



## Planning and Development Health Services Mobile Food Unit On-Line Application Process

To apply for a Mobile Food Unit Permit within the City of Arlington, please log into [www.ArlingtonPermits.com](http://www.ArlingtonPermits.com). If you have not already created a login, you will need to register before applying. Once you are registered, please follow the steps below.

Go to *Apply*

Choose Type: *Health Permits*

*Mobile Food Operating Permit*

Please note the list of documents that you will be required to upload during the application process. Ensure that you have them scanned to your computer or device before you begin. Annual Mobile Food Unit Operators and Caterers will need to register your Food Manager Certification with the City of Arlington at [www.ArlingtonPermits.com](http://www.ArlingtonPermits.com) under *Health Permits > Health Registration*, before applying for your annual operating permit.

Choose subtype from the dropdown at the bottom of the page to begin.

- Annual Mobile Food Unit
- Catering Truck
- Push Cart
- Seasonal Mobile Food Unit
- Temporary Mobile Food Unit

For Annual Mobile Food Units, you will need to select *Full Service* or *Limited Service*, based on your menu offerings.

Please provide a description of your service and type of food and beverages on this confirmation page, press Continue.

Complete all application fields, press Continue.

Name your documents in the Attachment Description field before uploading your documents under the following attachment types:

- Driver License (Drivers' License or Government Issued Photo ID)
- License Documentation (All other required documentation)

You may upload documents individually or by selecting multiple files and uploading them at one time. Be sure to press *Add Attachment* before you Continue. You will see the attachments listed at the top of the current page, under *Attachment List*, once the attachments are uploaded successfully.

Confirm that your application is true and correct.

Please print or screenshot the *Application Details* page as your confirmation of permit submission.

Your permit will be reviewed and you will be contacted for permitting inspection scheduling and payment instructions once your application is accepted. If you have any questions, please feel free to contact Health Services at 817-459-6518 or 817-459-6693.