

2021 MOBILE FOOD UNIT PERMITTING CHECKLIST

Business Name: _____ Date: _____

Below are requirements for obtaining a Mobile Food Unit (MFU) permit in the City of North Richland Hills. All documents must be submitted before an inspection can be scheduled or payment is made.

- Completed Mobile Food Unit Application** (NRH staff can notarize this document)
- Menu**
- Water Sample Test Results** (TCEQ-accredited lab, proof of absence of total coliform within the past 30 days)
- Commissary Approval Letter** (notarized within the past 30 days)
- Most recent Commissary Inspection Report** (issued by the regulatory authority)
- Itinerary Form** (updated with all scheduled operation locations)
- Notarized Permission to Operate Form** (required for each operation location)
- TXDL**
- Vehicle Insurance**
- Sales Tax ID** (copy of Sales Tax ID Number or EIN preferred)
- Certified Food Manager certification**
- Food Handler Certification** (all staff)
- Photo of interior and exterior of Mobile Food Unit**

After submitting all required documents, a Health and Fire inspection can be scheduled; inspections will be set Tuesdays from 9 am – 12 pm by appointment only at 6801 Glenview Drive, NRH 76180. Inspections will be scheduled in 30 minute increments, however, the inspections may run longer. Please be prepared for inspection at the scheduled time.

As a reminder:

- MFUs must be removed from the property nightly
- No home prepared foods, operations must CEASE if imminent hazard exists (fire, loss of power/water)
- MFUs must be readily movable, comply with all NRH laws and ordinances, control trash and noise
- MFUs may set up at the following:
 - Commercial or Industrial properties where alcohol consumption is not prohibited by law
 - During business operating hours; 7 am - 11 pm is the maximum allowed time frame
 - Residential properties up to twice annually for private parties, block parties, etc.
 - 7am – 9pm is the maximum allowed time frame
 - Mixed Use/Transit Oriented Development
 - During business operating hours; 6 am – 11pm maximum allowed time frame
 - May only operate up to three hours in a street parking spot
 - Special Events: permitted Community Special Events

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- MFUs are subject to inspection every time they set up in North Richland Hills
 - **Operators must be prepared for unscheduled inspections at all times when operating in NRH**