materials and maintained in clean, good condition.
- Business name, address and phone number must be on both sides of the vehicle in a minimum of legible 2-inch lettering.
- Sufficient potable water storage tank is required to perform warewashing and handwashing continuously during operation. Potable water tank must be labeled as such and replenished at the Central Preparation Facility using a food grade hose.
- Wastewater tank must be a minimum of 15% larger than potable water tank. Wastewater connections must be below the fresh water inlet. Wastewater must be disposed of into the sanitary sewer at the Central Preparation Facility. Discharge or leaking of the Mobile Unit's wastewater is prohibited by any other means.
- Unit must be equipped with a handwashing sink and a 3-compartment sink. Faucet must adequately reach all three compartments.
- Handwashing sink must be equipped with a soap and paper towel dispenser.
- Hot and cold water must be available in sufficient quantity to meet operational needs. Hot and cold water must be under pressure with at least 15 seconds flow of water without reactivation.
- All windows must be screened
- Light bulbs must be shielded. At least 50-foot candles of light shall be provided to all working surfaces.

## **Inspections**

- Permitting inspections are by appointment only and can be made after the application and all application documents are submitted online at [www.ArlingtonPermits.com](http://www.ArlingtonPermits.com) and have passed review. For questions about Fire Department requirements, please call 817-459-5539.
- Operational/Field inspections will be conducted during the routine food service activities of the mobile unit. Repeat critical violations may result in revocation or denial of the mobile unit permit.

## **Operations**

Annual Mobiles must meet all applicable requirements of the Texas Food Establishment Rules and the City of Arlington Health and Sanitation Ordinance including:

- All food must be prepared or cooked at the Central Preparation Facility or on the mobile unit at the time of operation. Home preparation or storage of food is prohibited.
- All time/temperature controlled food products must be maintained at the proper temperature at all times. Cold foods must be maintained at 41°F or below; hot foods must be maintained at 135°F or above at the Central Preparation Facility and on the mobile unit. Sternos are prohibited. Ice may not be used as the primary means of cold holding; mechanical refrigeration is required.
- Eating, drinking and the use of tobacco is prohibited in the food preparation and service areas.
- Bare hand contact with ready to eat foods is prohibited. Food service workers must wash hands frequently and wear disposable gloves, use deli tissues or utensils when handling food.
- Ice used for human consumption must be stored separately from the ice used for cooling. Ice storage units must be self-draining.
- Covered trash containers must be provided.
- Storage unit and probe thermometers must be provided.
- All wastewater from handwashing, utensil washing, ice chests, steam tables, etc. must be collected and disposed of into the sanitary sewer. Discharging wastewater onto the ground or into the storm drain is prohibited.
- Mobile Unit must have a sufficient quantity of potable water during all operating hours. Hot and cold water is required.

Please contact Planning and Development Services for additional information:

Health Services  
101 W. Abram Street, 2nd floor  
Arlington, Texas 76010  
(817) 459-6693 or (817) 459-6518

Revised 06/10/2020