



Operating a Mobile Food Unit in the City of Houston

What is a Mobile Food Unit?

Mobile food Unit shall mean a food service establishment that is vehicle-mounted or wheeled and is capable of being readily moveable.

Mobile Food Unit Classifications:

- **Restricted:** individual servings packaged food, non-TCS (time and temperature control for safety) beverages dispensed from protected equipment; packaged TCS milk/milk products; prepackaged individual servings frozen dessert products. Examples: Ice cream trucks, tricycles, push carts, trucks, carts, fixed location/park vendor units, prepackaged food only trucks.
- **Unrestricted:** prepares/serves open foods on the unit, water systems for handwashing and equipment cleaning, plumbing installed on unit, must report to an approved commissary to fill/drain/flush water tank. Examples: Trailers, buses, trucks, corn roasters, carts, fixed location/park vendor units.

Starting Your Mobile Food Unit

Before you build a mobile food unit yourself, hire a custom builder, remodel, or make a purchase, contact the Bureau of Consumer Health Services, Mobile Food Unit Program at 832-393-5100. You or the builder will need to know the requirements for your particular mobile food unit type and intended menu. Having this knowledge will save you money.

A City of Houston Food Service Medallion is Required for all Mobile Food Units.

Unrestricted units require 1 set of plans to be submitted to the Houston Health Department for approval prior to construction and a completed Menu Disclosure. Requirements include: approved food equipment/installation; walls/floors/ceilings/plumbing; menu disclosure; notarized letters authorizing use of private property and employee access to a restroom facility; commissary receipts to verify servicing 24 hours prior to operations.

- Some foods may be prohibited – extensive food preparation/ raw foods such as sushi/ceviche.
- **NO FOODS PREPARED/STORED AT HOME OR UNAPPROVED FACILITY ON ANY TYPE OF UNIT**
- Restricted units do not require plans; no visits to a commissary; must not prepare/repackage foods/no utensils/grills/hot plates.
- Only Frozen Dessert units may operate on the street or sidewalk. These trucks sell individual prepackaged frozen dessert products only. Trucks must have flashing lights and Caution Children signs; stop long enough to make sell/dispense product. Tricycles and push carts must be non-motorized; operate on sidewalks.

The following pages contain descriptions of the basic requirements for all units. The complete list of requirements is found in the City of Houston Food Ordinance, Chapter 20, Section 20-22.

Unrestricted Conventional Unit Requirements Include



- Plans submitted for approval by health department for new/remodeled unit.
- Plumbing/water systems for 2 or 3 compartment sink, hand sink, plumbing lines properly installed, hot and cold running water, fresh and waste water tanks. Tanks must not be mounted on the roof of the mobile unit.
- Menu disclosure and operational procedures; list of all foods being served/prepared; cooling/thawing/reheating procedures; hot/cold holding/cooking temperatures.
- Walls, floors, ceilings (smooth, easily cleanable, non-absorbent); no exposed utility lines, service lines and conduits; walls and ceilings light color = 40% or more light reflective value.
- Lighting= 50 foot candles and shielding.
- Counters/cabinets/shelving – durable, corrosion-resistant, smooth, easily cleanable.
- Equipment – meet the requirements of Sec. 20-21.10 (a) –(p) of the Houston Food Ordinance regarding equipment -design/construction; smooth/easily cleanable, non-absorbent (or indicate such equipment meets standards certified by NSF,ETL, or similar requirements; install commercial grade equipment/ ventilation hood.
- Operate from an approved commissary; servicing of unit 24 hours prior to operations; drain/flush/fill water tanks; receipts for servicing must be maintained on the unit for 1 year. Disposal of wastes (liquid and solid) at commissary only.
- Locations of operations submitted to the health department. Written notification submitted to the department 2 days prior to relocating.
- Notarized property letter authorizing use if at the location for > 1 hour per day; notarized letter authorizing restroom use by employees at a business within 500 feet of unit if at the location for > 1 hour per day during the time period the unit is operating.
- Foods prepared/stored on unit/ approved commissary/permitted food establishment.
- Food Service Certified Manager and Food Handler Certification required.
- Must demonstrate mobility.
- Private property only - no streets/sidewalks.

Plans Check - List for Conventional Unrestricted Mobile Food Units (07-U)

(Areas marked with a Y are correct. Areas marked with a N need corrections)

The following deficiencies were noted (X) on the attached plans and specifications:

	<input type="checkbox"/> Provide one (1) properly prepared plan (no larger than 11"x17") including any specifications. Indicate business name and owner on the plans. <input type="checkbox"/> Number each page of the plans for reference. <input type="checkbox"/> Draw plans to scale and must include a floor plan, plumbing diagram, equipment elevations, finish schedule, and a complete equipment lay-out with full details. <input type="checkbox"/> Provide drawings of the exterior of the unit. Include all items shown which are required by this document. Plans must be clear, have legible print, and not present any conflicting information about the unit. <input type="checkbox"/> Show or specify all items on the check list to be included on the plans.
	<input type="checkbox"/> Plans as submitted must have enough detail to complete the review process.
	<input type="checkbox"/> Submit the Menu Disclosure Form, completed in English, for review along with the plans.
	<input type="checkbox"/> Specify the finish schedule for the floors, walls, and ceilings. Material, finish, and color. <input type="checkbox"/> Specify all walls and ceilings must be smooth, easily cleanable, non-absorbent and light in color (40% or greater LRV - Example: colors that are light gray or lighter).
	<input type="checkbox"/> Specify the materials and finishes used for food preparation surfaces, counters, and cabinets. <input type="checkbox"/> List type(s) of proposed fixed equipment (Examples: stoves, grills, fryers, ovens, refrigerators) and fixtures. Specify on plans that all fixed equipment is NSF or ETL certified. OR <input type="checkbox"/> Provide proof that all equipment will meet the specifications of Sec 20-21.10 of the Houston Food Ordinance.
	<input type="checkbox"/> Specify on the plans that utility lines, service lines, and pipes are not unnecessarily exposed , and pipes are enclosed inside of the walls and ceilings or cabinetry.
	<input type="checkbox"/> Show business name on two sides of the mobile food unit. <input type="checkbox"/> Specify that the lettering is no less than 3 inches in height and permanently affixed.
	<input type="checkbox"/> Show a diagram of the plumbing system including all tanks, pumps, fixtures and piping. <input type="checkbox"/> Show and specify the size and type of material used for all water supply piping. <input type="checkbox"/> Show hot and cold running water lines under pressure (required). <input type="checkbox"/> Show and provide "P" traps at sink drains. ("S" traps are not acceptable). <input type="checkbox"/> Show the location of a water pump. <input type="checkbox"/> Specify that the water pump is activated automatically or be equipped with a pressure switch installed in the water supply system. Gravity systems are not acceptable. Air pressurized water systems must include a food grade on board air pump.
	<input type="checkbox"/> Show a 2 or 3-compartment sink. (a 3-compartment sink is recommended). <input type="checkbox"/> Specify that each compartment measures at least 15"x15"x12" (length x width x depth) with rounded internal angles. <input type="checkbox"/> Show a drain board/utensil rack/or moveable dish table for soiled/cleaned utensils. <input type="checkbox"/> Specify: add as a note on plans-units with 2 compartment sinks must provide an approved detergent sanitizer when cleaning and sanitizing utensils.
	<input type="checkbox"/> Show a hand sink separate from the 2 or 3 compartment sinks. <input type="checkbox"/> Show a splash guard between all sinks, food preparation and / or food contact surfaces if the distance between each is less than 1 foot.

