



Planning and Development Services REQUIREMENTS FOR CATERING VEHICLES

Catering vehicles are designed to deliver prepared foods for catered events. In order to operate a mobile vehicle within the City of Arlington, the following requirements must be met:

Central Preparation Facility (Commissary)

All catering vehicles must operate from a permitted central preparation facility to which the vehicle must report daily for supplies, cleaning and servicing. If the applicant does not own the central preparation facility, a Central Preparation Facility Approval form must be completed and submitted to the Community Development & Planning Department for approval. All central preparation facility forms must be notarized if the owner cannot be present in our office at the time of signing.

The central preparation facility must meet the following requirements:

- a. The facility must be permitted and inspected by a regulating health authority.
- b. The facility must provide for storage of food and single service articles, washing and sanitizing of food contact equipment, disposal of waste water, washing of vehicles, and storage of vehicles over-night. Residential homes or apartments will not be permitted as central preparation facility for catering vehicles.
- c. If the central preparation facility is located outside the city limits of Arlington, a copy of the State, County, or City permit and current sanitation inspection report for foods prepared or manufactured must be submitted.

Construction

- a. The vehicle must be an enclosed, commercial-type vehicle with smooth, easily cleanable walls, floors and ceiling. No carpet is allowed.
- b. Vehicles must be in good repair and have a current registration and safety inspection sticker from the Texas Department of Motor Vehicles.
- c. Equipment used for maintaining potentially hazardous food at the proper temperature must be commercial grade/NSF approved. Examples include, but are not limited to, thermal insulated transporting units, mechanical refrigeration and similar equipment. Thermometers must be provided for each food holding unit and available for checking food temperatures.
- d. Liquid waste, including beverage syrups, must be collected in a holding tank and disposed of into a sanitary sewer at the central preparation facility location.
- e. The firm name, address, and phone number must be on both sides of the vehicle in at least two inch (2") letters in contrasting letters.
- f. No empty vehicles will be permitted. Bring items that you would use at a typical catering event such as gloves, probe thermometer, equipment, utensils, temperature logs.

Operation

All catering vehicles must meet all applicable requirements of the City of Arlington Health Code

Including:

- a. All food must be transported in approved insulated units (electrical heat, mechanical refrigeration or cambros) to maintain required temperatures for potentially hazardous food.

- b. All potentially hazardous food 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 140°F or above.
- c. Food containers and all serving articles must be stored and dispensed in a manner to prevent contamination.
- d. No food may be sold from a catering vehicle. The vehicle is strictly used to transport the food and equipment to the catering site.
- e. The exterior and interior of the vehicle must be kept clean and in good repair.
- f. There are requirements for the permitting of rented vehicles, if you plan to use a rented vehicle in your catering business, please notify the Community Development and Planning Department.

Permit Requirements

It is a violation of the City of Arlington Health Ordinance to provide catering services without a current Catering Permit. Catering vehicles are inspected at City Hall located at 101 West Abram Street, by appointment. A permit will be issued upon:

- completion of the application
- payment of annual permit fee of \$225.00
- satisfactory completion of the inspection of the construction and sanitation of the unit
- presentation of the current automobile insurance card
- presentation of the current DMV registration receipt
- presentation of a current Food Manager Certificate (person in charge)
- presentation of a valid Texas Drivers' License (person apply for the permit)

All vehicles must be inspected and permitted prior to expiration each year. Contact Planning and Development Services at (817) 459-6656 for any additional information.



PLANNING AND DEVELOPMENT SERVICES

Requirements for Mobile and Catering Operation Central Preparation Facilities (Commissary)

Central Preparation Facilities (CPF) are designed to provide commercial kitchen facilities and adequate storage space for mobile units and catering operations. In order to operate a mobile unit or catering operation within the City of Arlington, you must designate a Central Preparation Facility for daily use.

