

MOBILE CATERING VENDOR CHECKLIST

This checklist provides a list of requirements necessary for the approval of a Mobile Catering Vendor within the City of New Braunfels. Mobile Catering Vendor and criteria may vary depending on the type of operation.

KITCHEN ON WHEELS:

- 1) Mobile Unit possess: Liquid waste retention tank with capacity at least 15% larger than the potable water waste storage tank, or quick disconnect to sanitary sewer.
- 2) Mobile Unit is equipped with: Potable water, under pressure from an approved source.
- 3) Mobile Unit is equipped with: Hot and cold running water under pressure to all required sinks. Hand sink is provided and is conveniently located and accessible.
- 4) Hand sink is provided and is conveniently located and accessible.
- 5) Soap, paper towels, detergent and sanitizing chemicals are provided.
- 6) Three-compartment sink is provided.
- 7) All equipment for hot and cold holding, adequate to maintain potentially hazardous food at required temperatures is located within permitted structure. Refrigeration must be Commercial grade.
- 8) Food products shall be obtained from approved sources.
- 9) A servicing area shall be provided for cleaning, supplying, loading of water and discharge of sewage. Proof of service location is attached.
- 10) Food Handlers possess City of New Braunfels approved registered food handler certification. ***At least one person, per establishment who is working directly with food, is required to obtain a Food Manager's certification,***
- 11) All customer ware/utensils are disposable "Single Service" ware/articles.
- 12) A central preparation facility must be licensed and be operated according to the requirements of TFER. ***"Proof of licensed commissary facility is attached", (if applicable).***
- 13) Potable water inlet is equipped backflow device with a hose connection of a size or type that prevents its use for any other purpose.
- 14) Potable water distribution pipes or tubing are constructed and installed in accordance with public health and plumbing standards including the liquid waste servicing connection which must be of a different size than the water connection.
- 15) Effective control measures are used for insects, rodents and environmental contaminants. Screening is present & is at least 16 mesh to the inch.
- 16) Mobile Unit is constructed of corrosion-resistant, durable materials,
- 17) Mobile Unit shall be completely enclosed, self contained, and screened in. ***Open air food carts are not allowed. Open air carts are only allowed as temporary food establishments.*** (See temporary food rules)
<http://www.ci.new-braunfels.tx.us/index.aspx?NID=819>
- 18) Mobile Unit interior surfaces are easily cleanable, including non-absorbent floors, walls and ceilings.
- 19) Mobile Unit has counters and tables which are durable and are easily cleanable.
- 20) Equipment is installed so that it is easily cleanable and is in clean, sound condition.

21) Facilities are provided for solid waste storage that are easily cleanable and covered.

22) The cooking of foods using a flat grill, fryer, or similar devices inside any truck, trailer or mobile unit, will require a Class K fire extinguisher, vent a hood, and fire suppression system prior to operation. Please contact the New Braunfels Fire Marshal's Office at 830-221-4200 for questions on this matter.

In addition to completing the application, the following supplemental documentation is required:

1. Provide a copy of DBA as issued by a Texas County Clerk's Office or a documented LLC,
2. Provide a copy of Comptroller's Sales Tax I.D. Certificate,
3. Complete "Menu" to be served,
4. Floor plan for the mobile unit - provide an overhead drawing with all equipment including doors and windows,
5. List of all employees and a copy of their food training certificates to be registered with this office,
6. If a Central Preparation Facility (CPF) is required, provide notarized statement from CPF. (attached)
 - o Submit a copy of the CPF food establishment license and most recent inspection report.
7. If not using CPF, provide signed letter for Servicing Area with water supply and wastewater disposal. (attached)

ALL INFORMATION MUST BE SUBMITTED AT TIME OF PAYMENT, INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED

PACKAGED FOODS ONLY: (individually packaged only)

Line items required: 7,8, 10 (No Food Manager Certificate required - only Food Handler Certificate), 11,12,20,21 plus supplemental documentation.

CITY OF NEW BRAUNFELS ENVIRONMENTAL SERVICES
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