



# MOBILE FOOD UNIT PLANNING APPLICATION

## LICENSING

---

Any facility or unit offering food needs to have a license issued by the Toledo-Lucas County Health Department (3717.41 ORC). If you plan to open a mobile unit, or change your licensing status (change of menu, equipment, or process), please contact the TLCHD for any questions you may have regarding plan approval or licensing.

## GETTING STARTED

---

Mobile Food Units come in various shapes and styles and have different requirements based upon those styles. The first step in the process is to decide which type of mobile you have and then submit the proper information based upon those requirements.

### Concession Trailers/Food Trucks

Concession Trailers/Food Trucks are totally self-contained units. There is mechanical refrigeration, a complete plumbing system including a hot water tank, and plenty of storage space for multiple day events.



#### Basic Requirements:

- Commercial cooking equipment
- Commercial refrigerators/freezers that are not moved from the concession
- Sink systems that are large enough to handle all items that must be washed/rinsed/sanitized in the concession. There must be a three-compartment sink with a faucet.
- A handwashing sink with a faucet.
- Water systems that can handle the hot water needs of the food service. (A minimum of 5 gallons of water is recommended)
- There must be adequate food/dry goods storage.
- There must be an adequate wastewater storage tank.

#### Related Regulations:

- Food to be served from the mobile food unit shall be prepared in the unit. No food prep will be allowed from a home and brought into the mobile unit for sale.
- All the food handling regulations that pertain to a restaurant are exactly the same for a mobile food unit.
- The mobile food unit license is valid throughout the state of Ohio, as long as the unit is operating as stated on the back of the license issued by this department.
- There are three exceptions to the Food Safety Regulations that do not completely pertain to a mobile food unit:
  - No restroom is required
  - A ventilation hood is not normally required
  - A grease interceptor is not required

#### Concession Identification:

- The truck/trailer must be identified with letters at least 3" tall and 1" wide, placed anywhere on the concession, and contain the following information:
  - Company Name
  - City, State, Zip Code
  - Area Code and Phone Number

## Pushcarts

Pushcarts come in two varieties, those in which the operator stands on the ground or those in which the operator stands inside the cart.

### Basic Requirements:

- Pushcarts usually have a fixed grill or flat top that is manufactured into the body of the cart. The warmers and cold storage are also part of the body of the pushcart.
- Pushcarts normally have limited infrastructure and no electricity associated with their operation. Therefore, equipment and sinks are very small. The water supply and dry storage are also very limited. Iced coolers are only for beverages.
- Although the sinks are small, there must still be a hand wash sink and a three-compartment (wash/rinse/sanitize) sink. There must also be a faucet.
- Because of the limited infrastructure, pushcarts must work out of a commissary. A commissary is nothing more than a license food service that can handle the additional capacity.
- A restaurant or grocery stores are common commissaries that pushcarts work out of
- The pushcart must begin and end each working day at the commissary.



**Commissary Agreement**, (supplied in this packet), must be signed by the pushcart owner and the commissary owner on a yearly basis before a Mobile Food Service License is issued. This Commissary Agreement basically states that the commissary owner knows, and agrees to let the pushcart owner work from their facility. The commissary owner must agree to have the commissary open for use whenever the Pushcart owner needs to use it. This agreement allows the Pushcart owner to use the infrastructure of the commissary that the Pushcart lacks.

### Related Regulations:

- Food to be served from the pushcart shall be prepared on the unit or in the commissary. No food preparation will be allowed from a home and brought to the Pushcart for sale.
- All food handling regulations that pertain to a restaurant are exactly the same for a pushcart
- The mobile food unit license is valid throughout the state of Ohio, as long as the unit is operating as stated on the back of the license issued by this department.
- Pushcarts are referred to as “restricted mobiles.”

