



## 2020 DOWNTOWN MOBILE FOOD TRUCK VENDING PROGRAM CHECKLIST

The following documents **MUST** accompany your application before it can be processed:

- Application for Vending Permit (completed and signed)
- Current Picture I.D. (Texas Driver's License or Texas Department of Public Safety I.D.)
- Copy of State of Texas Sales Tax and Use Permit                      Date Verified: \_\_\_\_\_
- Copy of Current Health Permit    Expiration Date: \_\_\_\_\_  
(no photos of window decal)
- Copy of Fire Inspection    Expiration Date: \_\_\_\_\_
- Certificate of Insurance    Expiration Date: \_\_\_\_\_  
(City of San Antonio as Additionally Insured)
- Menu of Food Items with prices (Food Truck/ Dessert Truck/ Other \_\_\_\_\_)
- 4 Color Photos of food truck/trailer (front, rear, left and right sides)  
Dimensions: L: \_\_\_\_\_ W: \_\_\_\_\_  
Photos of vehicle pulling trailer (Dimensions L: \_\_\_\_\_ W: \_\_\_\_\_)

For question or assistance regarding the application process, please call (210) 207-3677.  
If you wish to speak to someone in person  
regarding the application, please visit the Downtown Operations Division Office.

**NOTE: Incomplete applications will not be accepted.**