	<ul style="list-style-type: none"> <input type="checkbox"/> Show a freshwater tank at least 30 gallons in size. <input type="checkbox"/> Specify that the freshwater tank must be constructed of a food grade material (NSF or equal). (No roof top installation allowed). <input type="checkbox"/> Specify that the freshwater tank is sloped to an outlet that allows complete drainage of the tank. (If located on the outside of the unit, show the location on the exterior diagram). <input type="checkbox"/> Show the location of the freshwater inlet, ¾ inch in diameter or less, on the exterior view of the unit. <input type="checkbox"/> Specify that the freshwater inlet must be protected from contamination and be of a size and type that will PREVENT its use for any other purpose. <input type="checkbox"/> The freshwater tank vent, if provided, must terminate in a downward direction and be provided with a protective filter or screened if the termination is in an interior space.
	<ul style="list-style-type: none"> <input type="checkbox"/> Specify material the wastewater tank is constructed of. <input type="checkbox"/> Specify size of the wastewater tank (must be at least 15% larger than the freshwater tank). <input type="checkbox"/> Specify that the wastewater tank is permanently installed (no roof top installations). <input type="checkbox"/> Specify size and type of material used for the wastewater drain pipes and atmospheric vent. <input type="checkbox"/> Show wastewater outlet, larger than any other piping in the wastewater system on exterior diagram. <input type="checkbox"/> Show the location of the wastewater tank. <input type="checkbox"/> Specify that the wastewater tank can be ACCESSED for measuring and servicing. <input type="checkbox"/> Show an atmospheric vent provided to the outside from the top of the wastewater tank. <input type="checkbox"/> Show the atmospheric vent on the exterior that must rise above level of the sinks inside unit and terminate in a downward direction or be provided with a vented protective cover. <input type="checkbox"/> Specify the vent opening is covered with 16 mesh per inch screening or filter.
	<ul style="list-style-type: none"> <input type="checkbox"/> If located inside the mobile food unit, the fresh water and wastewater tanks, water pump, water heater and all drain lines directly under sinks must be enclosed in an ACCESSIBLE cabinet or other smooth easily cleanable structure for servicing or measuring. <input type="checkbox"/> Specify and / or show all of the above on plans.
	<ul style="list-style-type: none"> <input type="checkbox"/> Show an exhaust fan in the pit room to remove excess smoke and heat. BBQ pit smoke stacks must be vented directly to the outside. <input type="checkbox"/> BBQ pit room / area must be completely closed in with walls, ceiling, floor, doors and windows with glass panes, louvers, or solid, weatherproof panels that can be raised, lowered and locked in place, along with 16 mesh per inch screening in place when the windows are open. <input type="checkbox"/> <u>Half walls measuring at least 4 feet in height may be constructed, provided that the resulting openings are covered with 16 mesh/inch screening and equipped with shutters that completely cover them and can be lowered and locked in place</u> to exclude the elements and pests, when the unit is in transit or otherwise not in operation.
	<ul style="list-style-type: none"> <input type="checkbox"/> Specify how electricity will be provided; <input type="checkbox"/>generator or <input type="checkbox"/>plug-in at site. <input type="checkbox"/> Specify that windows & doors are not held or kept open to provide access to the electrical outlet.
	<ul style="list-style-type: none"> <input type="checkbox"/> Show lighting fixtures installed on the interior of the unit floor plan. <input type="checkbox"/> Specify that lighting is shielded. <input type="checkbox"/> Specify that at least 50-foot candles of light is provided to all working surfaces inside.
	<ul style="list-style-type: none"> <input type="checkbox"/> Specify and show a Type 1 stainless steel commercial vent hood with removable filters installed at an angle between 45 degrees and vertical. Must be mechanically vented to the outside. Vent hood is required over any grill, stove, range or fryer. Ventilation must be adequate for the equipment being vented. <input type="checkbox"/> Specify that the vent hood inside is sealed to walls / ceiling to prevent any hard to clean areas or spaces. <input type="checkbox"/> Show vent hood drain and a removable catch pan along the back edge. <input type="checkbox"/> If the hood roof attachment has an outlet for grease/ liquids, provide a drain pipe and removable, covered catch-pan on the outside of the unit show on exterior diagram.

	<input type="checkbox"/> Specify all openings to the outside; including serving openings and entrance doors, to be screened or kept closed . <input type="checkbox"/> Specify that screening is at least 16 mesh/inch
	<input type="checkbox"/> Show on exterior plan, attached to the unit, an insect and rodent proof covered garbage container, at least 20 gallons in size, for customers use.
XXXX XXXX	Note: Inspection of the unit is required before medallion is issued. Final approval subject to field inspection.

Food Service Manager Certification:

Call 832-393-5100 to make a reservation to attend the required class prior to bringing mobile food unit to 7427 Park Place for pre-opening inspection. Provide class date to inspector during check-in. **A certified manager must be on duty when engaging in manufacturing, production, preparation, processing, packaging, service of food, make-ready and cleanup activities.**

Food handler:

All employees (who handle that are not certified managers) must complete a food handler training course within 60 days of employment effective September 1, 2016.

Link to Food Service Manager Certification and Food Handler trainings online or classroom:

www.houstonconsumer.org

Cooking Time and Temperature Controlled for Safety Foods (TCS)

Utilize the information below to assist you with documenting the correct minimum final cooking temperatures of the TCS foods indicated on your menu disclosure. Include hot and cold holding/storage of the foods.