### Concession Identification:

- The pushcart must be identified with letters at least 3” tall and 1” wide, placed anywhere on the concession, and contain the following information:
  - Company Name
  - City, State, Zip Code
  - Area Code and Phone Number



## Teardown Mobile

A teardown mobile is exactly what the name implies. It must be built and torn down for each event. At first glance, it may seem like the easiest way to get into the mobile concession business. However, they actually require the most work of all the mobile types. Remember, all the regulations for a normal food service business apply.

### Basic Requirements:

- You must have some type of floor. A teardown mobile would not be allowed to stand on a soft surface such as the grass or bare ground due to dust, dirt, or possibly mud (if bad weather occurred before or during an event).
- All commercial cooking equipment is required
- There must be sink systems that are large enough to handle all items that must be washed/rinsed/and sanitized in the concession. They sink system must be set up for each event. There must be a three-compartment sink with a faucet and a hand wash sink with a faucet.

- Water systems that can handle the hot water needs of the food service must be set up at each event (a minimum of 5 gallons of hot water is recommended)
- There also must be a system in place at each event to dispose of the wastewater from the hand sink and three-compartment sink.
- An awning or roof is required. Food must be protected from dust, dirt, rain, and overhead protection. An open flame used to cook (such as a grill) under a tent is not allowed per regulations.
- Commercial refrigerators and/or freezers must be placed in the teardown mobile for each set-up.
- There must be adequate food/dry goods storage space inside. Many times a stock truck can provide additional storage space, but remember, additional storage space will be inspected for cleanliness because they will be part of the license restrictions.

**Related Regulations:**

- Food to be served from the teardown mobile shall be prepared in the unit. No food prep will be allowed from a home and brought into the mobile unit for sale.
- All the food handling regulations that pertain to a restaurant are exactly the same for a teardown mobile unit.
- The mobile food unit license is valid throughout the state of Ohio, as long as the unit is operating as stated on the back of the license issued by this department.
- There are three exceptions to the Food Safety Regulations that do not completely pertain to a Teardown Mobile Unit:
  - No restroom is required
  - A ventilation hood is not normally required
  - A grease interceptor is not required

**Concession Identification:**

- An ID must be at least 3” tall and 1” wide, placed anywhere on the concession, and contain the following information:
  - Company Name
  - City, State, Zip Code
  - Area Code and Phone Number

## SUBMITTING YOUR PLANS

---

**Step 1: Submit Plans**

In order to submit plans the following must be completed:

- Submit the completed Mobile Food Unit Planning Application (this document).
- Submit the entire layout of the Mobile Unit. This layout must include:
  - The total square footage of the Mobile Food Unit.
  - All portions of the premises.
  - Entrances and exits.
  - Location and types of plumbing fixtures including all water supply facilities.
  - A plan of lighting.
  - A floor plan showing the fixtures and equipment.
  - Building materials and surface finishes to be used.
  - An equipment list with equipment manufacture’s make and model numbers.
- The plans must be drawn to scale (1/4 inch = 1 foot, 1/8 inch = 1 foot, etc).
- The plans and drawings must be clear and legible.
- Submit a complete menu.
- Submit a bulk ingredient and location list

All materials turned into the department become the property of the Health Department. You are responsible for making your own copies of the material submitted.

Please be advised that according to the Ohio Administrative Code Chapter 3701-21-03, Facility layout and equipment specifications:

No person, firm, association, organization, corporation, or government operation shall construct, install, provide, equip, or extensively alter a food service operation until the facility layout and equipment specifications have been submitted to and approved in writing by the licenser. When the facility layout and equipment specifications are submitted to the licenser, they shall be acted upon within thirty days after date of receipt. The licenser shall use the facility layout and equipment specifications criteria set forth in rules adopted pursuant to section 3717.05 of the Revised Code to approve or disapprove facility layout and equipment specifications.

