



Forms Required to be Completed/Signed Before Reporting to your Mobile Food Unit Inspection

Hard copy documents required – incomplete/missing forms will result in inspection failure and rescheduling by operator All inspections require appointments. Schedule on line at www.Houstonconsumer.org

Mobile Food Trucks/Trailers/Carts that Prepare or Serve Open Foods/Beverages

Documents	New	Renewal	Change of Owner
Stamped, approved plans Mobile Cart: Site Plan (Map showing where unit will operate, kitchen facility where unit will be serviced, and area where unit will be stored when not operating. Show route from operating location to kitchen/service area and storage area indicating that cart can fit through all doors and passageways)	✓	If remodel from original layout	If remodeled from original layout, no previous HHD approved plans, or Ordinance change. Mobile cart: Reconfiguration, Location/commissary change.
*Menu Disclosure	✓	If changed	✓
*New, signed, notarized <u>Property</u> Agreement Letter and signed <u>Restroom</u> Availability Letter for the next year. (For locations where unit operates for more than 1 hour per day)	✓	✓	✓
*List of Locations (Route List) Where Unrestricted Mobile Food Unit Operates (To obtain a Medallion a unit must have at least one approved location)	✓	✓	✓
Mobile Cart: New, signed Commissary Letter/Mobile Food Unit Property/Restroom Agreement Letter from food permitted establishment at location where unit will be serviced and stored.	✓	Location/commissary change	Location/commissary change
*S.O.P.'s & General Guidelines for MFU Operation / Check-list	✓	✓	✓
*Form 1-B: Conditional Employee Reporting Agreement for all Food Employees	✓	✓	✓
Valid Driver's License or Photo ID of the owner/operator	✓	✓	✓
Valid/Current Driver's License for person will drive or tow the MFU	✓	✓	✓
Proof of Current Vehicle Liability Insurance	✓	✓	✓
City of Houston Food Manager Certification - Current	✓	✓	✓





Proof of Food Handler Certification (within 60 days of employment)	✓	✓	✓
Commissary Receipt (indicating freshwater tank filled) issued within 24 hrs. preceding inspection for new Medallion.	✓	✓	✓
*Requirements to pass Fire Safety Inspection (For units using propane)			
(a) Proper fire extinguisher (4A-40BC minimum and Type K for units for fryers) with current inspection tag	✓	✓	✓
(b) LP Gas Permit (1002 Washington) issued within 90 days of inspection			
(c) Paid Invoice for Gas System Inspection			

Mobile Food Trucks/Trailers/Carts/Tricycles with Pre-Packaged Foods/Beverages /Frozen Desserts

Documents	New	Renewal	Change of Owner
Valid /Current Driver's License	✓	✓	✓
Proof of Current Vehicle Liability Insurance	✓	✓	✓
*Signed, notarized Property Agreement Letter, - if the unit will operate at the same location for more than 1 hour on any given day	✓	✓	✓
Requirements to pass Fire Safety Inspection (For units using propane) (same as chart above)	✓	✓	✓

Mobile Food Units: Complies with all applicable Laws pertaining to motor vehicle and trailers in the state of Texas. Road-worthy unit (current safety inspection and registration stickers on motor vehicles). VIN numbers on unit/vehicle/trailer hitch must match VIN number on vehicle liability document.

UNRESTRICTED UNITS - BRING TO THE INSPECTION

- Receipt from approved commissary (see list on next page) within 24 hours prior to the inspection - fresh water tank has been flushed and filled/unit cleaned
- Generator for power: lights/vent hood/water pump will be turned on for inspection
- All documents listed on this checklist
- Mobile unit must be clean and in good repair





Mobile Food Unit Property Agreement Letter

(Complete all Parts of this Letter)

Account Number

I, _____
(First, Last Name of Person signing Letter) (Write "Owner or Manager")

of the following property _____
(Name of Business)

located at _____ give permission to:
(Give full Address; Number and Street/City, State and Zip Code)

_____ of _____
(First, Last Name of Mobile Unit Owner) (Name of Mobile Food Unit)

to operate the mobile unit on the above stated property for the period:

Beginning on: _____ And Ending on * _____
(Start Date for the Agreement) (End Date for the Agreement)

Property Owner's Name (if signer is not the owner) _____

Property Owner's Address (required) _____

Property Owner's Phone # (required) _____

Property Owner's Email Address: _____

Printed Name of Owner / Representative: _____
FIRST MIDDLE LAST

Signature of Owner / Representative ** _____ Date: _____

Signature of Notary: _____ Date: _____

Notes: *The end date shall not exceed the expiration date of the unit's current mobile food medallion.