Record the temperature of each TCS food being prepared on the menu disclosure.

Food Cooking Temperature

- Fruits and vegetables for hot holding: 135° F.
- Beef Steak: 145° F.
- Eggs broken and prepared for immediate service, meat, fish, pork: 145°F
- Injected meats, chopped/ground/mixed fish and meat: 155° F.
- Poultry, stuffed fish/meat/pasta or stuffing containing fish, meat, poultry: 165° F.
- Raw animal foods cooked in a microwave oven – allow to stand for 2 minutes: 165° F.

Rapid Cooling

- Initial rapidly cooling of TCS foods from 135° F. to 70°F. within 2 hours, then from 70°F. to 41°F. within 4 hours.

Reheating TCS Foods

- Rapidly reheat TCS foods to 165°F. within 2 hours after removal from refrigeration. Use the stove, grill, fryer, microwave for reheating.
- Reheat Temperature: 165°F

Restricted Conventional Unit (Non-Frozen Dessert Vehicle) Requirements Include



- Foods prepared and packaged from an approved commissary/food establishment.
- Non-TCS beverages dispensed from covered urns or other protected equipment.
- TCS individual servings of milk/milk products/coffee cream packaged from plant.
- Pre-packaged individual servings of frozen dessert products.
- Any TCS stored at 41°F. or below or 135°F. or above to have thermometer to measure hot/cold air temperature.
- No utensils/grills/hot plates; no preparing/repackaging/portioning of foods.
- Commissary receipts not required.
- No Food Service Certified Manager; no Food handler required.
- Operate on private property; no sales on streets/sidewalks.

Restricted Conventional (Frozen Dessert Mobile Food Units) Requirements Include



- Frozen dessert products pre- packaged individual servings (popsicles, ice-cream bars, cones, serving cups) from approved facility. **NO OTHER FOODS** (beverages, snacks, candy, open foods).
- Commissary receipts/visits not required.

These are the only mobile food units allowed to operate on streets or sidewalks.

Trucks/Tricycles

- Streets only
- CAUTION CHILDREN sign/Warning lights Red and Yellow
- Stop long enough to make immediate sale/dispense product
- May not operate in SCHOOL CROSSING ZONE

Push Carts

- Non-motorized
- Operate on sidewalk
- May not operate on park sidewalks or within Theater/Entertainment District without additional permit/license.
- No commissary receipts/visits required.
- No Food Service certified manager, no Food Handler required.

Fixed Location and Licensed Park Vendor Mobile Food Units (Unrestricted & Restricted)


Fixed Location	Unrestricted	Restricted
Operates on premises of a permitted food establishment	✓	N/A
Shall not exceed 4ft W x 8ft L x 8ft H and 1 foot from the ground	✓	✓
At least 2 rubber wheels less than 8in diameter	✓	✓
Easily moveable by one person when fully loaded	✓	✓
Plans submitted for approval by Health Department	✓	N/A
Plumbing/sink/lavatory/water system	✓	N/A
Cart stored in food establishment servicing area	✓	N/A
Food preparation limited	✓	N/A
Return to commissary once per day for servicing	✓	N/A
Food Manager/Food Handler required	✓	N/A
LICENSED PARK VENDOR (May only operate in a City of Houston Park with approval from Parks and Recreation Department)		
Park Food Vendor in accordance to Article IX, Chapter 32	✓	✓
Shall not exceed 4ft W x 8ft L x 8ft H and 1 foot from the ground	✓	✓
At least 2 rubber wheels less than 8in diameter	✓	✓
Easily moveable by one person when fully loaded	✓	✓
Plans submitted for approval by Health Department	✓	N/A
Plumbing/sink/lavatory/water system	✓	N/A
Cart stored in food establishment servicing area	✓	N/A
Food preparation limited	✓	N/A
Return to commissary once per day for servicing	✓	N/A
Food Manager/Food Handler required	✓	N/A

Plans Check-List for Unrestricted Fixed Location Mobile Food Units -14U

(Areas marked with a Y are correct. Areas marked with a N need corrections)

The following deficiencies were noted (X) on the attached plans and specifications:

	<input type="checkbox"/> One set of properly prepared plans (no larger than 11"x17") and specifications are required. <input type="checkbox"/> Include a floor plan, plumbing diagram, finish schedule for sides, counters, and interior spaces, a complete equipment lay-out with full details (including cold-hold units), and drawings of the exterior of the unit. <input type="checkbox"/> Plans must be clear, have legible print, and not present conflicting information about the unit. <input type="checkbox"/> Provide information on food preparation surfaces, counters, and cabinets. <input type="checkbox"/> Include a finish schedule for the floors, walls and ceilings (if required), smooth, easily cleanable, non-absorbent and light in color (40 or greater LRV). Specify material, finish and color.
	<input type="checkbox"/> Plans as submitted must have enough detail to complete the review process.
	<input type="checkbox"/> Include a site plan showing location of unit with respect to commissary. (Access to commissary, map showing route from kiosk to commissary, storage area with hand sink, 3-compartment sink and mop sink) <input type="checkbox"/> Indicate the size of entrance doors into the servicing area, and that the cart can fit through those doors.
	<input type="checkbox"/> Provide a letter from commissary affording unit storage, access to hand/3-compartment sink and mop sink.
	<input type="checkbox"/> Business name must be permanently affixed on two sides of the unit with lettering no less than 3 inches in height. <input type="checkbox"/> Indicate business name and owner/operator on plans. Each must have space on sides to display prices of food, the name and street address of the vendor, and the medallion.
	<input type="checkbox"/> A Completed Menu Disclosure Form must be submitted in English , for approval at the same time plans are submitted.
	<input type="checkbox"/> Provide a covered garbage container of at least 20 gallon capacity attached to the unit for customer use.
	<input type="checkbox"/> Include a diagram of the plumbing system including all tanks, pumps, fixtures and piping. Hot and cold running water under pressure is required.
	<input type="checkbox"/> Indicate size and type of material is used for the water supply.
	<input type="checkbox"/> The <u>minimum</u> size of the freshwater tank is 5 gallons. <input type="checkbox"/> The fresh water tank must be permanently installed.** <input type="checkbox"/> The freshwater tank must be constructed of a food grade material. (NSF or equal)
	<input type="checkbox"/> Provide a hand sink separate from the 2 or 3 compartment sinks.
	<input type="checkbox"/> A utensil-washing sink is required. A two-compartment sink is authorized, however a three-compartment sink is recommended. <input type="checkbox"/> Each compartment of this sink must be adequate to fully submerge the largest utensil used on the unit. <input type="checkbox"/> Indicate sink compartments must have rounded internal angles and be free of sharp corners or crevices. Note(Units with 2 compartment sinks must use an approved detergent sanitizer when cleaning and sanitizing utensils.)
	<input type="checkbox"/> Show the location of a water pump with a pressure switch installed in the water supply system. Gravity systems are not acceptable. <input type="checkbox"/> Air pressurized water systems must include a food grade on board air pump.
	<input type="checkbox"/> Show the location of freshwater inlet on the unit. <input type="checkbox"/> The freshwater inlet must be 3/4 inch in diameter or less. <input type="checkbox"/> The freshwater inlet must be protected from contamination and be of a size and type that will prevent its use for any other purpose. <input type="checkbox"/> The water tank must be sloped to an outlet that allows complete drainage of the tank. <input type="checkbox"/> The water tank vent, if provided, must terminate in a downward direction and be provided with a protective filter or screened if the termination is in an interior space.
	<input type="checkbox"/> Indicate what the wastewater tank is constructed of. <input type="checkbox"/> The wastewater tank must be at least 6 gallons or 15% larger than the freshwater tank. <input type="checkbox"/> The waste tank must be permanently installed. **
	<input type="checkbox"/> Size and type of material is used for the wastewater drain and vent piping.

