



# Mobile Food Vendors and Establishments (MFVE) Permit

The City of Bartlett allows Mobile Food Vendors and Establishments (MFVEs), such as food trucks and food truck parks, to be placed on some sites as accessory uses only if the site has an MFVE Permit. The MFVE Permit is eligible for Commercial Zones within the city limits. Eligibility for Residential Zones will be considered on a case-by-case basis and require City Council approval. Eligibility for City-Owned Property will be considered on a case-by-case basis and require Mayor approval.

**MFVE Permits** are issued by the month up to the end of the current calendar year (January-December). MFVE Permit fees will be prorated for remaining months in the calendar year.

## Applicant Information

Property owner: \_\_\_\_\_

Property owner phone and email: \_\_\_\_\_

Property owner mailing address: \_\_\_\_\_

Applicant (Mobile Food Vendor Owner if different from Property Owner): \_\_\_\_\_

Applicant phone and email: \_\_\_\_\_

Applicant mailing address: \_\_\_\_\_

## Permit

### Requested permit year:

- CY 2023 – Fee: \$8 / Month / Mobile Food Vendor (One approved Mobile Food Establishment site may have multiple Mobile Food Vendors)
- CY 2024 and After – Fee: \$12 / Month / Mobile Food Vendor (One approved Mobile Food Establishment site may have multiple Mobile Food Vendors)

\*If the Property Owner of the Mobile Food Establishment pays the permit fees in advance to reserve/open Mobile Food Vendor spots/booths/locations on an approved site, any and all Mobile Food Vendors occupying any spots/booths/locations at any given time must comply with all permit requirements.

**Requirements:**

- Electric meter(s) is inspected and active for each MFVE.
- Water connection(s) must have vacuum breaker for each MFVE.
- MFVE(s) may not dispose of grey water or grease into city sewer or be connected to city sewer under any circumstance.
- MFVE(s) may only be connected to City of Bartlett utilities.
- MFVE(s) must be sub-metered or part of the property owner’s utilities. MFVE(s) may not have individual utility account(s).
- MFVE(s) may only operate from 6:00 AM to 11:00 PM, Monday – Sunday.
- Any music or sound system must be kept at an appropriate noise level. City Administration and Bartlett Police Department reserve the right to enforce the reduction of noise up to and including complete shut-off. Failure to comply with noise reduction mandates will result in revocation of MFVE Permit.
- MFVE(s) must provide current Williamson County Fire Marshal Mobile Food Vendor Permit Certificate or approval of equivalent from Williamson County Fire Marshal.
- MFVE(s) must provide current Retail Food Establishment Inspection Report from the Williamson County and Cities Health District or Food Dealer’s Permit from the Bell County Public Health District.
- MFVE(s) must provide copy of active Sales and Use Tax Permit.
- MFVE(s) must provide copy of active Texas Food Safety Manager Certification.
- MFVE(s) must provide copy of Driver’s License or Proof of Identification of Property Owner or Applicant.
- MFVE(s) must provide copy of list of goods being sold and/or a food menu.

**Site information**

**COMMERCIAL ZONE | RESIDENTIAL ZONE | CITY-OWNED PROPERTY (Circle One – Verify with City Staff)**

Address of hosting site: \_\_\_\_\_

Name of hosting business/facility: \_\_\_\_\_

**MFVE Site Diagram**

**Please attach a diagram of the site illustrating the proposed locations of all MFVEs, shade structures, seating areas, etc. (suggestion: sketch features on a printed aerial photo from CityView or Google Maps)**

**Site description notes:**

- New electric meters or connections to city water or wastewater infrastructure are prohibited. Existing and/or pre-approved Water and Electric connections only.
- MFVEs may not be placed on public parking lots, streets, access drives, fire lanes, or improved alleys.
- MFVEs may not occupy parking spaces needed to meet the required minimum spaces for the primary use.
- MFVEs may not be placed on sidewalks in or along the right-of-way without prior approval from the City. Approval may only be granted if a minimum of 5 ft. of sidewalk remains free of obstruction.
- MFVEs shall be located a minimum of 12 ft. from fire hydrants and 5 ft. from any utility box, ADA ramp, or building entrance.

**Verification of other permits and inspections**

**PROPERTY OWNER - Please initial to acknowledge the following:**

\_\_\_\_\_ I will ensure that all MFVEs allowed on site under this permit will meet all individual MFVE permit requirements as adopted by the City of Bartlett.

\_\_\_\_\_ I will not allow any MFVEs on this site that do not display a current permit from the City of Bartlett. I understand that City of Bartlett may immediately shut down any MFVEs without a current permit.

\_\_\_\_\_ I will not allow any MFVEs on this site that do not display a current MFVE permit from the Williamson County and Cities Health District (WCCHD) or Bell County Public Health District (BCPHD). I understand that WCCHD or BCPHD may immediately shut down any MFVEs without a current MFVE permit.

\_\_\_\_\_ I understand that an MFVE hosting permit may be revoked if MFVEs in violation of the above conditions are found at this site three times in a 12-month period, and that another MFE hosting permit will not be issued for 12 months following the most recent violation.

**APPLICANT / MOBILE FOOD VENDOR OWNER - Please initial to acknowledge the following:**

\_\_\_\_\_ I will ensure that I will meet all individual MFVE permit requirements as adopted by the City of Bartlett and display my MFVE permit at all times. I understand that City of Bartlett may immediately shut down my MFVE for failure to comply with the aforementioned requirements.

**Applicant's signature**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**City Staff Use Only**

- Site type qualifies to host MFVE.
- All conditions acknowledged.
- Proposed MFVE locations meet ordinance.
- Permit fee received.

Approved?  Yes  No Date: \_\_\_\_\_

Signed: \_\_\_\_\_

**MFVE Name:** \_\_\_\_\_