** The person signing this letter must be the property owner or someone with the legal authority to authorize property use on behalf of the owner. (i.e. leasing agent or lessee whose contract authorized sub-leasing of the property). Falsification of any information provided on this document by any party will make this agreement null and void and may result in the revocation of the mobile food unit's medallion.

THIS DOCUMENT IS REQUIRED TO BE POSTED IN PLAIN VIEW OF THE PUBLIC IN THE MOBILE FOOD UNIT AT ALL TIMES





Mobile Food Unit Restroom Availability Letter

(Complete all Parts of this Letter)

Account Number

I, _____
(First, Last Name of Person signing Letter) (Write "Owner or Manager")

of the following business _____
(Name of Business)

located at _____ give permission
to: _____
(Give full Address; Number and Street/City, State and Zip Code)

_____ OF _____
(First, Last Name of Mobile Unit Owner) (Name of Mobile Food Unit)

and his/her employees to use the restroom located within my business. This restroom is located within 500 feet of where the mobile food unit will operate at:

(Record Full Address: Number and Street/City, State and Zip Code where Unit will operate)

The restroom is available on the following days:

_____ and hours: _____
(Record Days of the Week) (Record Hours and Indicate AM or PM)

THE CITY OF HOUSTON HEALTH DEPARTMENT INSPECTOR HAS MY PERMISSION TO ENTER FOR THE PURPOSE OF INSPECTING THIS RESTROOM. THE RESTROOM SHALL BE MAINTAINED CLEAN AND PROVIDE THE FOLLOWING FACILITIES: (WORKING TOILET, TOILET PAPER, HAND SINK WITH HOT AND COLD RUNNING WATER, SOAP, PAPER TOWELS OR HAND DRYER)

Printed Name of Business Owner or Manager: _____
FIRST MIDDLE LAST

Signature of Business Owner or Manager: _____ Date: _____

Owner/Manager's Phone Number: _____ Mobile: _____

Business Owner's email address: _____

Notes: This agreement shall be valid only through the expiration date of the unit's mobile food medallion. Falsification of any information provided on this document by any party will make this agreement null and void and may result in the revocation of the mobile food unit's medallion.

THIS DOCUMENT IS REQUIRED TO BE POSTED IN PLAIN VIEW OF THE PUBLIC IN THE MOBILE FOOD UNIT AT ALL TIMES





List of Locations Where Unrestricted Mobile Food Unit Operates

- Submit to the department this list of location(s) to receive a new/renewal/change of owner medallion.
- Provide written notice to the Health Department at least two business days before beginning operations at additional locations (fax or email this form or other written notification).
- REMINDER: Post in view of the public Property and Restroom letters at each location.

Date:	Unit #:
Owner Name:	Unit Name:

Location Address/Zip Code	Operating Days	Operating Times

Name and address of commissary(s) used:

Signature: _____ Date: _____





SOP- Standard Operating Procedures and General Guidelines for Unrestricted Mobile Food Unit Operation/Checklist

I owner/operator _____ of Mobile Unit _____

account number _____ have read and acknowledge the following:

- I will use _____ Commissary for filling the freshwater tank, disposing of wastewater, and cleaning and servicing the unit. The hose used for filling the freshwater tank is provided by: **Check one**
 - Commissary
 - Mobile Food Unit Operator
- The commissary provides the following servicing operations: **Check all that apply:**
 - Fill fresh water tank
 - Empty Wastewater tank
 - Wash bay for interior/exterior cleaning of unit
 - Trash disposal into a dumpster
 - Grease disposal into a dumpster
 - Kitchen for washing equipment/food preparation
 - Storage space for food/equipment/utensils
- Have there been any changes to your menu?
 - Yes (Provide updated menu disclosure)
 - No
- Do you store food in other location besides the MFU? If so provide the Name, address, and proof that it is a permitted establishment, if not write N/A.
 - _____
- Mobile food unit must be serviced at an approved commissary within the 24-hour period preceding operating for each day of operation. Commissary receipts must always be kept in the unit for at least 1 year. **(Failure to present the commissary receipt at the time of an inspection/investigation, will result in a temporary closure and citations issued to the person-in-charge of the mobile food unit.)**
- Operator must notify the Department in writing at least 2 business days before operating at a new location.
- Fresh water tanks are required to be filled **ONLY at an approved commissary.**
- Waste water tanks are required to be emptied **ONLY at an approved commissary** into a drain that flows to a grease trap. **(Failure to do so will result in a Municipal Courts fine up to \$2,000.00 and temporary closure of the unit.)**
- Always provide a person on duty during food operations (cooking, cleaning, etc.) who has a Food Service Manager Certification issued by the Houston Health Department and posted in public view. Additional food workers must have Food Handler Training within 60 days of employment and copy of card/certificate kept on the mobile food unit.