	<input type="checkbox"/> Provide an atmospheric vent to the outside from the top of the wastewater tank.
	<input type="checkbox"/> Provide "P" traps at sink drains. "S" type traps are not acceptable.
	<input type="checkbox"/> The wastewater tank must be sloped to the drain and capable of being completely drained during servicing. <input type="checkbox"/> The drain outlet must be larger than any other piping in the waste system.
	<input type="checkbox"/> Unit shall have protective sneeze guards to protect against customer contamination, and a roof or shade umbrella to protect against exposure to contamination from above. <input type="checkbox"/> The interior of the unit must be equipped with cabinets or compartments. <input type="checkbox"/> All food contact surfaces must be smooth, easily accessible and cleanable. <input type="checkbox"/> Units that will dispense non-TCS beverages must be equipped to do so from a closed system or bulk dispensing units or to distribute as packaged beverages.
	<input type="checkbox"/> A unit cannot exceed four feet in width, eight feet in length and eight feet in height including the unit's shade umbrella or roof if provided. <input type="checkbox"/> The unit must be easily movable, controllable, and maneuverable by one person when the unit is fully loaded; and cannot be motorized. <input type="checkbox"/> A unit must have at least two operable rubber or rubber-like wheels which are less than eight inches in diameter. <input type="checkbox"/> The bottom of the unit must be at least one foot from the ground.
	NOTE: Inspections of the unit and commissar are required before medallion is issued. Final approval is subject to field inspection.

****Fixed location mobile food units operating exclusively in a permanent nonresidential building that is primarily used for other purposes, such as a retail shopping mall, office atrium, or hospital lobby: may utilize other means to fill water tanks and flush wastewater tanks if approved by the health officer; must include these documents with their plans submission. All others must submit them before or on the pre-opening inspection date.**

Food Service Manager Certification:

Call 832-393-5100 to make a reservation to attend the required class prior to bringing mobile food unit to 7427 Park Place for pre-opening inspection. Provide class date to inspector during check-in. **A certified manager must be on duty when engaging in manufacturing, production, preparation, processing, packaging, service of food, make-ready and cleanup activities.**

Food handler:

All employees (who handle that are not certified managers) must complete a food handler training course within 60 days of employment effective September 1, 2016.

Link to Food Service Manager Certification and Food Handler trainings online or classroom:

www.houstonconsumer.org

Approved Commissaries

Name	Acct	Address	Contact	Profile Descriptions
Southwest Commissary	228228	8331 Beechnut Houston, TX 77036	Taysir (Ned) Zahra (713) 772-2000 Fax: (713) 772-2003	N = Provides servicing of units only 5 Cleaning Bays
Della Carts*	910067	6405 Brittmore Houston, TX 77074	Frank Dellasala (713) 937-8039 dellacartscatering@yahoo.com	N = Provides servicing of units only 2 Cleaning Bays
Diana's Food Service	213676	5407 Willomine Way Houston, TX 77045	Rafael Alvarez (713) 433-5334 dianascommissary@aol.com	G= Pkg. foods sold to operators LK = Leases kitchen to operators CS = Provides cooler/freezer space DS = Dry storage space provided 7 Cleaning Bays
Distribudor Mi Jalisco Commissary	404204	10602 Bauman Houston, TX 77076	Raul Hernandez (281) 831-4100 or (main number) (713) 691-4006 mijaliscodistribudor@hotmail.com	G= Pkg. foods sold to operators 6 Cleaning Bays
Garcia Brother's Warehouse Commissary	425600	5739 Dwinell Houston, TX 77023	Saul (713) 921-0285 Fax: (713) 921-0284 saulgarciajww@sbcglobal.net	G= Pkg. foods sold to operators 2 Cleaning Bays
Magnolia Commissary	408254	1735 Pasadena Houston, TX 77023	Maria Acosta (832) 875-7815 elharagan79@hotmail.com	G= Pkg. foods sold to operators P = Prepares foods for operators CS = Provides cooler/freezer space DS = Dry storage space provided 1 Cleaning Bay (services their units only)
Marco Commissary*	439293	11806 N. Houston Rosslyn	Marco Murillo Fierro Angelica Murillo Angelica13009@gmail.com	N = Provides servicing of units only 2 Cleaning Bays
Mobile Caterers of TX Commissary	407488	3515 Eastex Freeway Houston, TX 77026	Charles Smith (713) 222-8231 Fax: (713) 224-8222 cmichaeljames@hotmail.com	G= Pkg. foods sold to operators 7 Cleaning Bays
Palacios Commissary	977699	6000 Waltrip Houston, TX 77087	Juan Palacios (713) 645-0965 melyriver4ever@yahoo.com	G= Pkg. foods sold to operators 4 Cleaning Bays
Taconmadre Commissary	225391	905 Edgebrook Houston, TX 77034	Marco Acosta (832) 605-8326 Marcoacosta71@live.com	G= Pkg. foods sold to operators P = Prepares foods for operators CS = Provides cooler/freezer space DS = Dry storage space provided 1 Cleaning Bay (services their units only)
Tacos El Guero Commissary	409248	841 Crenshaw Pasadena, TX 77504	Rafael Ortiz (832) 322-2380 Rafaortiz22@gmail.com	N = Provides servicing of units only 12 Cleaning Bays
Texas Commissary	986812	212 Harbor Houston, TX 77020	Jeanie Osorio (713) 673-3931 Fax: (713) 673-0636 maribelosorio90@gmail.com	G= Pkg. foods sold to operators 24 Cleaning Bays
Texas Commissary II	222677	8121 Castleford Houston, TX 77040	Maribel Osorio (713) 934-7281 Fax: (713) 934-7574 maribelosorio90@gmail.com	G= Pkg. foods sold to operators 20 Cleaning Bays
Tex-Star Comisaria	413930	502 E. Rogers Houston, TX 77022	Karen Narvaez (832) 203-8282 Fax: (832) 203-8277	G= Pkg. foods sold to operators 12 Cleaning Bays
Three Brothers Commissary	220299	610 Exchange Houston, TX 77020	Conzaga Morales (713) 675-6277 Fax: (713) 675-6997	G= Pkg. foods sold to operators 14 Cleaning Bays
Taqueria de Buey y Vaca Commissary	427743	608 John Alber Rd. Houston, TX 77076	Saul Garcia (713) 875-8025 Office: (281) 617-7115 Fax: (281) 617-7128 saulgarciajww@sbcglobal.net	G= Pkg. foods sold to operators 4 Cleaning Bays

