

\$350 Fee

If Special Event, \$100

Date Issued: _____

Permit #: _____

- Mobile Food Truck
- Catering Truck
- Other

Town of Sunnyvale
 127 N. Collins Rd.
 (972) 203-4188



TEMPORARY MOBILE FOOD TRUCK PERMIT

A separate permit is required for each truck. Permit expires Sept. 30 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 thrus permitted.
- Music shall be allowed as long as it does not violate the Town's noise ordinance.
- No alcohol sales allowed.
- Permits are valid for one (1) year and expire annually on Sept. 30.



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 Town to the property for the purpose of performing a site inspection in anticipation of a Vendor Certificate of Occupancy being issued.

Vendor Signature

Business Owner Signature

Printed Name

Printed Name

Date

Notary Signature and Seal

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