10. All TCS (time and temperature control for safety) foods shall always be maintained at 41° F or below or 135°F or above; provide thermometers (metal stem and indicating) to measure food/water/ambient air temperatures in all coolers/hot storage units containing TCS foods.

11. **The Following Activities are Not Allowed:**

- Food/beverage preparation at home or any unpermitted site (All food and/or beverages must be prepared in the mobile unit, at an approved commissary or another permitted food establishment.)
- Storage of food in another non-permitted vehicle or structure on site.
- Igloos/coolers sitting outside of unit (conduct all food operations/servicing/storage from inside of the unit).
- Free-standing canopies, tents, or other overhead structures within 100 feet of the mobile food unit.
- Outside dining area (tables, chairs, stools, stand up counters, picnic tables, etc.) within 100 feet of the unit.
- BBQ pit, fish frying, crawfish boiling or other food preparation activities outside of the mobile food unit.
- Unscreened windows and doors open when not in actual use.
- Portable toilets within 100 feet of the unit (and if provided, for customer use only).
- Wastewater or grease dripping on the ground under or around the unit; disposal of waste water, including mop water/grease/solid waste at operational site. **Emptying, allowing, or threatening to introduce any waste into a city drain will result in any or all the following: closure of the unit and issuance of a court citation, revocation of the medallion and/or arrest. The Department may suspend the medallion, which will require the unit to be closed for up to 10 days pending a hearing.**

All the information above is to be distributed and explained to all employees in the Mobile Food Unit.

The information above is not an all-inclusive list, all units operating within the City of Houston must follow all applicable rules and guidelines listed in Chapter 20 of the City of Houston Ordinances. By signing this document, you agree to abide by the guidelines established by the City of Houston.

Signature: _____ Date: _____





ATTENTION FOOD EMPLOYEES

Report to your Supervisor Immediately!

IF you have any of the following Symptoms caused by Illness or Infection:

- Vomiting
- Diarrhea
- Jaundice (yellowing of the eyes and skin)
- Sore Throat with Fever
- Infected wounds or lesions with pus (on Hands, wrist or exposed body parts)

Report to your Supervisor Immediately!

IF you or a Household Member have been Diagnosed by a Doctor with:

- Norovirus
- Hepatitis A
- Salmonella Typhi (Typhoid fever)
- Shigellosis
- E. Coli 0157:H7 (or Other shiga toxin producing Escherichia coli)
- Non-typhoidal Salmonella

You Could make your Customers Sick!

The Person in Charge shall notify the Health Officer that a Food Employee is diagnosed with any of the referenced illnesses. Reporting your illness or symptoms is MANDATORY.

Houston Food Ordinance - Article II. Section 20-19(d) and Section 20-21.07(b)

I, _____ Acknowledge that I have reviewed and understand the above information.

Date _____





ATENCIÓN EMPLEADOS DE ALIMENTOS

¡ Informe a su Supervisor Inmediatamente!

Si usted tiene cualquiera de los siguientes síntomas causados por enfermedad o infección:

- Vómitos
- Diarrea
- Norovirus
- Ictericia (coloración amarillenta de los ojos y la piel)
- Dolor de garganta con fiebre
- Heridas o lesiones infectadas con pus (en las manos, la muñeca o las partes del cuerpo expuestas)

¡ Informe a su Supervisor Inmediatamente!

Si usted o un miembro de su hogar han sido diagnosticados por un doctor con:

- Norovirus
- Hepatitis A
- Salmonella typhi (fiebre tifoidea)
- Shigelosis
- E. coli 0157: H7 (u otra toxina de Shiga produciendo escherichia coli)
- Salmonella no tifoïdal

Que Podría hacer que sus Clientes Enfermos!