Summary of Mobile Food Unit Sanitation Requirements

Unrestricted Mobile Food Units

- **Medallion:** Medallion must be current and in current owner's name.
- **Certified Manager:** Must have a Certified Food Service Manager present at unit at all times of food preparation, service and cleaning. Class: (832) 393-5100 or online: www.Houstonconsumer.org
Post in view of the public.
- **Food Handler:** All employees must successfully complete food handler training within 60 days of employment. Food handlers trained effective September 1, 2016. www.Houstonconsumer.org (unless all food employees are certified managers).
- **New operation location(s):** Notify health department of any new locations **at least 48 hours/2 days before** you start operation at new location. (If unit will operate at new location for more than 1 hour a day, you **must submit a new notarized property letter** and a new approved **restroom letter** for new location to the Environmental Inspection Center at 7427 Park Place, or fax the letters to 832-393-5724.
- **Property Letter-** must be posted in view of the public. If letter is unavailable, you will be required to close (cease operations).
- **Restroom Letter** – must be posted in view of the public. If restrooms are unavailable while the unit is operating, you will be required to close (cease operations).
- **Signs:** All signs must be attached to and supported only by unit.
- **Mobility:** Must demonstrate mobility/show that you can move the unit at any reasonable time if requested by any police officer or health officer.
- **Servicing and Servicing receipts:** Maintain a valid servicing receipt from the commissary verifying that the unit was serviced no longer than 24 hours before starting food operations on that day. Receipts must be kept on unit for a period of one year from date of servicing. Servicing includes – filling the fresh water tanks using a food grade hose; dumping the waste water tank, flushing the water system, disposing of trash/garbage; cleaning (sweeping/mopping) the mobile food unit interior and equipment.

Sanitation

- **Single Service Articles:** No washable plates, tableware, cups allowed for food service.
- **Hot and Cold Water at each sink:** (Water at utensil sink must be 110° F. minimum and 100 °F.at the hand sink)
- **Water Retention:** Repair leaky waste-water tanks immediately. If unit cannot retain waste-water, you will be asked to **close. Release wastewater from tank at the commissary only.** Citation will be issued and closure of the unit if waste is improperly disposed. Units in violation of disposing or threatening to introduce liquid waste into the city's storm drains will be required to cease operations. The operator must employ the services of a licensed pressure washer company to clean the affected area. The closure will remain until the field sanitarian reports to the site for inspection of the area. The person in charge must present the manifest from the pressure washer company
- **Garbage Container:** Must have a covered garbage container **attached** to unit. (20 gallon capacity minimum)

Area Surrounding Unit

- **Operation Capacity Limited:** All foods must be **stored or displayed in or on unit itself**. (No refrigerators, coolers, other equipment or storage sheds outside unit)
- **Dining area:** prohibited within 100 feet of mobile food units.
- **Canopies and awnings:** prohibited unless part of unit and attached to, and supported only by, the unit.
- **Utility connections:** only quick-connect electrical and telephone services. (**Water, gas, or sewerage** utility connections are **prohibited**.)
- **Unit Premises:** No brooms, mops, hoses, containers, boxes or other such items on the ground outside of unit.

Other Sanitation Requirements

- **Pests:** Eliminate the presence of insects (roaches, flies, ants) and rodents pests (by screens no less than 1/16 mesh to the inch, approved pesticides, rodent/insect-proof unit, doors and windows closed when not in use).
- **Food Supplies: All food preparation** must take place **in unit**, (unless prepared in a commercial food processing plant or other inspected food establishment). **A private residence must not be used to prepare or store food** served from unit.
- **Food Temperatures:** Keep TCS (time and temperature control for safety) foods at required temperatures of 41° F. or below or 135° F. or above at all times.
- **Thaw foods** in refrigerator or in process of cooking and **not on steam table or out on counter**.
- **Food Storage:** Foods should be covered. Raw animal products (meats) should be stored in containers below other foods to prevent cross-contamination.
- **Cooling TCS Foods: Do not prepare more food than you have the ability to cool properly.** (135°F. to 70°F in 2 hours or less. 70°F to 41°F. or below in 4 hours or less). Make sure your refrigeration units are maintained at 41°F. or below at all times.
- **Hand washing and sanitary/disposable gloves** Foods which will not be cooked or washed must not be touched with bare hands. **Sanitary gloves must be worn** unless foods are handled only by utensils, deli paper or other barrier. Hands must be washed with soap and water for 20 seconds after any activity that may contaminate the employee's hands.
- **Food Service – Sauces, condiments,** should be served in **individual portions** in disposable containers or in pour-type or **squeeze-type bottles**. No large bowls or small re-usable containers.
- **Additional requirements:** The health officer may prohibit the sale of some TCS foods and impose requirements to protect the public's health. Foods and activities not approved include raw foods such as sushi/ceviche; undercooked foods; grinding of TCS foods; specialized food processing.
- **Note:** This is a **summary only**. For a complete list of requirements see the Houston Food Ordinance, Chapter 20. www.HoustonConsumer.gov

