



# City of Harker Heights

## Food Vendor Requirements

All food vendors that cook onsite or keep food warm (including food trucks & food booths) must have a Harker Heights Business License, Bell County Food Dealer Permit, Food Booths must obtain a Food Booth permit and Food Trucks must obtain a Mobile Food Vendor permit in order to sell food within the city limits.

### **How to Obtain a Bell County Food Dealer Permit (\$100-\$200)**

*Renew Annually*

1. Call Bell County Health Division to make appointment for inspection – 254.526.3197.
2. Bring vending unit to the Bell County Environmental Health Division / Food Protection office.  
309 North 2<sup>nd</sup> St  
Killeen, TX 76540
3. Set up the unit to be operational.
  - a. Hand-wash station with all necessary supplies,
  - b. Dish-wash station with all necessary supplies (must be a three compartment set up), sanitization chemicals
  - c. Food Manager's Certification
    - i. Courses: [www.learn2serve.com](http://www.learn2serve.com), or [www.restaurantville.com](http://www.restaurantville.com). MUST register for Texas and take BOTH the certification course AND certification exam.
4. Bell County Health Official will do a health inspection of the unit.
5. After completion and approval, Health Official will give the vendor a food dealer permit.

### **How to Obtain Harker Heights Business License - \$25.00**

1. Visit <http://www.ci.harker-heights.tx.us/index.php/city-forms>. Fill out New Business Registration Form.
2. Turn into  
Harker Heights Planning & Development  
305 Miller's Crossing  
Harker Heights, TX 76548  
254.953.5643

# **How to Obtain Harker Heights Food Booth Permit - \$50.00**

*Renew Annually*

1. Create an online account for My Government online at <https://www.mygovernmentonline.org>
2. Once you have created an account, follow the process to fill out the permit:
  - a. Permits and Licensing
  - b. Apply for New Permit
  - c. Project Type: Fire Permit – Get Started on a New Application
  - d. Select an Application Type: Food Booth
  - e. Enter Address of Special event
  - f. Owner’s Contact Information – Fill out completely
  - g. Applicant’s Contact Information – Fill out completely
  - h. Contractor’s Contact Information – Leave Blank
  - i. Application Questionnaire – Fill out completely
  - j. Files Upload
    - i. Bell County Health Dept. Permit - Upload your Bell County food Dealer Permit
    - ii. Harker Heights Food Handlers Permit - Upload your Food Manager’s Certification
    - iii. Harker Heights Business Registration Application - Up-load your HH Business License
    - iv. Vehicle Registration & tag info - leave blank
3. Once the “Food Booth” permit is completed online and accepted, contact the Fire Marshall Office to request an inspection appointment. **2 weeks’ notice is required prior to the inspection.**

## **Harker Heights Fire Department - FIRE MARSHALL OFFICE**

401 Indian Trail  
Harker Heights, TX 76548  
254.699.2688

**Please note only 10 x 10 food booths are currently the only ones allowed for inspection for Food Booths.**

# **How to Obtain Harker Heights Mobile Food Vendor Permit**

**Resident: \$75.00 / Non-Resident: \$100.00**

*Renew Annually*

1. Create an online account for My Government online at <https://www.mygovernmentonline.org>
2. Once you have created an account, follow the process to fill out the permit:
  - a. Permits and Licensing
  - b. Apply for New Permit
  - c. Project Type: Fire Permit – Get Started on a New Application
  - d. Select an Application Type: Mobile Food Vendor
  - e. Enter Address of Special event
  - f. Owner's Contact Information – Fill out completely
  - g. Applicant's Contact Information – Fill out completely
  - h. Contractor's Contact Information – Leave Blank
  - i. Application Questionnaire – Fill out completely
  - j. Files Upload
    - i. Bell County Health Dept. Permit - Upload your Bell County food Dealer Permit
    - ii. Harker Heights Food Handlers Permit - Upload your Food Manager's Certification
    - iii. Harker Heights Business Registration Application - Upload your HH Business License
    - iv. Vehicle Registration & tag info - leave blank
3. Once the "Mobile Food Vendor" permit is completed online and accepted, contact the Fire Marshall Office to request an inspection appointment. **2 weeks' notice is required prior to the inspection.**

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## **Helpful Links**

HHFD Mobile Food Vendor checklist: <http://www.ci.harker-heights.tx.us/docs/22-MobileVendorChecklist.pdf>

HH Business License: <http://www.ci.harker-heights.tx.us/docs/22-NewBusinessRegistration2010.pdf>

Bell County Temporary Food Operation Rules [http://www.ci.harker-heights.tx.us/images/PDF/TEMP\\_FOOD\\_RULES.pdf](http://www.ci.harker-heights.tx.us/images/PDF/TEMP_FOOD_RULES.pdf)