La persona encargada **Notificará** el funcionario de salud que un empleado de alimentos es diagnosticado con cualquiera de las enfermedades referenciadas. Reportar su enfermedad o síntomas es Obligatorio.

Houston Food Ordinance - Article II. Section 20-19(d) and Section 20-21.07(b)

Confirmando que he revisado y entendido la información anterior _____

Fecha _____





Form 1-B Conditional Employee or Food Employee Reporting Agreement

Preventing Transmission of Diseases through Food by Infected Conditional Employees or Food Employees with Emphasis on Illness due to Norovirus, Salmonella Typhi, Shigella spp., or Shiga toxin-producing Escherichia coli (STEC), nontyphoidal Salmonella or Hepatitis A Virus.

The purpose of this agreement is to inform conditional employees or food employees of their responsibility to notify the person in charge when they experience any of the conditions listed so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.

I AGREE TO REPORT TO THE PERSON IN CHARGE:

Any Onset of the Following Symptoms, Either While at Work or Outside of Work, Including the Date of Onset:

1. Diarrhea
2. Vomiting
3. Jaundice
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cuts, wounds, or lesions are not properly covered (such as boils and infected wounds, however small)

Future Medical Diagnosis:

Whenever diagnosed as being ill with Norovirus, typhoid fever (*Salmonella Typhi*), shigellosis (*Shigella* spp. infection), *Escherichia coli* O157:H7 or other STEC infection, nontyphoidal *Salmonella* or hepatitis A virus infection)

Future Exposure to Foodborne Pathogens:

1. Exposure to or suspicion of causing any confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other STEC infection, or hepatitis A.
2. A household member diagnosed with Norovirus, typhoid fever, shigellosis, illness due to STEC, or hepatitis A.
3. A household member attending or working in a setting experiencing a confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other STEC infection, or hepatitis A.

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the Houston Food Ordinance under Section 20-21.7 Employee Health and the Texas Food Establishment Rules under Section 228.35, 228.36, and 228.37 with respect to reporting, exclusions and restrictions from opportunities to transmit disease in a food establishments and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food regulatory authority that may jeopardize my employment and may involve legal action against me.

Conditional Employee Name (please print) _____

Signature of Conditional Employee _____ Date _____

Food Employee Name (please print) _____

Signature of Food Employee _____ Date _____

Signature of Permit Holder or Representative _____ Date _____

MUST BE COMPLETED BY ALL FOOD EMPLOYEES AND A COPY KEPT ON THE UNIT





MOBILE FOOD UNIT MENU DISCLOSURE

(Submit this form with new/remodeled mobile food unit plans. Changing ownership must fill out and submit before inspection)

PRINT OR TYPE ALL INFORMATION BELOW CLEARLY

Business Name	Unit #
Mailing Address	Business Phone #:
Email address:	Mobile Phone #:
Owner Name:	

1. List food sources: (Stores where foods will be purchased)

2. List all FOODS (MEATS/VEGETABLES/FRUITS/BEVERAGES/SPICES) that will used on the unit to prepare the products listed on the menu. SALE/PREPARATION/SERVICE OF SOME TCS (TIME/TEMPERATURE CONTROL FOR SAFETY) FOODS MAY BE PROHIBITED (raw, partially cooked, or specialized processes: sushi, ceviche, or sous vide, food manufacturing).

3. Other facility where foods will be prepared and served on the mobile food unit – Establishment Name/Address:

4. Where will all the supplies be stored: (including foods and utensils)? (Check all that apply)

- On the unit
- Commissary Name and Address: _____
- Other (Provide explanation, such as a permitted food establishment [name and address])

5. Will you use leftovers? Yes or No / If you marked yes, (DISPOSE OR CONSUME AFTER 2 DAYS)

- a. Procedures to cool, store, date mark these foods





6. Describe the preparation steps for each menu item including final cooking temperatures of TCS foods.

NOTE: TROMPO, DONER, SHAWARMA, AND SIMILAR FOODS COOKED ON A VERTICAL GRILL MUST NOT EXCEED 10 POUNDS. COMPLETE PREPARATION PROCEDURES MUST BE DOCUMENTED BELOW FROM POINT OF PURCHASE TO SERVICE.

[*Attach additional pages if necessary.]

