



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 2nd 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, or 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 - \$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: 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