



Crowley Fire Department

Fire Marshal's Office

201 E. Main Street
Crowley, Texas 76036
Phone (817) 297-2201 ex 5020
FireMarshal@ci.crowley.tx.us.com

How to Request a Mobile Food Vendor Vehicle Inspection

1. Permit fees must be paid in advance. ALL fees are paid at the Crowley City Hall located at 201 E. Main Street, Crowley, Texas 76036 - Phone # (817)-297-2276. ex 3000
2. Checks are made payable to "The City of Crowley" **or** Using the City of Crowley MyGov program
3. You will receive a receipt for payment. Convert the receipt to ("**PDF**" Format)
4. Prior to scheduling your inspection, please utilize the "Mobile Food Vendor Inspection Checklist" to ensure the vehicle is in compliance with all fire & life safety codes and standards. There are additional documents on our web page <https://www.ci.crowley.tx.us/> that will assist towards a successful inspection
5. Be sure to include all compliance documents in ("**PDF**" Format) with your inspection request ensuring they are legible and complete. Email all documents to FireMarshal@ci.crowley.tx.us
 - A legible copy of your "Request for Inspection" form (as a separate attachment)
 - Permit fee receipt (as a separate attachment)
6. If you do not have access to email or experience electronic difficulties, you may hand deliver all documents referenced in Item #5 to: City of Crowley located at 201 E. Main Street, Crowley Texas 76036 – Phone # 817-297-2276 ex. 3000
7. Please submit your request a minimum of 48 business hours in advance. All inspections are scheduled on a first-come, first-served basis. All inspections shall be performed at 201 E. Main Street, Crowley Fire Station in the back parking area. Unless arranged on-site.
8. The Fire Marshal's Office will then schedule your request for inspection via return email confirming the date and approximate time.

Please Note:

1. Annual inspection Fee \$ 0.00
2. Re-Inspection Fee \$ 0.00

If you have any questions or unusual circumstances please contact our office at (817)-297-2201 ex 5020