Additional Requirements for Bar-B-Que Mobile Food Vendors

- The BBQ pit must be permanently installed inside of the Food Truck or Trailer. **(It cannot merely be a pit sitting on an open trailer that operates independently or is pulled behind the Food Truck.)**
- **The pit area must be completely enclosed by walls, ceilings, floor, and if provided, windows with glass panes, louvers, or solid, weatherproof panels that can be raised, lowered and locked in place, along with 16 mesh per inch screening in place when the windows are open.** Half walls measuring at least 4 feet in height may be constructed, provided that the resulting openings are covered with 16 mesh/inch screening and equipped with shutters that completely cover them and can be lowered and locked in place to exclude the elements and pests, when the unit is in transit or otherwise not in operation.
- **A Pit Room should only be used for cooking/smoking foods. A hand sink will be required** in a Pit Room separated by a door, if any food activities are conducted there **other than** placing meats on the pit, cooking them, and then removing them and taking them to a separate preparation area for slicing, assembling, serving, etc.
- The smoke stack for the BBQ pit must vent directly to the outside through the ceiling or wall and the opening must be sealed against the entry of pests and the elements.
- An exhaust fan must be installed in the pit room/area that vents directly to the outside to remove excessive heat and smoke.
- The walls and ceiling of the pit room/area should be smooth, non-absorbent, easily cleanable, and light colored. (They should be cleaned frequently due to the excessive amount of smoke normally generated by BBQ pits.)
- BBQ pits are required to be cleaned at the Commissary, so that the grease and food residue will flow into a drain that goes to a grease trap.

Supplemental Information/Suggestions

- Most Mobile BBQ vendors install the pit with the firebox on the outside of the unit. If this is done, care should be taken to seal the space around the pit where it goes through the wall using materials that are heat and fire resistant.
- Remember this is a food preparation area, so all requirements for mobile kitchens apply to this area also. (i.e. color and finish of walls & ceiling, lighting requirements, etc.)

Ice Cream Trucks, Tricycles, and Push Carts: Restricted Mobile Food Units

How to get a permit (medallion):

Schedule an appointment for new/renewal/change of ownership mobile food unit inspections at :
www.Houstonconsumer.org

Bring the unit to the Environmental Inspection Center, 7427 Park Place Blvd. 77087 on a Tuesday, Wednesday, or Thursday, at your appointed time between 7:30 a.m.- 1:30 p.m. Business name required on 2 sides in letters at least 3 inches tall and must have room on one side for the (8.5" x 11") mobile food unit medallion to be affixed. Bring picture I.D. (Texas Driver's License or official I.D. are preferred). Trucks must have current State of Texas vehicle operational tags/stickers; proof of current liability insurance. Medallion fee is **\$648.04**.

Rules for Operating Push Carts

Packaged frozen desserts (popsicles and ice-cream bars) may be displayed and sold on sidewalks from push carts. No other foods may be sold on street or sidewalk in Houston. The cart size must not exceed four feet in width, eight feet in length, and eight feet in height (including shading umbrella). The bottom of the cart must be one foot from the ground.

Sec. 40-9.1 "Frozen desserts may be sold upon the sidewalks from non-motorized pushcart mobile food units. Each push cart mobile food unit must be operated pursuant to a medallion issued under section 20-37 of this Code. The provisions of this section do not authorize the operation of a push cart mobile food unit upon the sidewalks in a park as defined in article IX of chapter 32 of this Code or within the "theater/entertainment district," as defined in article XI of this chapter, unless any additional permits, concessions or licenses that are required for operation in those areas are also obtained in full compliance with the aforesaid articles."

Note: Operating in a City of Houston park requires an additional permit from Parks and Recreation Department.

