



## 2024-2025 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: \_\_\_\_\_  
(no photos of window decal)
- ☐ Certificate of Insurance      Expiration Date: \_\_\_\_\_  
(City of San Antonio as Additionally Insured) **Make out to bellow address.**
- ☐ 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: \_\_\_\_\_  
(Trailers only) Photos of vehicle (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.**