

FOR OFFICE USE

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AUSTIN/TRAVIS COUNTY HEALTH & HUMAN SERVICES DEPARTMENT
ENVIRONMENTAL HEALTH SERVICES DIVISION
P.O. BOX 142529 Austin, TX 78714
Phone (512) 978-0300 Email: ehsd.service@austintexas.gov
Web Address: <http://www.austintexas.gov/ehsd>



Walk-in Location: 1520 Rutherford LN, NE corner of Rutherford LN @ Cameron RD, Building 1 East Entrance (Not a Mailing Address)

Initial Registration: Central Preparation Facility (CPF)
For Permitted Food Enterprises

Registrations are
Non-Transferrable

Business Information

Note: Incomplete applications **will not** be processed and will be returned

Business Name: _____
Physical Address: _____
Street City State Zip Code
Operational Hours: _____ Mon _____ Tue _____ Wed _____ Thru _____ Fri _____ Sat _____ Sun
Total Mobile Units: _____ **Grease Trap Permit Number:** _____
Number of Vendors Utilizing Facility City of Austin Only
Jurisdiction: _____ City of Austin _____ Travis County (No Fee)
_____ Bee Cave _____ Lakeway _____ Manor _____ Rollingwood _____ Sunset Valley _____ Volente _____ Westlake
Are you serving only ice cream vendors? _____ Yes _____ No

**** ATTACH FULL LISTING OF ALL MOBILE VENDORS UTILIZING THE FACILITY ****

Ownership Information

Ownership Information Must Match Current Food Establishment Permit Ownership

Business Owner: _____ **Phone:** _____
(###) ### - ####
Mailing Address: _____
Street City State Zip Code
Permit Number: _____ **Email Address:** _____
Food Establishment Operating Permit

Fee Information:

Note: The following registration fee is non-refundable.

Mobile Vending Central Preparation Facility (CPF) Initial Registration Fee	City of Austin (Contracted Municipalities) \$50.00	Travis County (Unincorporated) No Fee
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DO NOT MAIL CASH PAYMENTS

Payment Forms Accepted: Cash, Check, Money Order, Visa, MasterCard, Discover, AMEX
Make checks and money orders payable to: ATCHD or Austin/Travis County Health & Human Services
Debit cards not accepted. Credit cards not accepted for Travis County payments.

Payment must accompany applications submitted by mail (Environmental Health Services Division, PO BOX 142529, Austin, TX 78714) or in person at the walk-in location (1520 Rutherford LN). For customers submitting via email (ehsd.service@austintexas.gov) please note that an EHSD representative will contact you by phone to collect a credit card payment within 2 business days of submission.

Applicant's Signature _____ Print Name _____ Date _____

I acknowledge that all information supplied above is true and correct to the best of my knowledge and belief. I further acknowledge that the permit, for which I am applying, is subject to all provisions of the orders and ordinances of Austin & Travis County, and all of the provisions of the codes, statutes and rules adopted under the codes and statutes of the State of Texas governing food establishments.



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Central Preparation Facility (CPF) Guidelines

Requirements:

1. **WEIRS Permit:** CPF(s) located within the Austin City Limits require a valid Water Environmental Integrated Recordkeeping System (WEIRS) from the City of Austin Water Utility.
Phone: 512-972-1060 **Website:** <http://www.austintexas.gov/department/industrial-waste-control-pretreatment>
2. **Activity Logs:** The CPF must maintain an activity log at the facility and make the log available for review by the health authority during CPF visits.
3. **Water Utilization:** The CPF must provide Mobile Food Units with an area to safely dispose wastewater and obtain potable water.
4. **Refrigeration:** The CPF must provide enough refrigeration to service all Mobile Food Units utilizing the facility.

Additional Notes:

- The department bases the number of inspections conducted per year on the findings of its inspectors. The department may increase the number and/or frequency of its inspections due to observations of multiple deficiencies or observations of reoccurring deficiencies.
- This application is necessary for unregistered facilities providing kitchen space to Mobile Vendors. [Currently registered CPF(s) will renew their registration during permit renewal.]