

## STEPS TO OPENING (OR RENEWING) AN UNRESTRICTED MOBILE FOOD UNIT BUSINESS: ("UNRESTRICTED" REFERS TO NON-PACKAGED FOODS PRESENT)

1. If unit already has a Houston medallion from a past or current owner, and is not to be extensively remodeled, bring unit to 7411 Park Place @ Telephone Rd for an inspection (Tuesdays and Thursdays 7am-10am).

Bring:

- TX Driver License and proof of insurance on truck or tow vehicle,
- Letter from an approved commissary (see list) (renew annually)
- Address(es) where unit will operate (street name and number)
- Notarized restroom letter from business located within 500 ft of unit (for each address where unit operates for more than 1 hr)
- Notarized property agreement letter or proof of property ownership (if >1hr)(There are forms available for these letters.)
- Paid invoice for Fire Department LP Gas permit if propane is used. (3300 Main St. See LP Gas inspection report for other requirements) Also, receipt from gas equipment inspection.
- Generator, if needed to demonstrate lights, water, vent hood, etc.
- TX Sales Tax permit (must be in name of unit's business owner)
- Clean unit with equipment in good repair and in compliance with Houston Food Ordinance requirements
- Filled-out "menu disclosure" form (new or changing ownership)

2. If unit has **not had a medallion** from the Houston Health Dept, or if you want to **remodel** unit, bring 2 sets of plans to 8000 N Stadium Dr , 2<sup>nd</sup> floor, for review. (Cost to submit = \$35) Obtain a copy of the plans checklist to help you include all required information on plans.

Once plans have been approved, construct unit or modify unit to match approved plans.

Take unit to inspection location (7411 Park Place, Tues or Thurs 7-10am) with your copy of approved plans **plus** items listed above (under #1).

Cost for medallion is \$310 plus an electronic monitoring fee of \$200 (plus \$50 for new accounts and for additional inspections).