

FOOD DEALER & OPERATOR PERMIT FEES

(Fees subject to change without notice. Official Fee Calculations at the Time of Issuance)

DESCRIPTION OF ITEM	Price	Amount Due
Mobile Food Dealer, Annual, Each	\$300.00	
Other		
Late Fee for Expired Annual Permits	\$50.00	
Plan Review, Each	\$100.00	
Pre-Opening & Post Opening Inspections, Each	\$75.00	
Re-Inspection Fee, Each	\$125.00	
Complaint Inspection Fee, Each	\$150.00	
	Total:	
NO REFUNDS OR CREDITS. ALL TRANSACTIONS ARE FINAL		

1. The City of Richmond utilizes a contract sanitarian to conduct Food Service related inspections and plan reviews ONLY. All calls for service shall be directed to the Permit Office where an appointment will be made for the inspection or other meeting.
2. All inspections and questions should be directed to the Permit Office.
 - a. Food related problems that require immediate resolution call: 281-232-6871
 - b. Questions and general information: email: inspectionrequests@richmondfd.com or 281-232-6871.
 - c. Request an inspection for annual renewal. Call or email and we will make an appointment with the sanitarian: email: inspectionrequests@richmondfd.com

Mobile Food Application Unit Requirements:

1. **Application:** All new and renewing vehicles shall submit a completed and signed application.
2. **Menu:** A menu or list of all foods and beverages to be served shall be submitted .
3. **Letter of Intent / Description of Operation:** A description of the operation (in writing) of the mobile vendor unit shall be submitted. The description shall include, but not be limited to, the following: food preparation and method of operation, hours of operation, areas of operation, proposed food service.
4. **Commissary:** Mobile Vendor Units shall operate from an approved commissary or other fixed permitted food service establishment, and shall report at least weekly to the location for supplies, food, cleaning and servicing operations. **FOODS SHALL BE FROM AN APPROVED COMMERCIAL SOURCE. UNDER NO INSTANCES SHALL FOODS BE PREPARED OR COOKED AT HOME.** The commissary or other fixed food service establishment shall be used as a base of operation and must possess a current, valid Health Permit. The owner of a mobile vendor unit shall provide the following documentation regarding their commissary to the Environmental Health Department prior to issuance of a Mobile Vendor Permit:
 5. Letter of Commissary written on the commissary’s letterhead, or regular paper with the establishment’s ink stamp containing the address, telephone number and a contact person.
 6. A photocopy of the commissary’s current, valid Health Permit.

Pre-Approval Inspection:

1. Inspections are conducted at the City of Richmond Permit Office. An appointment will be made for a specific day-date-time. Missed appointments will result in a re-inspection fee. **No inspections are conducted off site.**
2. Pre-approval inspections are conducted only after the completion of all construction, remodeling or repairs.
3. Mobile vendor units shall be clean, with all equipment in place.
4. No food is permitted on the mobile vendor unit.
5. All supplies shall be provided (chemical test strips, soap, sanitizer, paper towels, and thermometers).
6. The ability of equipment to hold cold and hot foods at safe temperatures will be verified.
7. Provide a current driver’s license, current state inspection of vehicle, and proof of vehicle liability insurance.
8. More information may be found in our document: *Procedures for Obtaining a Mobile Food Dealer Permit.*