



CEDAR PARK

Development Services - Building Inspection Division

450 Cypress Creek Rd, Bldg. 2 * Cedar Park, TX 78613 * Phone: (512) 401-5100 * Fax: (512) 258-1471

E-Mail: 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) |
| | 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 NEW 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.