FOOD / MENU ITEM	STEPS OF PREPARATION PROCEDURES (thawing, washing, cooking, cooling, holding – include temperatures)	INSPECTOR'S NOTES:





FOOD / MENU ITEM	STEPS OF PREPARATION PROCEDURES (thawing, washing, cooking, cooling & holding- include temperatures)	INSPECTOR'S NOTES:

Form completed by: Food Service Manager: _____

Signature

Date

NOTE: The Mobile Food Unit owner/operator must present a current City of Houston Food Service Certified Manager in order to receive a Mobile Food Unit Medallion.





CONTAMINATION EVENT: Cleanup of Vomit and Diarrheal Events

Establishments must have written procedures for employees to follow when responding to contamination events.

When someone vomits, germs such as norovirus can spread through the air and contaminate surfaces and food up to 25 feet away. Consumers and employees are at risk of contracting norovirus or other illnesses from direct exposure to vomit or from exposure to airborne norovirus from vomit. Effective clean-up of vomit & diarrhea in a food establishment should be handled differently from routine cleaning procedures, and involves a more stringent cleaning & disinfecting process. A clean-up and response plan is intended to address proper procedures to reduce exposures to norovirus or other contaminants. Timely effective clean-up is imperative.

First Steps

- ✓ Remove all individuals within a 25-foot radius and ask them to wash hands immediately.
- ✓ Block entry to contaminated area.
- ✓ Dispose all uncovered food, and single use containers and utensils within 25-foot radius.
- ✓ Wash all utensils and equipment within 25-foot radius.

Disinfect surfaces by applying a chlorine bleach solution

- ✓ Prepare a chlorine bleach solution (CDC & EPA recommendations):
- ✓ $\frac{3}{4}$ cup of concentrated bleach + 1-gallon water (concentration ~3500ppm) –OR–
- ✓ 1 cup of regular strength bleach + 1-gallon water
- ✓ Use a spray bottle and saturate the area and surfaces (25-foot radius).
- ✓ Leave surface wet for at least 5 minutes.
- ✓ Rinse all surfaces intended for food or mouth contact with plain water before use.

Steam cleaning may be preferable for carpets and upholstery. Chlorine bleach could permanently stain these. Mixing directions are based on EPA-registered bleach product directions to be effective against norovirus.

Clean up

- ✓ Be prepared to remove vomit or diarrhea immediately
- ✓ Wear protective clothing, such as disposable gloves, shoe covers, apron and face mask. Change if they become contaminated.
- ✓ Work from the clean areas towards the most contaminated areas to minimize the spread of infectious material.
- ✓ Use kitty litter, baking soda, or other absorbent material on carpets and upholstery to absorb liquid.
- ✓ Scoop and/or scrape to remove the absorbent material
- ✓ Wipe up remaining vomit or diarrhea with disposable towels – place the disposable towels over the waste then carefully remove the towels and its contents – do not vacuum the material!
- ✓ Dispose of disposable towels/cleaning clothes and waste in a plastic trash bag or biohazard bag.
- ✓ Place contaminated tablecloths, cloth napkins, and cloth towels into a separate plastic bag for transport to laundry or discard.
- ✓ Wash, Rinse and Sanitize all surfaces that contacted the vomit or diarrhea and all nearby surfaces, such as doorknobs and toilet handles.
- ✓ Clean and disinfect any non-disposable tools (mop heads) used.
- ✓ Place disposable protective clothing, rags, and towels in a sealed garbage bag. Seal and place in disposal area.
- ✓ Remove all clothing or fabrics that may be contaminated. Machine wash and dry with detergent and hot water on longest cycle and high heat setting.

Wash your hands thoroughly with soap and water
Hand sanitizers may not be effective against norovirus.





Steps for Cleaning Contamination Events

Segregate the Area



Wear disposable gloves



Disposable cover gown/apron/mask/shoe covers



Wipe with towels. Dispose in plastic garbage bag.



Mixture of chlorine bleach: (5.25% - ¾ cup) per gallon of water.



