

MOBILE FOOD ESTABLISHMENT GUIDELINE

Who is Required to get a Mobile Food Establishment Permit?

- Semi-stationary MFE that remains in a single location in excess of 15 minutes.
- Transient MFE that is not stationary in any single location for more than 15 minutes.
 - Operational hours limited to between 30 minutes prior to sunrise and 30 minutes after sunset.

Who is Exempt from a Permit?

- Any mobile food establishment that is included as part of a permitted Special Event.
 - Must still apply for permit through Fire Marshal's Office.

Submit the Required Information:

- ✓ Apply online at www.mygovernmentonline.org
- ✓ Copy of Mobile Food Establishment permit issued by Williamson County and Cities Health District, only applicable for vendors that are established, and have previously received their permit from Williamson Co.
 - Williamson County will issue a permit to NEW vendors, once they have passed their inspection with the Fire Marshal's office.
- ✓ Copy of Food Handler's or Food Manager's permit for each employee
- ✓ Copy of Central Preparation Facility (CPF) Contract
- ✓ Written consent of the property owner(s) where the MFE is to be located
- ✓ Copy of sales tax permit
- ✓ Photo of mobile unit
- ✓ Location of fire extinguishers; list the type and size
- ✓ Site plan to scale that includes:
 - Location of MFE on property
 - Layout of proposed parking & fire lanes
 - Type of utilities and point of connection (i.e. generator, water tank).
- ✓ Layout of the interior of the trailer and label all appliances

Additional Information:

- Fees: \$100.00 for 1st establishment
\$75.00 additional
\$35.00 Fire Department Permit
- If there is more than (1) location, no additional fees due but must submit separate site plans for each location.
- Permit is valid for a year from the date of issuance and must be displayed at all times during operation.
- Electrical, plumbing, and other permits as applicable will need to be applied for separately.
- The City and County issued Mobile Food Establishment permits, health permits (food handlers), and other applicable County, State, or Federal permits shall be prominently displayed at all times.
- The use of any stationary loud speaker, amplifier, musical instrument or electronic equipment including: radio, television, phonograph, computer and other electronic equipment in such a manner or with such volume that annoys and disturbs persons of ordinary sensibilities in the immediate vicinity or is between the hours of 11:00 p.m. and 7:00 a.m. (Article 8.08, Sec. 8.08.002 Noise Regulations)
- A mobile food establishment permit is required from the Fire Department, (512) 401-5200. An application can be filled out online or one can be emailed to you. This permit is good for one year, and covers your operations at any events.