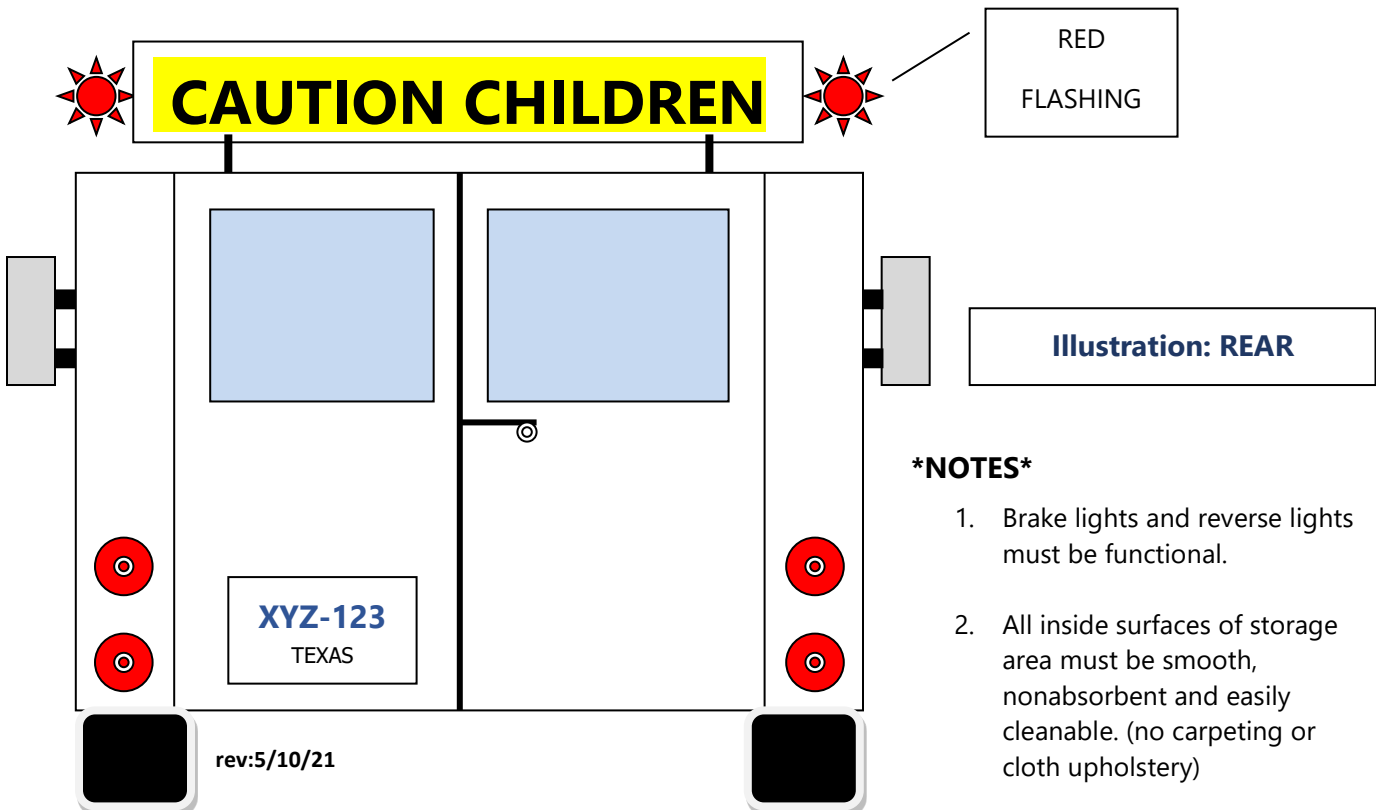
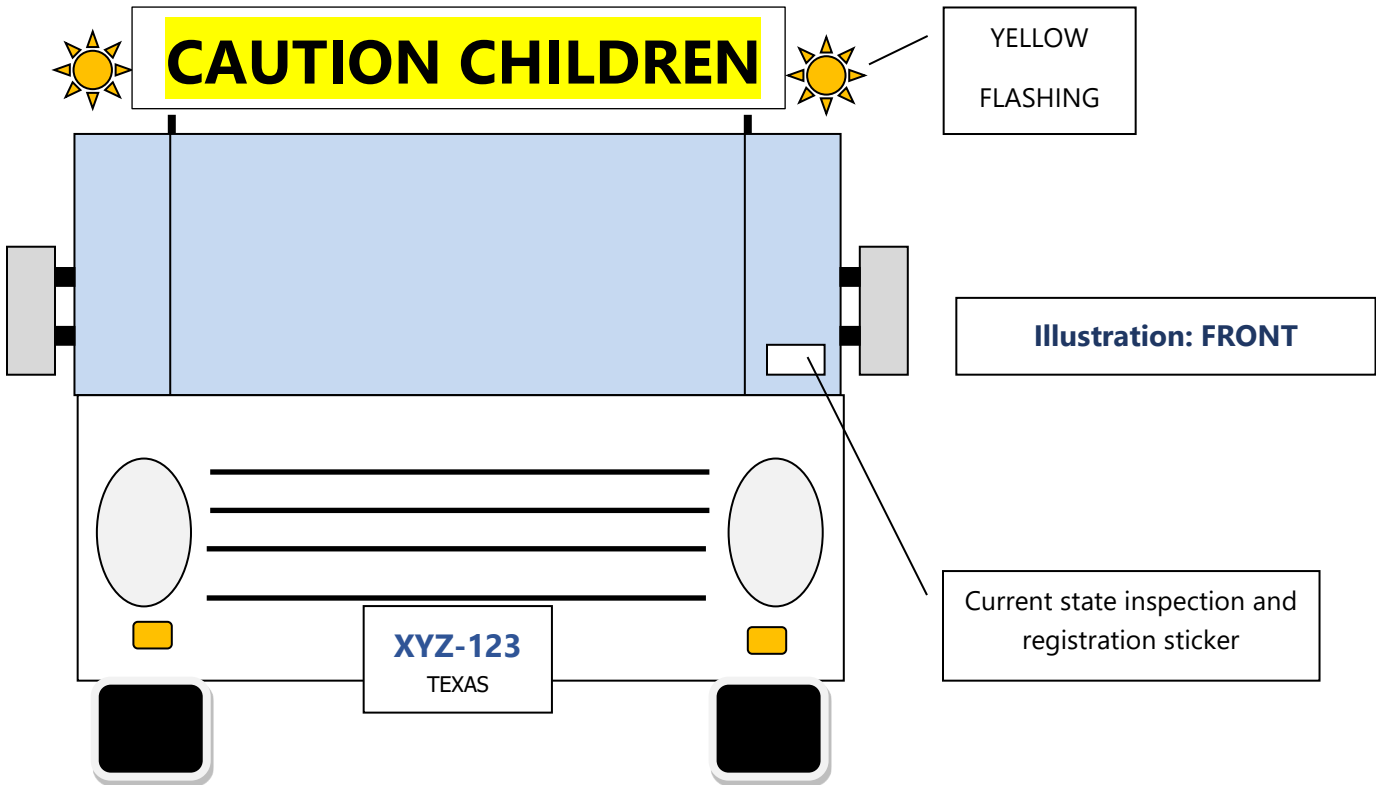
Rules for Operating Tricycles:

Sec 40-9 A person may sell frozen desserts from sanitary vehicles approved and licensed by the health officer pursuant to this Code, and such other refrigerated vehicles from which are sold or dispensed frozen dessert products that are fully wrapped, enclosed and contained in individual wrappers or containers, provided that such vehicles shall be operated and maintained in full compliance with the health, food, drug and sanitary provisions of this Code and the applicable statutes of the state, and provided further that prior to making a sale or dispensing such frozen dessert products the driver of such vehicle shall drive to the side of the street, as close as practicable to the curb, and if there is no curb, then as close as practicable to the hedge of the paved portion or the edge of the portion used for vehicular traffic of said road, and the driver shall stop, stand or park such vehicle in full compliance with all applicable ordinances of the city and statutes of the state, and particularly ordinances governing the stopping, standing, or parking of vehicles, and such vehicle shall remain so stopped, standing or parked for no longer than is necessary to make the immediate sale or to dispense such frozen dessert products.