### **Step 2: Plan Review Process**

- Within 30 days after completed plans are submitted, TLCHD will review the plans
- Plans may require additional information or changes – in this case, TLCHD will contact you

### **Step 3: Plan Approval Process**

- A letter will be sent informing you that the plans have been approved
- Plan approvals expire one (1) year after approval is issued.

### **Step 5: Prelicense Inspections**

- TLCHD requires a minimum of **2 business days** notice to schedule an inspection (based on volume, it may take up to a week). Though we will attempt to accommodate your schedule, call early to avoid scheduling conflicts and allow time for re-inspection if necessary. **Call 419-213-4079 to schedule the inspection.**
- Any changes made to your mobile food unit must be submitted in writing to this department. Your Mobile Food Unit License will reflect the layout and menu as submitted to this department for approval.
- All refrigeration equipment shall be on for 24 hours prior to inspection to ensure proper temperature.
- All refrigeration equipment shall be maintaining a temperature of 41°F or less at the time of inspection.
- Once the appropriate license fee is paid and the opening inspection is completed by TLCHD, you will be able to open for business.
- **Your Mobile Food Unit License is only valid for the layout and menu printed on the back of your license issued by this department. The valid Mobile License must remain on the mobile Food Unit at all times of operation.**

**\*PLEASE KEEP THE PREVIOUS PAGES FOR YOUR REFERENCE\***

# MOBILE FOOD PLANNING APPLICATION

Mobile Name: \_\_\_\_\_

Address, City, Zip where mobile will be housed:

\_\_\_\_\_

Facility Phone Number: \_\_\_\_\_

Owner's Name \_\_\_\_\_

Owner's Address \_\_\_\_\_

Primary Contact Person \_\_\_\_\_ Work Phone \_\_\_\_\_

Contact Person Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

I certify that the plan review application package submitted is accurate to the best of my knowledge and all the required materials have been provided.

**Signature of owner or representative** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please print name and title here:** \_\_\_\_\_

## Internal use only:

The following criteria have been submitted for plan review:

- Entire layout of the mobile unit
  - The total square footage of the Mobile Food Unit.
  - All portions of the premises.
  - Entrances and exits.
  - A plan of lighting.
  - Location and types of plumbing fixtures including all water supply facilities.
  - A floor plan showing the fixtures and equipment.
  - Building materials and surface finishes to be used.
  - An equipment list with equipment manufactures and model numbers.
- The plans must be drawn to scale (1/4 inch = 1 foot, 1/8 inch = 1 foot, etc).
- The plans and drawings must be clear and legible.
- Complete Menu
- Bulk Ingredient and Location List
- Completed Food Facility Plan Application

Concession Trailer/Food Truck

Pushcart       Teardown Unit

Date Plans Received \_\_\_\_\_

Received By \_\_\_\_\_

Plan Review # \_\_\_\_\_

District \_\_\_\_\_

Political Sub \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

# MENU REVIEW SHEET

---

1. Attach a menu of items that you will be serving/selling and give a brief description of ingredients.  
*Example: Grilled Chicken Sandwich – chicken breast with applewood smoked bacon, fresh sliced tomato, lettuce, swiss cheese and honey-mustard*

2. Attach a list of how your bulk ingredients will be received and where they will be stored.

*Example:*

*Ground Beef – Walk-in Freezer/Cooler*

*Chili – Canned-Dry Storage*

*Green Peppers – 2 door reach-in cooler*

*Potatoes – Dry Storage*

*Raw Chicken – Walk-in Cooler*

*Lettuce – 2 door reach-in cooler*

*Pre-Cooked Chicken – Walk-in Cooler*

3. Provide a list of your food suppliers and frequency of delivery. *Example: US Foods – twice a week*

_____	_____	_____
_____	_____	_____

# FOOD PREPARATION REVIEW

---

## HOW WILL YOU PREPARE PRODUCE? (Check all that apply)

<input type="checkbox"/> No produce will be used or served
<input type="checkbox"/> All produce will come into the facility pre-washed and pre-cut. (Supply invoices on request)
<input type="checkbox"/> All produce will be prepared in a food preparation sink that has at least a 2-inch air gap to the sewer line.

