



Health & Human Services
Environmental Health

Fort Bend County, Texas

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OPENING A MOBILE UNIT PARK IN FORT BEND COUNTY

“Mobile Unit Park” (MUP) means a venue or location for Mobile Food Units that operates more than six (6) times per calendar year, where three (3) or more Mobile Food Units gather and offer food and or beverages to the public as a feeding operation and not in conjunction with a Temporary Food Event.

Every MUP in the unincorporated area of Fort Bend County is required to hold a valid food establishment permit. Fort Bend County Environmental Health also permits food establishments in other Jurisdictions, please consult our website.

Obtain a Development Permit number at www.mygovernmentonline.org. The Fort Bend County Fire Marshal and the Fort Bend County Engineering Department will have plan review and permitting requirements. The local Municipal Utility District (MUD) will also review plans and inspect the location if on public water.

Facilities on OSSF (septic systems) are permitted and inspected by Environmental Health. A plan Review must be conducted and approved prior to starting construction, remodeling, or renovations. All required information and forms must be submitted as a complete package in a .pdf format on a USB drive. Incomplete submittals will not be accepted. The USB drive shall be delivered to our office with the required fee.

*If your MUP is utilizing a septic system or water well, additional permits are required.

The following items shall be submitted to this Department in .pdf format on a USB drive:

1. Civil Site Plans:

Submit a set of blueprints or contractor drawings in a .pdf format drawn to scale, for entire site that will indicate locations of all mobile unit parking spaces, bathrooms, mop sinks, location of hand sinks, seating areas, driveways, sidewalks, water wells if required, wells, OSSF (septic system) if required, outside garbage storage areas.

* No grease dumpsters allowed

The site shall have an all-weather surface such as asphalt, concrete or crushed stone. Each Mobile Food Unit shall park on this surface. Parking on any unapproved surface is not permitted.

2. Construction Plans:

Submit a set of blueprints or contractors drawings in a .pdf format, drawn to scale, for new construction or renovations of any existing structures PRIOR to ANY construction or remodeling. Include the layout and finish construction

materials for the entire proposed MUP including: storage areas, restrooms, mop sinks, hand sinks, seating areas, and outside garbage storage areas. Include lighting, venting, mechanical, and plumbing plans. Contact other Municipal and State Departments for additional requirements (water wells, sewer, plumbing, building, electrical, fire, zoning, etc.).

3. Application for Food Establishment Permit: Completed in its entirety and signed.
4. Equipment Specification Sheet(s) for all hot water heater(s)
5. Color Samples: Light colors required for bathrooms and mop sink area
6. Plan review fee: A nonrefundable fee payable to Fort Bend County Environmental Health. Refer to the current fee schedule.
7. A copy of the owner's driver's license or ID must be submitted.
8. On-site Sewage Facility Design: Provide the septic system design if a municipal utility district (MUD) is not available at the facility

MOBILE UNIT PARK GUIDELINES

- A. A Plan Review is required prior to construction. A written Authorization to Construct from the Department shall be obtained prior to any construction on the proposed site for the Mobile Unit Park.
- B. The County Fire Marshal's Office must provide a Certificate of Compliance prior to the Department's final approval of the Mobile Unit Park Permit.
- C. Food Court Manager must hold a current ANSI or State of Texas accredited Food Manager License.
- D. Each mobile food unit must hold a current Fort Bend County Mobile Food Vendor permit. Mobile Vendor fees are separate from the Court licensing fee.
- E. Manufactured food trucks and trailers will be the only type of mobile food vending unit allowed within Vendor Food Court.
- F. Temporary food booths are not allowed at the Court.
- G. All mobile vendors operate with equipment and/or displays that can be readily removed from the site.
- H. A pest control contract for service must be submitted at the time of the final Inspection.
- I. The number of Mobile Food Units allowed on a Mobile Unit Park site will be determined by the Department based on the scaled drawing and other information submitted during plan review. There shall be a minimum of 10 (ten) feet separation distance between each mobile unit and fixed structure on each side of a Mobile Unit Park. If a primary walkway goes between two units, a 16 (sixteen) foot separation distance between the units is required.
- J. The site must be covered in an all-weather surface such as asphalt, concrete or crushed stone. Each mobile food-vending unit shall be parked on this surface and in no case shall they be parked on unimproved surfaces.
- K. Each Mobile Food Unit shall be provided electrical service by a permitted electrical contractor by means of a quick disconnect. Generators are not permitted at the Mobile Unit Park.
- L. A designated seating area for patrons shall be provided by the Mobile Unit Park. At no time shall seating be provided at or by each mobile vendor.
- M. A minimum of one male and one female restroom or 2 unisex restrooms shall be provided in a Mobile Unit Park. The number of required restrooms may vary depending on information submitted during plan review. The restrooms shall be provided within a permanent structure located on site.

THE USE OF PORTABLE CHEMICAL TOILETS OR THE USE OF ANY BUSINESS'S RESTROOM LOCATED NEAR OR ADJACENT TO THE SITE WILL NOT BE PERMITTED. An additional hand sink located outside of the restroom shall be provided and readily accessible to vendors, employees and patrons.

- N. A mop sink with a mop rack and chemical shelf shall be provided by the Mobile Unit Park and conveniently located within an adequately sized building / structure.
- O. Mobile Food Units shall continue to utilize their approved servicing area to resupply water and clean their units. At no time shall the Mobile Unit Park supply fresh water to any Mobile Food Unit. The Mobile Unit Park may not serve as a servicing area for any Mobile Food Unit.
- P. Wastewater disposal connections shall not be provided to Mobile Food Units at any time. All Mobile Food Units shall dispose of their waste at their approved servicing area.
- Q. Grease traps, oil, or grease containers are not permitted. All Mobile Food Units shall dispose of all of their wastewater and grease at their approved servicing area.
- R. A minimum of one two-yard commercial garbage receptacle shall be provided on site. It shall be accessible to all vendors. The number and size of required enclosed dumpsters will vary depending on information submitted during plan review. Trash receptacles with can liners and secured lids shall be provided by the Mobile Unit Park and conveniently located throughout the seating area and at each Mobile Food Unit.
- S. There shall be no pop-up canopies, tents, or temporary buildings constructed.
- T. Portable chemical toilets or business's restrooms adjacent to the Court will not be allowed.
- U. At least one utility facility adequately sized building shall be provided for a floor mounted mop sink, the storage of mops, brooms, cleaning supplies and toxic chemical. 30 ft. candles of light with powered exhaust fan vented to outside are required.
- V. Wastewater disposal connections shall not be provided for Mobile Vending Units at any time.