



Mobile Food Establishment Permit Application

Layout plans and menus must be submitted to RCHD 30 days prior to opening or construction for new/renovated mobile food establishments. For all other mobile food establishments, application and materials must be submitted 7 days prior to opening.
The cost for a Mobile Food Permit is \$50 a year.

Name of Organization _____

Mailing Address _____ City _____ State _____ Zip Code _____

Operator's Name _____

Phone Number _____ Email _____

Employee Information Are employees food safe certified? Yes No
How many employees does the Mobile Food Establishment have? _____

Type of Mobile Food Establishment (MFE): Please select one

Self-sufficient vehicle or trailer Push-cart serving potentially hazardous food
 Vehicle or trailer that is not self-sufficient Push-cart serving pre-packaged, non-potentially hazardous food
 Other: Please describe _____

Food and Beverages List ALL food and beverage items to be prepared at an approved kitchen.

MFE Application



Sources

Identify the source for all food and beverage items, including the source of ice.

Establishment

Describe the structure of the MFE (floors, walls, surfaces, and general facilities for food prep.

Draw a layout of the MFE (include separate sheet, if necessary)

Mobile Food Service Guidelines



Please keep these guidelines for your records on-site. Please have ALL employees review and sign off that they are aware of. and will abide by these guidelines. Our inspection teams may ask you to review this during your inspection.

Design and Construction

- Layout plans must be submitted to RCHD for approval at least 30 days prior to the beginning of any construction of a new mobile establishment, or major renovation of an existing licensed mobile establishment.
- A readily available supply of hot and cold water must be provided at all times.
- The water supply must be stored in an approved covered container. The supply must be large enough to meet the needs of the establishment.
- Mobile establishments shall be completely enclosed. Protective screens or movable windows shall be provided for customer service windows and openings.
- Establishments shall be equipped with a water heater that will provide sufficient amounts of hot water to hand washing and utensil washing facilities.
- Floor, walls, and ceiling in the establishment must be covered with materials that are non-absorbent, smooth, and easily cleanable.
- The lighting shall be shielded to protect against broken glass contaminating the food or food contact surfaces.
- Mechanical ventilation consisting of a metal hood with removable metal grease collecting filters shall be provided over all cooking equipment producing smoke, steam, or grease vapors.
- Fans or screens may be required to control flies.
- All food contact surfaces must be smooth, easily cleanable, non-absorbent, and non-toxic. They must be durable and kept in good repair.

Sink Requirements

- Utensil washing facilities consisting of a plumbed (hot and cold water) three-compartment sink with a drainboard area is required for all establishments.
- Each establishment must provide a hand-washing sink with hot and cold running water, hand soap, and paper towels.
- Mobile vendors selling only pre-packaged foods do not require sinks.

Wastewater and Refuge

- Liquid waste generated by the operation shall be stored in a permanently installed retention tank that is at least 15% larger than the potable water supply tank.
- All food wastes, soiled paper, etc., must be stored in a leak-proof plastic or galvanized container with a tight fitting lid.

Operations

- All mobile establishment employees shall wear nets, caps, hats, or other effective hair covering to restrain their hair.
- Employees must practice good personal hygiene. All employees must wash their hands thoroughly before beginning work and frequently throughout their work shift.
- All food preparation areas and food contact surfaces shall be cleaned and sanitized on a regular basis using a sanitizing solution of 1 tsp. to 1 gallon of water.

Mobile Food Service Guidelines

Food Handling

- Menu items for mobile food service establishments shall be reviewed on an individual basis depending upon the facilities provided onboard the mobile establishment.
- All food must be clean, free from spoilage, free from adulteration, and safe for human consumption.
- All foods must be prepared in the mobile establishment or secured from an approved source. This includes all meat, milk, eggs, ice, or foods dispensed from the mobile unit. **No foods may be prepared in the private home and dispensed from the mobile establishment**, with the exception of non-potentially hazardous baked goods.
- Potentially hazardous foods must be stored cold below 41°F or held hot above 135°F.
- All foods shall be initially cooked to the following temperatures:
 - Hamburger(ground meats) 155°F
 - Poultry, casseroles, & reheated items 165°F
 - Fish and Seafood 145°F
 - Pork and pork products 155°F
- Meats and other potentially hazardous foods must be thawed under refrigeration or under potable running water of 70°F or below, or as a part of the cooking process.
- Adequate refrigeration must be provided to maintain product temperatures. A thermometer must be provided in each refrigeration unit.
- A metal-stem thermometer must be available in each mobile food service establishment. This thermometer must be used to check the internal temperature of potentially hazardous foods. The thermometer must have a temperature range from 0° to 220°F.
- Only single service articles shall be provided to the consumer. Single service items must be dispensed from the original container or from an approved dispensing device. Single service items must be protected from contamination during storage.
- All utensils used for the dispensing of potentially hazardous food must be stored cleaned and dried well after each use. Utensils stored in the product shall be cleaned and sanitized every two (2) hours, or whenever there is an interruption of operation or slack time

Ice and refrigeration

- Mechanical refrigeration units must be clean and in good repair and must be capable of maintaining food temperatures of 41°F or below. Thermometers must be provided to monitor these food temperatures.
- Ice must be from an approved source.
- Ice-holding containers must be constructed of non-porous materials, with an attached lid. Styrofoam coolers are not approved.
- Ice used for cooling food or beverages may not be used for human consumption.
- Ice containers should be drained to prevent accumulation of water.

Definition of Terms

Mobile Unit: An enclosed trailer, van, pushcart, recreation vehicle or similar enclosed mobile facility that is transported from site to site for the purpose of dispensing food to the public.

Mobile food establishment (MFE): Any mobile unit in which food or drink is prepared for sale or for service to the public with or without charge.

Limited-menu foods: Non-potentially hazardous foods and beverages which require no special handling or holding facilities.

Potentially hazardous food: A food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, whipped butter, whipped margarine, other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. The term does not include foods which have a pH level of 4.6 or below or a water activity value of 0.85 or less.

Mobile Food Service Guidelines



By signing below you agree that you have reviewed and understand the above MFE guidelines. A copy of the guidelines and employee acknowledgment must be kept onsite. Inspectors may ask to review this document.

<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
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