Houston Fire Department Information for Mobile Food Units

- An annual or temporary LP-Gas permit is required for mobile food units (MFU) using LP Gas for commercial cooking. Any other mobile food units at the same property address will also be required to have their own individual permit. Permit fee is **\$225.14**, office located at 1002 Washington Avenue.
- The annual LP-Gas permit must be approved by the Houston Fire Marshal's Office **within 90 calendar days of purchase** (application receipt).
- An approved inspection sticker valid for 12 months must be displayed on all LP-Gas appliances (Stoves, Fryers, etc.) indicating that a licensed LP-Gas company has inspected the equipment. Present a valid report for gas inspection **uniquely identifying the MFU using a VIN or License plate**.
- The LP-Gas system inspection must be approved by the Houston Fire Marshal's Office **within 90 calendar days** of the date printed on the LP-Gas system inspection report.
- All LP-Gas appliances shall be secured to the MFU so to reduce gas line separation or damage in the event of an accident.
- All unused LP-Gas Lines shall be plugged or capped off.
- All (MFU) shall carry a (3A-40BC minimum) Fire Extinguisher. In addition, a Type K portable extinguisher shall also be carried in the MFU when deep-fry cooking is used involving vegetable oils or animal oils. Both fire extinguishers shall have current annual inspection date tag. The inspection tag must not be within **2 weeks** of expiration.
- Beginning **January 1, 2023**, all (MFU) with cooking equipment shall be protected by an automatic fire extinguishing system. This System must have a **current inspection date tag** not to be older than 6 months. Note: the automatic fire extinguishing system must be inspected every **6 months**. The inspection tag must not be within **2 weeks** of expiration.
- A Gas shutoff valve shall be located on the outside of the unit and shall be easily accessible in the case of emergency. **"Emergency Shutoff Valve"** signs approved by the fire marshal shall be visible near the shutoff valve.
- **"No Smoking"** signs approved by the Fire Marshal shall be visible near propane containers. No Smoking signs shall be provided in **English and Spanish**.
- An approved ventilation system shall be installed over cooking equipment. Hoods shall be operated at the required rate of air movement. Classified grease filters shall be in place and cleaned as needed.
- Ventilation system shall provide complete coverage over all cooking equipment with no gaps, missing filters or solid metal pieces that are replacing extractor filters.
- All LP-gas containers (**empty or full**) shall be secured in an upright position in such a manner as not to fall over. All MFU shall be position in a manner that will reduce the exposure of the LP-Gas cylinder to vehicle impact. Do not park MFU with LP gas cylinders facing oncoming traffic. Always utilize available protection for LP gas cylinders such as fences or barricades.
- LP Gas containers shall be secure in a **fixed storage** and positioned so that liquid does not cover the pressure relieve valve on. This shall be applicable to all LP gas containers observed during inspections. **Do not bring propane or gasoline containers inside the MFU nor on the vehicle hauling the MFU as this will cause a forfeiture of your inspection.**
- Provide ventilation near the bottom of the LP-Storage.
- Protect the flexible hose with a rubber grommet or with something comparable.
- All MFU's shall be **LIMITED TO an aggregate of 200 pounds of LP-Gas except when operating in special events where MFUs are less than 25 feet apart, or in DOL 1 or DOL 2. When approved to operate in special events where MFUs are less than 25 feet apart, or in DOL 1 or in DOL 2 areas, all MFUs shall be limited to 100 Pounds of LP-gas.**

Houston Fire Department

Fire Marshal's Office: 1002 Washington Ave Houston TX 77002

832-394-8811



RevJan2024

- MFUs that use any amount of LP-gas shall not operate such unit within 25 feet of any part of another MFU using LP-gas, except at events approved by the Houston Fire Marshal's Office where 10 feet minimum is required.
- Refueling of generators shall be performed in an approved location not less than 20 feet from the mobile food units (MFU). Fuel shall be stored in UL or FM approved flammable liquid safety containers and in an approved location.
- For the feeder or service-entry electrical cable, no damage, no splicing, no junction boxes, no multiple adaptors (one allowed), **no double-male cable** is allowed. The electrical power supply must be "clean."
- Each feeder or service-entry electrical cable or inlet connector shall terminate to an unshared subpanel board (two or more feeder cables shall not terminate to the same subpanel board).
- Flexible electrical cords, cables, or power supply cords shall not run through holes in walls, structural ceilings, floors, or through doorways, windows, or other similar openings, and they shall not be attached to surfaces, and they shall not be used as substitutes for fixed wiring.
- Electrical cables shall be protected from physical damage.
- There shall not be electrical open-wiring.
- **A fire inspection checklist serves only to guide an inspection. It does not represent the fire code and standards in its entirety.**
- **All Electrical and plumbing work is to be performed by a licensed electrician and plumber.**