**How will employees avoid bare-hand contact with ready-to-eat foods? Check all that apply.**

Disposable Gloves    Utensils/Tongs    Deli Paper    Other \_\_\_\_\_

# EQUIPMENT LIST

---

Please provide the following information for all equipment you will provide in your mobile unit. All equipment must be approved by the Health Department before it can be used. If you need more space, please use the back of this sheet or additional paper.

**Note: All equipment must be maintained in proper repair and hold appropriate temperatures at the time of pre-licensing inspection.**

Hot water tank is circle one: Gas (or) Electric

What is capacity in gallons of your hot water tank? \_\_\_\_\_

What is the BTU per hour the hot water tank is capable of? \_\_\_\_\_

(See the front panel of your hot water tank for this information)

Check box if equipment list information is printed on the plans provided.

**NOTE:(Spec sheets are preferred)**

# EQUIPMENT LIST - CONTINUED

MANUFACTURER	MODEL NUMBER	DESCRIPTION	OFFICE USE: APP/DISAP
Example: ABC Manufacturing	A-125-RT	Convection oven	

## SURFACE FINISH MATERIALS

Please note that all surfaces must be smooth and easily cleanable. List the material that will be used to provide a smooth, rounded and cleanable surface. Please explain abbreviations.

- Check the box if room finish schedules are listed on your plans

Floor	Ceiling	Wall	Counter	Cabinets/Shelving

# WATER SUPPLY

---

Materials that are used to construct a mobile food service operations holding tank shall be:

- Safe, Durable, corrosion-resistant, and non-absorbent
- Finished to have a smooth, easily cleanable surface;
- Constructed of materials that meet N.S.F. standard 61 or the equivalent

Mobile holding tanks (gray water tank) shall be:

- A water tank and its inlet and outlet shall be sloped to drain
- A water tank inlet shall be positioned so that it is protected from contaminants such as waste discharge, road dust, oil, or grease.
- A cap and keeper chain, closed cabinet, closed storage tube, or other approved protective cover or device shall be provided for a water inlet, outlet, and hose.
- The water tank inlet shall be three-fourths inch in inner diameter or less and be provided with a hose connection of a size or type that will prevent its use for any other service;\
- Operated so that backflow and other contamination of the water supply are prevented.
- Sized fifteen percent larger in capacity than the fresh water supply tank
- Liquid wastes from the mobile holding tank shall be removed at an approved waste servicing area or by a sewage transport vehicle in such a way that a public health hazard or nuisance is not created. For example, you may not empty the mobile holding tank in the storm sewer.

Hoses used for conveying drinking water from a water tank shall be

- Safe, Durable, corrosion-resistant, and non-absorbent
- Finished with a smooth interior surface
- Constructed of materials that meet N.S.F. standard 61 or the equivalent.

*Example: Provide a drinking water hose that meets N.S.F. standard 61 to fill the fresh water holding tank in the mobile unit. NO GARDEN HOSES ALLOWED. A separate hose must be provided to empty the gray water tank.*

1. Does the mobile have a fresh water holding tank?    Yes    No

If no, your mobile will be required to be hooked up to a constant supply of fresh water to operate.

2. What is the capacity and location of the fresh water holding tank?

Capacity of fresh water tank \_\_\_\_\_

Location of fresh water tank \_\_\_\_\_

3. What is the capacity and location of the gray water tank (tank to hold dirty/used water)?

Capacity of gray water tank \_\_\_\_\_

Note: it must be at least 15% larger than your fresh water tank

Location of gray water tank \_\_\_\_\_

Note: Gray water tank may be a blue boy

4. Hot water tank

Type of hot water tank \_\_\_\_\_

Location of hot water tank \_\_\_\_\_

Capacity of hot water tank \_\_\_\_\_