Central Preparation Facility

The Central Preparation Facility must meet the following requirements:

- Provide a food grade hose for obtaining potable water in the mobile unit.
- Provide adequate facilities for storage of food containers, utensils and single service articles, washing and sanitizing of food contact equipment and cleaning of the interior and exterior portions of the mobile unit.
- Provide commercial grade equipment for cooking, storage and preparation of food products.
- Document daily servicing activities, including cleaning and servicing of the mobile unit, flushing and disposal of accumulated liquid wastes and restocking, on the CPF log. Logs are to be kept on the mobile unit during all hours of operation.
- Provide sufficient space for the mobile food unit to park overnight and when not in operation.

Mobile Vendor Application

Applications must include the following:

- Central Preparation Facilities located outside the city limits of Arlington, a copy of the local health jurisdiction permit and current sanitation inspection report must be submitted. Central Preparation Facilities within the City of Arlington must hold a valid permit with Planning and Development Services Health Division or a State of Texas manufacturing permit.
- Notarized statement and Central Preparation Facility Responsibilities document.

Operations

All mobiles must meet all applicable requirements of the Texas Food Establishment Rules and the City of Arlington Health Code including:

- All food must be prepared or cooked at the Central Preparation Facility or on the mobile unit at the time of operation.
- 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.
- Ensure that Central Preparation Facility service records are maintained daily and kept on the mobile unit during all hours of operation. Mobile units must report back to the commissary each day for cleaning and storage.

Please contact Planning and Development Services for additional information:

Health Services
101 W. Abram Street, 2nd floor
Arlington, Texas 76010
(817) 459-6656

Notary Statement and Responsibilities of the Central Preparation Facility

These documents are used to attest that the Mobile Food Unit uses a commercial kitchen as its base of operation. This statement should also indicate that the Central Preparation Facility (CPF) has the proper wastewater capabilities for the type of food the Mobile will be preparing.

- All Mobiles shall be stored/parked at the CPF when not in operation.
- CPF shall furnish a written statement of approval specific to each Mobile utilizing the CPF facilities.
- CPF shall furnish the most recent health permit and health inspection documents or Certification in Jurisdiction.
- CPF shall grant the Mobile access to the establishment daily for servicing and disposal of refuse.
- Grease Trap/Interceptor (Arlington): **Yes**
No Industrial Waste Permit # (if applicable)

- CPF shall permit the Mobile to store food, supplies and equipment in the establishment.
- Food held overnight shall be stored in the CPF.
- CPF must be licensed by the State of Texas Health Department as a Food Manufacturer if the establishment prepares or packages products sold by the Mobiles.
- CPF shall provide sufficient means for Mobiles to dispose of wastewater and obtain potable water.

I _____ have read and understand the items of
CPF Owner or Responsible Party (Print)

responsibility listed above and agree to comply with all of the requirements. I give permission to

_____ to use my establishment,
Mobile Food Vending Unit owner/operator

_____ located at _____

Name of CPF Establishment
as a central preparation facility for the mobile food vending unit.

Address of CPF Establishment

Signature of CPF Owner or Responsible Party

Date

Phone Number: _____

STATE OF TEXAS)
)
COUNTY OF TARRANT)

Before me on this day, personally appeared _____, owner or
(Individual's name)

responsible party of _____, known to me (or proven to me) to be the
(Name of Central Preparation Facility)

person whose name is subscribed to the foregoing "Sworn Statement of Central Preparation Facility Use" (City of Arlington only)" and acknowledged to me that he/she executed the same.

Notary Public, State of Texas

NOTARY SEAL
(ink stamp only)

My Commission Expires: _____, 20____

Certification in Jurisdiction of Central Preparation Facility

If the Central Preparation Facility is located outside of the jurisdiction of the City of Arlington, a copy of the current Health Permit and most recent inspection must be provided at the time of permit application. If a current Health Permit and inspection is not available, the applicant must submit the following Certification in Jurisdiction from the Health Authority where the Central Preparation Facility is located:

Name of Food Establishment

I certify that the above establishment is currently approved to operate as a food establishment under my jurisdiction.

Signature of Health Officer/Authority

Date

Jurisdiction

Permit Number _____

Phone Number

