



CITY OF STAFFORD – CODE DIVISION

2702 South Main Street
Stafford, Texas 77477-5599

PHONE: (281) 261-3950

FAX: (281) 499-9744

EMAIL: consumerhealth.staffordtx.gov

MOBILE FOOD VENDOR PERMIT COMPLIANCE

Mobile food vendor permits are issued by the City of Stafford Police department. An applicant for a permit must provide the following information for an initial inspection:

- A. Name, address, telephone number, and email address of applicant.
- B. Legal name of business or entity, with a copy of DBA certification.
- C. Sales Tax ID, with a copy of Texas Sales and Use Tax permit.
- D. Written permission from the property owner or lawful tenant for placement of the Mobile Food Unit on private property.
- E. Name, address, telephone number, email address, and copy of the driver's license of the applicant and all employees operating on the Mobile Food Unit.
- F. Menu description of edible goods the applicant proposes to sell from the unit.
- G. Vehicle Identification number (VIN). Make. Model. Year. License plate number and proof of insurance.
- H. Copies of any current and valid mobile food vendor permits, issued by any other local governmental entity, for the mobile food vending unit identified in the application

Fees

- A. Applicant shall pay a non-refundable fee of \$50.00 for an initial inspection. Inspections will be conducted on **Wednesday, 8:00 am – 10:00 am**, at the Stafford Police department.
- B. Applicant shall pay a non-refundable fee of \$200.00 for each mobile food vendor permit or renewal of a permit. Each Mobile Food Unit will be permitted separately.
- C. Applicant must submit the application for renewal and the renewal fee within 15 days before expiration of the permit or must reapply as a new applicant.

Mobile food vendor permits are valid for one (1) year from the date of permit issuance. A permit holder shall notify the department in writing, during the term of the permit of any change to the information submitted on the application within ten (10) calendar days of such change. Information shall include but not limited to, a change in the name, address, or telephone number of the permit holder or operator, and the vehicle's registration.