



# CEDAR PARK

## Development Services - Building Inspection Division

450 Cypress Creek Rd, Bldg. 1 \* Cedar Park, TX 78613 \* Phone: (512) 401-5100

E-Mail: [permits@cedarparktexas.gov](mailto:permits@cedarparktexas.gov)

## Mobile Food Establishment Permit Submittal Checklist

Applicant Name: \_\_\_\_\_

\*Signature: \_\_\_\_\_

\* By signing this I am acknowledging all required documents are provided in this submittal

PROJECT INFORMATION		REQUIRED
GENERAL		Provided (applicant must check if applicable)
	Applicant & Owner's Information to include email address & phone numbers	
PLANS	Site Plan Details: Location of MFE on property, layout of proposed parking & fire lanes, type of utilities and point of connection --i.e. generator, water tank, etc.	
	Floor Plan: Provide a layout of the interior of the unit, label all appliances, & show location of fire extinguishers including the type and size.* *If using a fryer, a Class K fire extinguisher will be required	
ADDITIONAL DOCUMENTS		REQUIRED
SUPPORTING DOCUMENTS		Provided
	Written consent of the property owner(s) where the MFE is to be located	
	Photo of mobile unit	
	Copy of sales tax permit	
	Copy of Central Preparation Facility (CPF) contract	
	Copy of Williamson County MFE permit (only applicable for established vendors) - Williamson County will issue a permit to a <u>NEW</u> vendor, after the Fire Marshal's inspection has been completed.	
	Copy of Food Handler's or Food Manager's permit for each employee	

**NOTE: 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 will be good for one year, and covers your operations at any events.**