Procedures Governing the Sale of Ice Cream Products from Vehicles Upon the Streets of the City of Houston

Per Section 40-9, City Ordinance:

1. **CAUTION CHILDREN** sign must be mounted on top of vehicle. The letters are required to be block style BLACK color not less than 6" height and ½" width. The sign's background color must be YELLOW.
2. **WARNING LIGHTS** must be mounted on each end of the caution children sign. **YELLOW** flashing lights are required for front of the vehicle. **RED** flashing lights are required for rear of the vehicle.
3. The sign and warning lights must be visible from front and rear.
4. The **BUSINESS NAME** shall be permanently affixed, easily identifiable, and prominently displayed on 2 sides of the ice cream truck (vehicle) in letters not less than 3" high.
5. **A CURRENT and VALID MEDALLION** issued by the Houston Health and Human Services Department. The medallion must be renewed every year and is non-transferable.
6. The current cost of the medallion is **\$648.04** per year per unit. (*The medallion fee will be subject to increase on January 1st of each year.) Personal checks are not accepted. To obtain a medallion, you must bring the ice cream truck (vehicle) to the Department's office for inspection and approval.
7. Inspections are conducted Tuesday and Thursday between 7:00 am and 1:30 pm. by appointment Please bring the 3 following with you: (Driver's license, proof of liability insurance). Vehicle must have current state inspection and vehicle registration stickers.
8. **Per City Ordinance Section 40-8(c): Only packaged ice cream/frozen dessert products from an approved source may be sold from the unit, and Section 40-9(a): You may remain stopped only long enough to make the immediate sale of the products. You may not park and wait for customers at any location.**



Fire Extinguisher and Gas Equipment Inspection Information

Fire Extinguisher Service Companies

A-1 Fire Equipment 12711 East Freeway Houston, Texas 77015 (713) 455-0296	AAA Fire Equipment Co. 7707 Bissonnet St. Suite # 110 Houston, Texas 77074 (713) 777-6655	Buckeye Fire Equipment 6226 Brookhill Dr. Houston, Texas 77087 (713) 645-3388 (Mike Abke 713-319-5001)	Fire Extinguisher Services 7714 Glover St. Houston, Texas 77012 (713) 644-5151
--	---	--	---

Note: This list is neither an endorsement nor a recommendation. It is provided solely as a public service to you.

Approved Gas Equipment Inspection Companies

Blue Flame 13823 Packard Houston, TX 77040 Phone: 713-462-5414 Contact: Joe Green 290 @ Fairbanks	Northside Propane 11404 Eastex Freeway Houston, TX 77093 Phone: 281-590-7575 Contact: Dana Young Hopper @ East Mt. Houston	R & R Propane – South 101 Spencer Highway South Houston, TX 77587 Phone: 713-910-5884 Contact: Jake Rouse	R & R Propane – North 13146 Mill River Houston, TX 77070 Phone: 832-671-9258 Contact: Jake Rouse
Propane Express 10603 Tower Oaks Blvd Houston, TX 77070 Phone: 281-300-4352 Contact: Anthony Kroon	Southwest Commissary 8331 Beechnut Houston, TX 77036 Phone: 713-772-2000	AAA.LP-Gas L.T.D. L.L.P. 18402 Stuebner Airline Spring TX. 77379 Phone: 281-376-5601 Contact: Brenda Boatman	Daina’s Commissary 13515 S. Post Oak Rd. Houston, TX 77045 Phone: 281-914-6275 Contact: Oscar Lazo

Note: This list is neither an endorsement nor a recommendation. It is provided solely as a public service to you. If one of these LP-gas (propane) companies can’t assist you, contact any propane company in the telephone directory or internet. The company must be licensed with the Railroad Commission of Texas. The LP-gas company will have to inspect all appliances and make all LP-gas connections.

Houston Fire Department Information for Mobile Food Units

- A permit is required for mobile food units (MFU) using any amount of 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 **\$208.07**, office located at **1002 Washington Avenue**.
- 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. (Excluding LP gas cylinders). Present a valid receipt for gas inspection.
- 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**.
- **"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.
- 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.
- All (MFU) within the boundaries of the District of Limitations No.1 (Downtown) and No.2 (Medical Center) shall be LIMITED TO A 60 LB. LP- gas cylinder and operate on private property only.
- Only personnel licensed by the *RAILROAD COMMISSION*' OF TEXAS (Life Safety Bureau Standard 10, section 3 .4) shall perform connections for LP-gas appliances located within District Of Limitation No. 1 (Downtown) and District of Limitation No.2 (Medical Center).
- 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.
- The operator of a (MFU) that uses any amount of LP-gas to prepare food shall not operate such unit within **25 feet** of another mobile food unit, except, at festivals or events approved by the Fire Marshall.

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



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, Tuesday, 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, fees for medallion and water sample (if applicable).
- 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.
 - Proper fire extinguisher (with current inspection tag)
 - LP Gas Permit
 - Invoice for Gas System Inspection
- Medallion is issued if the unit passes both the Fire Department (if applicable) and Health Department inspections including submission of the required documents.

Contacts:

Renee L. Beckham, RS – Chief Sanitarian – Mobile Food Unit Program

Renee.beckham@houstontx.gov

Larry Goodman, RS – Sanitarian IV Supervisor – Mobile Food Unit Program

Larry.goodman@houstontx.gov

Link: www.HoustonConsumer.org

Telephone: 832-393-5100

Fax: 832-393-5208

New Mobile Food Unit Fees Effective January 1, 2021

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

Mobile Food Unit Medallion (all units)	\$648.04
Electronic Monitoring Fee (Unrestricted, Conventional units)	\$267.53
Pre-opening inspections (new units or new owners) or remodeling of existing units <u>per inspection</u>	\$130.78
Plan checking fee (new or remodeled unrestricted units) <u>per submission</u>	\$41.61
Food Manager Certification Class	\$83.22
Food Manager Certification Reciprocity	\$41.61
Food Handler Training	\$11.89
Re-inspection fee (poor sanitation inspection, failed pre-opening or renewal inspection)	\$130.78
LP Gas Permit -if unit uses propane (separate payment made at 1002 Washington Avenue)	\$208.07
Water Sample Fee (for laboratory testing of sample from fresh water tank) [*included in Unrestricted fees below]	\$16.50
Total payment to <u>renew</u> my expiring medallion	
Unrestricted-Conventional* (food trucks & trailers)	\$932.07
Unrestricted-Fixed Location* (food carts)	\$664.54
Restricted Units [Conventional & Fixed Location] (food trucks, trailers & carts)	\$648.04
Total payment for a <u>new</u> medallion (new unit / new owner	
Unrestricted / Conventional* (food trucks & trailers)	\$1062.85
Unrestricted / Fixed Location* (food carts)	\$795.32
Restricted / Conventional & Fixed Location* (food trucks, trailers & carts)	\$648.04

Rev02102021



HOUSTON HEALTH DEPARTMENT
8000 North Stadium Drive Houston, TX 77054
832-393-5100
CHS@houstontx.gov
HOUSTONCONSUMER.ORG

