

\$350 Fee

If Special Event, \$100

Date Issued: \_\_\_\_\_

Permit #: \_\_\_\_\_

- Mobile Food Truck
- Catering Truck
- Other

Town of Sunnyvale  
 127 N. Collins Road  
 972-203-4188



## TEMPORARY MOBILE FOOD TRUCK PERMIT

A separate permit is required for each truck. Permit expires September 30th if not associated with special event.

A copy of the permit is required on site.

Business / Vendor Name: \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Time of Operation: \_\_\_\_\_

Menu: List all items to be sold. Any changes must be submitted and approved by the Health Department prior to sale.

Food to be served	Source - Food purchased from
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____

**Note:** No home preparation or storage of foods allowed. Any food items served without approval may result in the temporary mobile vendor permit being suspended or revoked for non-compliance. Fire extinguishers are required for any cooking. All fire suppression equipment must have current inspection.

- Food prepared on site:  Yes  No
- Cooking equipment:  Electrical  Charcoal  Propane Other: \_\_\_\_\_
- Describe hot holding equipment: \_\_\_\_\_
- Describe cold holding equipment: \_\_\_\_\_
- Describe mobile unit:  Open Stand  Enclosed Trailer  Covered Stand Other: \_\_\_\_\_
- Floor surface for unit:  Asphalt  Concrete  Plywood Other: \_\_\_\_\_
- Guidelines provided and followed:  Yes

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Email: \_\_\_\_\_

	Approved By	Date	Comments
Development Services			
Dallas County Health			
Fire Department			

## GUIDELINES FOR TEMPORARY MOBILE TRUCK PERMIT



- A valid drivers license, insurance and registration is required.
- Only allowed in non residential zoning districts EXCEPT when associated with a special event or providing construction site lunch service.
- No more than one (1) mobile vendor allowed on a lot or parcel EXCEPT when associated with a special event. A mobile vendor is not allowed on a vacant lot.
- Vendor must note proposed food to be sold.
- A health permit is required. Must meet all requirements and pass Dallas County Health Service inspection.
- Mobile vendor trucks must meet all applicable building code requirements, health code requirements and zoning ordinance requirements.
- Mobile vendors may be located in a parking lot of a separate business or group of businesses but must provide a letter of permission from the property owner allowing use of the restroom facilities by the employees and patrons of the mobile vendor.
- Mobile vendor trucks may not operate stationary in a single location for more than five (5) consecutive days; more than eight (8) hours/day. All vending units must be removed from the point of sale each day and may not remain parked at the point of sale overnight.
- No mobile food units operating under this regulation shall be allowed to sell or service food on any public street, sidewalk, or other public right-of-way unless approved in writing by the Town of Sunnyvale.
- No drive thru's permitted.
- Music shall be allowed as long as it does not violate Town noise ordinance.
- No alcohol sales allowed.
- Permits are valid for one (1) year and expire annually on Septmeber 30th.



## Bathroom Facility Approval

I hereby certify that I am the owner/lessee of \_\_\_\_\_(address of above)  
And I am authorized to permit \_\_\_\_\_(Name of mobile vendor) to locate  
a mobile vending unit at the above address to conduct business as a mobile vendor. The parking lot where  
mobile vendor will place the vendor's mobile vending unit is a part of a:

Strip shopping center: \_\_\_\_\_

Freestanding business: \_\_\_\_\_, or

Other (please describe) \_\_\_\_\_.

I understand that by granting the above named mobile vendor permission to locate at this address, the Town  
will issue the above named mobile vendor a Vendor Certificate of Occupancy, provided the mobile vendor  
meets all other city requirements.

I certify that I have access parking spaces for occupancy by the mobile vending unit or the mobile vendor will  
not occupy required parking spaces.

I also hereby authorize access by the City to the property for the purpose of performing a site inspection in  
anticipation of a Vendor Certificate of Occupancy being issued.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Owner Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Notary Signature & Seal

\*\* Please complete this form in its entirety prior to signing and notarizing or document will not be accepted \*\*