Houston Fire Department
Fire Marshal's Office: 1002 Washington Ave Houston TX 77002
832-394-8811



RevJan2024



HOUSTON FIRE DEPARTMENT
Fire Marshal's Office
1002 Washington Ave, Houston, TX 77002
832-394-8811

MOBILE FOOD UNIT ELECTRICAL GUIDELINES

For mobile food unit inspections, feeder or service-entry electrical cables must be “clean” and assembled by a licensed electrician to connect to power. Cables that show signs of damage, splicing, or self-assembly will **NOT** be accepted. The use of **DOUBLE MALE CABLES** will **NOT** be allowed. The mobile food unit must be equipped with a male inlet if the supply cable is not connected directly to the breaker box. Multiple adapters and unsecured junction boxes will **NOT** be allowed. Ensure all cables and connections are weather rated. If these requirements are not met, the unit will not be allowed to connect to power and will require a reinspection.

<p>INLETS (On Unit)</p> <ul style="list-style-type: none">- Male- Weather rated- Secured to unitOr- Direct connection		
<p>CABLES</p> <ul style="list-style-type: none">- Clean- Weather rated- No damage- No splicing- NO DOUBLE MALE		
<p>ADAPTERS</p> <ul style="list-style-type: none">- Only 1 allowed- Weather rated- No junction boxes		

This document serves only to guide mobile food unit operators and does not represent the fire code and standards in its entirety. All electrical work is to be performed by a licensed electrician.



HOUSTON FIRE DEPARTMENT
Fire Marshal's Office
 1002 Washington Ave, Houston, TX 77002
 832-394-8811

REQUISITOS DE ELECTRICIDAD PARA UNIDADES DE COMIDA MÓVIL

Para las inspecciones de unidades de comida móvil, los cables tienen que estar en buena condición y hechos por un electricista con licencia. Los cables que están dañados, añadidos, o auto ensamblados **NO** se aceptarán. El uso de cables que tengan **dos puntas masculinas no se permitirán**. La unidad de comida móvil debe de estar equipada con una entrada masculina si es que no tiene un cable que está directamente conectado al panel eléctrico. No se permitirá el uso de más de un adaptador o cajas de conexiones que no estén aseguradas. Todos los cables y las conexiones tienen que ser clasificados para la intemperie. Si estos requisitos no son cumplidos, la unidad no podrá conectarse a la electricidad y se requerirá una reinspección.

<p>Entradas (en la unidad)</p> <ul style="list-style-type: none"> - Masculino - Clasificados para la intemperie ○ - Una conexión directa 		
<p>Cables</p> <ul style="list-style-type: none"> - Limpios - Clasificados para la intemperie - Sin daños - Sin adiciones - Sin cables con dos puntas masculinas 		
<p>Adaptadores</p> <ul style="list-style-type: none"> - Solamente se permite 1 - Clasificados para la intemperie - Sin cajas eléctricas de conexión 		

Este documento sirve solamente como un guía para los operadores de unidad de comida móvil y no representa todo el código de fuego ni los estándares en su totalidad. Todo el trabajo tiene que ser hecho por un electricista con licencia.

Inspections

- All new, renewal, and change of owner medallion inspections are conducted at the Environmental Inspection Center, 7427 Park Place Blvd. by appointment only on, Wednesday, and Thursday, from 7:30 a.m. – 1:30 p.m. at: www.Houstonconsumer.org
- Documents operators must present at check-in include: commissary receipt, current driver's license, proof of insurance, property/restroom letters, unit location form, SOP, Health 1-B, food manager's certificate, fees for medallion and water sample (if applicable). **All documents must be in a physical format**, no digital copies will be accepted.
- Unrestricted units must perform commissary servicing within 24 hours before reporting to the Park Place facility – valid receipt must be presented.
- Provide generator for pre-inspection of unrestricted units to test water faucets at the sinks for sampling (we provide 110 voltages and 30 amp connections)
- Water samples are taken from all unrestricted mobile food units.
- Must pass HFD inspection if propane is used.
 - Look above for HFD requirements.
- Medallion is issued if the unit passes both the Fire Department (if applicable) and Health Department inspections including submission of the required documents.

