



Guadalupe County Fire Marshal Office

Permitting Department

310 IH-10 West,
Seguin, Texas 78155
(830) 303-8856 opt.1



Mobile Food Vendor Permit Instructions

Go To: <https://www.guadalupetx.gov/page/fm.home>

Next: On left side of page click on “permitting”

Next: Click “Go to permitting”

Next: It will take you to Cityworks. You will need to create an account if you do not have one.

Next: Apply for Change of Occupancy permit by selecting “+ New Application”



SUBMITTED INCOMPLETE

Next: Under Categories select “Fire Marshal’s Office”

+ New Application



Categories



Case Categories

**Fire Marshal's
Office**

OSSF

Platting/IDP

Floodplain



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Next: Select “Annual Renewal – Food Truck”.

Next: Fill out the Application with all the required information.

Once your application is approved, payment will be due.

After payment has been received, our office will contact you to schedule a time for you to bring the food truck or trailer to our office located at 310 IH-10 West, Seguin, Texas 78155. Inspection are only conducted on Wednesdays.