

City of Fort Worth – Development Department

Mobile Vendor Requirements

Application Requirements

The following items are required at the time of application or renewal. All names must match on all documents. There are no exceptions for any of these documents. Items are in order to minimize processing time.

1. Assumed Business Name Certificate - This can be obtained at the Tarrant County Court House located at 100 W Weatherford St. - Room 180 - Fort Worth, TX 76102. Main office number: 817-884-1075. www.tarrantcounty.com
2. Current State Sales Tax & Use Tax Permit - This can be obtained at the State Comptroller of Public Accounts Office located at 4040 Fossil Creek Blvd. - Suite 100 - Fort Worth, TX 76137-2747. Main office number: 817-847-6201. www.window.state.tx.us
3. Current and valid State Vehicle Registration on the Mobile Vending Unit they are using for the sale of their goods, if applicable. Please note, it must match the vehicle information located on the health certificate issued to them by the Health Department.
4. Current and valid Vehicle Insurance on the Mobile Vending Unit or vehicle pulling the unit that will be used for the sale of their goods, if applicable.
5. Current and valid State Motor Vehicle Operators License (State Drivers License) for the owner of the Mobile Vending Unit.
6. Property Owner Authorization Letter authorizing applicant the use of the property the Vending Unit will be on from the property owner. These letters MUST be original and correctly notarized before we can accept them.
7. Copy of Health Department Letter authorizing applicant the use of the property the Vending Unit will be on and specifically authorizing the use of the properties restroom access by the applicant. (This is verified by the Health Department. A copy will be needed by Development to put into the file.)
8. For Food Vendors, Original Current and Valid Health - This can be obtained from the City of Fort Worth Health Department – Consumer Health Division located at 1800 University Dr. - Room 219 - Fort Worth, TX 76107. Main office number: 817-871-7255. www.FortWorthGov.Org/Health
9. Basic Site Plan Sketch – This must show the entire property and the location of the Vending Unit relative to the property boundaries, accesses, parking, Fire lane(s) and any structures. This sketch should be drawn to scale, have labeled “North Arrow”, and contain the property address and Legal Description i.e. Lot, Block, Legal Name/Subdivision or Addition. *Note*: No more than one Mobile Vending Unit per individual tract, parcel or platted lot shall be allowed.

Required Applicants and Zoning

Any vendors of merchandise or food that occupies a specific location on a parcel or lot for more than one hour must apply and obtain a Mobile Vendor Certificate of Occupancy. Vendors operating as part of an approved flea market or city-sanctioned event are excluded. Mobile Vendor Certificates of Occupancy are issued for each specific address to be occupied by a vendor. Vendors that require a CO are defined below as per Ordinance 15249:

1. **Food Vendor, Non-Potentially Hazardous** – A food vendor that sells food products that are not potentially hazardous, such as popcorn, pretzels, and nut, and as further defined in Chapter 16, “Health and Sanitation” of the City Code of the City of Fort Worth, from an informal fixed location out of a vehicle that is pulled or is portable under its own power. As per Chapter 4 Article 8 of Ordinance 13896, as a use both temporary and transient, is allowed in “E” Neighborhood Commercial District zoning and above.
2. **Food Vendor, Potentially Hazardous** – A food vendor that sells natural or synthetic food products that require temperature control and as further defined in Chapter 16, “Health and Sanitation” of the City Code of the City of Fort Worth, from an informal fixed location out of a vehicle that is pulled or is portable under its own power. As per Chapter 4 Article 8 of Ordinance 13896, as a use both temporary and transient, is allowed in “FR” Restricted Commercial District zoning and above.
3. **Merchandise Vendor** – A merchandise Vendor that sells merchandise products from an informal fixed location. As per Chapter 4 Article 8 of Ordinance 13896, as a use both temporary and transient, is allowed in “I” Light Industrial District zoning and above.
4. **Door-to-Door Merchandise/Food/Services Vendor** – A person who travels by foot or vehicle from door-to-door, house-to-house, building to building, or place to place, within the city, for the purpose of offering for sale, or soliciting orders for future delivery, of goods, services, or merchandise. As per Chapter 4 Article 8 of Ordinance 13896, as a use both temporary and transient, is allowed in “ER” Neighborhood Commercial Restricted District zoning and above. These applicants will need to apply for this certificate with the Development Department Administration Secretary.

Non-Required Applicants

1. **Transient Food Vendor** – A food vendor that sells food products, from a pushcart or out of a Mobile Vending Unit that is pulled or portable under its own power, for sale to the general public from an informal location, other than a public street or thoroughfare, for a period not more than 60 consecutive minutes at any one location. *Example:* Transient Food Vendors may not stop for more than 60 consecutive minutes at any one location to sell or serve food.

Basic Restrictions

1. No mobile vending unit shall operate at any time between the hours of 2:00 AM and 7:00 AM.
2. Transient Food Vendors may not stop for more than 60 consecutive minutes at any one location to sell or serve food.
3. No more than one Mobile Vending Unit per individual tract, parcel or platted lot shall be allowed. A maximum of three mobile vending units shall be allowed on an individual tract, parcel, or platted lot in which a grocery store with a footprint exceeding 50,000 square feet, may be located with a special exception by the Board of Adjustment, provided, however, that in granting any such special exception, the Board shall consider the following:
 1. The reason for the request;
 2. The number of available parking spaces on the lot;
 3. Whether an increase number of mobile vending units would be compatible with the existing use and permitted development of adjacent properties; and
 4. Any other issued the Board of Adjustment considers to be relevant.
4. All food vendors must be inspected and approved by the City of Fort Worth Health Department prior to processing an application for a Vendor Certificate of Occupancy.
5. Vending Units must park on improved surfaces and may not occupy required parking spaces, obstruct traffic movement or impair visibility or safety to the site. Units must also observe standard setback restrictions.
6. All food vending units permitted after September 24th, 2002 must be certified by the Health Department as Commercial Vending Units. Units permitted prior to September 24th, 2002 are waived for 5 years if an annual renewal is secured.
7. With the exception of Sno-Cone Stands, Merchandise and Food Vendors shall remove the Mobile Vending Unit daily from the property.
8. No Mobile Vending Unit may operate within 50 feet from a Single Family or Multi-Family residential use. Single-Family or Multi-Family residential use shall not include a residence that is part of a business or a Mixed-Use structure.
9. All Mobile Vending Units between 50 and 100 feet from a Single-Family or Multi-Family residential use must obtain the unanimous consent of all the owners of the of the Single-Family or Multi-Family residential property within 100 foot radius around the Mobile Vending Unit.
 - a. Consent from the property owners must be original, signed, notarized, and dated within 30 days from the date the vendor submits an application for a Vendor Certificate of Occupancy.

b. If the Single-Family or Multi-Family residential property is not the primary residence of the owner, the resident or tenant of the property must give his or her consent.

c. Measurement shall be determined in a straight line (ignoring intervening structures) from the closest point of the Mobile Vending Unit to the closest point of the property line of the Single-Family or Multi-Family residential use.

10. Food vendors selling hot foods must have access to a restroom and may not be open unless access to the restroom is made available to the vendor.

11. The Mobile Vendor Certificate of Occupancy is good only for the location assigned to it. Each different location will require a separate CO.

12. Mobile Vendor CO's may be renewed no earlier than 24 hours prior to expiration. Renewals after the expiration date are on a first come first served basis. There is not a grace period.