Contacts:

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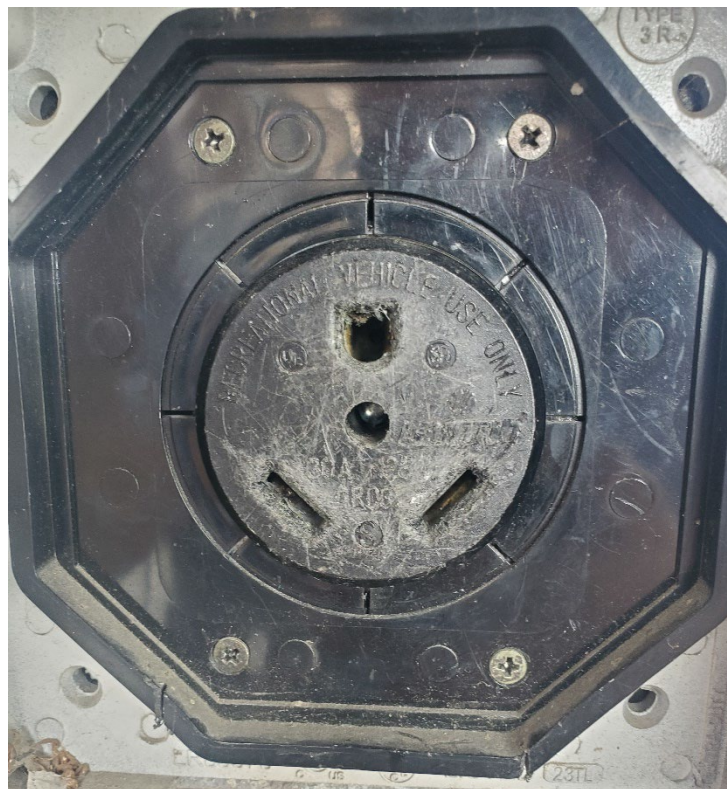
Link: www.HoustonConsumer.org

Telephone: 832-393-5100



Connecting to Power During Inspection:

Please ensure that **prior** to arriving at your scheduled appointment time, you can connect to an electrical source. HDD does have electrical outlets to connect a unit and has several adapters for borrowing however, they will not always be available, and we will not have every imaginable adapter. If using a personal generator, ensure enough power to conduct an inspection. Failure to connect to power may result in forfeiting your appointment time or require an automatic reinspection.



MOBILE FOOD UNIT FEES: 2024

**Note * Only Money Orders, Cashier's Checks, Credit Cards (MasterCard, Visa or Discover) or Company Checks are accepted for payment of fees at the Environmental Inspection Center 7427 Park Place
Fees may be paid online www.Houston.Consumer.org**

RENEW ALL MEDALLIONS INCLUDING INSPECTION AND PAYMENT ON OR BEFORE THE EXPIRATION DATE

Mobile Food Unit Medallion (all units)	\$701.20
Electronic Monitoring Fee (Unrestricted, Conventional units)	\$289.48
Pre-opening inspections (new units or new owners) or remodeling of existing units <u>per inspection</u>	\$141.51
Plan checking fee (new or remodeled unrestricted units) <u>per submission</u>	\$45.02
Food Manager Certification Class	\$90.05
Food Manager Certification Reciprocity	\$00.00
Food Handler Training	\$12.86
Re-inspection fee (poor sanitation inspection, failed pre-opening or renewal inspection)	\$141.51
LP Gas Permit -if unit uses propane (separate payment made at 1002 Washington Avenue)	\$225.14
Water Sample Fee (for laboratory testing of sample from freshwater tank) [*included in unrestricted mobile unit fees below]	\$16.50
Total payment to <u>renew</u> my expiring medallion	
Unrestricted-Conventional* (food trucks & trailers) (MFU + ELECT.MONITOR + WATER SAMPLE)	\$1007.18
Unrestricted-Fixed Location* (food carts) (MFU + WATER SAMPLE)	\$717.70
Restricted Units [Conventional & Fixed Location] (food trucks, trailers & carts) (MFU)	\$701.20
Total payment for a <u>new</u> medallion (new unit / new owner)	
Unrestricted / Conventional* (food trucks & trailers) (MFU + PREOPENING + ELECT.MONITOR + WATER SAMPLE)	\$1148.69
Unrestricted / Fixed Location* (food carts) (MFU + PREOPENING + WATER SAMPLE)	\$859.21
Restricted / Conventional & Fixed Location* (food trucks, trailers & carts) (MFU)	\$701.20