



Mobile Food Vendor Application Checklist

This Checklist is intended to help provide the information and data needed for a complete application. A request for a Mobile Food Vendor application requires approval by staff. For questions, please contact Development Services at 512-352-3675 Option 3.

Incomplete applications will not be accepted.

Digital Submission Requirements

The City of Taylor uses a digital review system called My Government Online (MGO) which requires certain digital submittal standards. You will need to create an account and place your request in MGO www.mygovernmentonline.org . All communication for your project will be through this portal. For more detailed information and troubleshooting, please review the MyGovernmentOnline User Guide at: www.taylor.tx.gov/DocumentCenter/View/9975/Building---MyGovernmentOnline-Instructions?bidId= Or you can contact the MGO help desk at (866)957-3764 or send a message at <https://www.mygovernmentonline.org/#contactus> .

Application Fee

Application fee will be assessed once the application is accepted. Fees must be paid at the time payment notification is made. Failure to pay the fee will cause the application to be incomplete and void in the system. The application fee schedule is available at: <https://www.ci.taylor.tx.us/DocumentCenter/View/6981/FY2022-23-Fee-Schedule?bidId=>

Required Documents

The following paperwork must be submitted as a PDF electronically to your case in MGO:

Owner, Tenant & Applicant information	
	Site location/Address
	Proposed operating hours for the food truck:
	Do you have a current and valid food permit from Williamson County Health District?
	Are your food handlers registered with Williamson County Health District?
	Do you have written permission from the property owner to use his/her property for your food truck and the restrooms?
	Will the food truck be located on a lot with an existing business or in a food court?
	How far will the food truck be set back from the property line?
	How far will the food truck be set back from the nearest building?
	How far will the food truck be from the nearest fire hydrant?
	How many on-site parking spaces will be allocated for the food truck (show parking spaces on the site plan)?
	Are you allowed to use the restrooms of the current business at the site show position of restrooms on the site plan)?

	Will there be any outside seating area (show position of tables on the site plan)?
	Will there be an outside storage area for BBQ or propane cylinders etc.? (show the position of the outside storage area on the site plan)
	How will you get electricity? If you use a generator it needs to be at least 300 ft from nearest residential property
	How will you get water?
	If connected to an existing water supply, will a backflow preventer be installed?
	How will you dispose of gray water?
	How will you dispose of grease?
	How will you dispose of trash and food waste?
Scaled Plans	
	Scaled site plan (to show buildings, streets, access points, fire lane, position of food truck and distances to curb and nearest building, car parking, restrooms, trash containers and position of generator, if used etc.)
Supporting Documents	
	Copy of letter from the property owner allowing the use of the property for your food truck and the restrooms
	Waste Disposal Details
	Generator Details, if applicable

City of Taylor Contact

Development Services	512-352-3675 Option 3	development.services@taylortx.gov
----------------------	-----------------------	-----------------------------------