



Mobile Retail Vendor Application

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)
For submittal and fee information, see austintexas.gov/digitaldevelopment

Download application before entering information.

MOBILE RETAIL ESTABLISHMENTS are defined in City code as a retail establishment that sells non-food items and services to an end user consumer from a movable vehicle or trailer that routinely changes locations. Operators of Mobile Retail Establishments may not conduct business within the public right-of-way. Right-of-Way area includes public roadways and property dedicated or reserved for public pedestrian or vehicular travel. Additional zoning and land use criteria must be met in order to legally operate at a particular location. Additionally, an operator may not place sales items, equipment, or supplies that are part of its operations outside of the permitted unit and must conduct all of its operational activities within the mobile retail establishment. Mobile Retail Establishments are governed by section 25-2-818 of the City of Austin Land Development Code. Regulations pertaining to Mobile Retail Establishments can be viewed online in their entirety here: https://library.municode.com/tx/austin/codes/land_development_code. Mobile Retail permit applications are reviewed by staff in the Development Assistance Center Division of the Development Services Department. Should you have any questions about Mobile Retail permits, please email DSDDAC@austintexas.gov.

Type of Mobile Retail (select one): General Retail Sales (Convenience) Pet Services Personal Services

Items and/or Services to be Sold Description: _____

Mobile Vending Unit Name and Description: _____

Mobile Vendor Owner Name: _____ Phone: _____

Additional Responsible Party (if applicable): _____ Phone: _____

Owner Address: _____

City: _____ State: _____ Zip: _____

Owner Date of Birth: _____ Email (optional): _____

Mobile Vending Unit Type: Motor Vehicle Trailer Other – specify: _____

Vehicle Make: _____ Model: _____ Year: _____

Color: _____ License Plate #: _____ State: _____ VIN #: _____

Additional Requirements and Application Submittal Instructions:

- Proof of sales tax and use permit
- Proof of motor vehicle or trailer registration
- Proof of Texas Department of Licensing and Regulation license(s), for Personal Services Use

 A *Mobile Retail Vendor Log* of vending locations must be maintained by the vendor and produced if requested by a City official. A *Mobile Retail Restroom Facility Agreement* must be completed by vendor, if needed, and produced if requested by a City official. Both forms can be found here: <http://austintexas.gov/page/development-assistance-applications#dac>.

- The mobile retail operation must provide all required information, provide fee payments and have an approved application to legally operate.
- Application Fee - See Development Services Department fee schedule at austintexas.gov/dsdfees.
- To submit your application please visit [Austin Build + Connect](http://austintexas.gov/buildconnect) and apply for a Mobile Retail permit which is found under the Temporary Use Permit heading.

Acknowledgment: By signing this form the applicant acknowledges that all of the information contained in this application is true and correct to the best of the applicant's knowledge and belief. Applicant acknowledges that the permit applied for shall be subject to all provisions of the orders and ordinances of the City of Austin, and shall be subject to all provisions of the statutes and ruled adopted under the statutes of the State of Texas governing mobile retail service establishments. The applicant acknowledges that if any of the information contained in this application is incorrect, or if the mobile retail establishment listed on this application violates the ordinances and provisions governing mobile retail establishments, that the Director of Development Services Department may revoke an approved application.

Owner/Responsible Party Signature

Printed Name

Date