



A mobile food license is required for a food service operation or a retail food establishment that is operated from a movable vehicle, portable structure or watercraft and that routinely changes location at least once every forty consecutive days.

## Steps to obtain a Mobile Food License

### Step 1: Submit Application and Plan

- 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.
- Submit a complete menu or list of food items.
- Submit a plan that outlines the layout of the Mobile Food Unit. Plans must be drawn to scale ( $\frac{1}{4}$  inch = 1 foot,  $\frac{1}{8}$  inch = 1 foot, etc.). The layout must include:
  - Building materials and surface finishes to be used for floor, wall and coverings
  - A floor plan showing the fixtures and equipment
  - An equipment list with equipment manufacturer's make and model numbers
  - Equipment placement
  - Location and types of plumbing fixtures (e.g. dishwashing sink, hand washing sink etc.)
  - Ventilation hoods (if required)
  - Types, brand names and model numbers of equipment used
  - Method and size of liquid and solid waste disposal. Size of wastewater tank (Note: The wastewater tank must be 15% larger than the potable water tank)
  - Location of light fixtures, lighting level and type of shielding
  - Storage areas of utensils, perishable food items, i.e. milk, meat, etc. and non-perishable food items, i.e. buns, condiments, ice, etc.
- Submit the completed **Mobile Food Unit Plan Review Application** (Page #3-7).

### Step 2: Plan Review

- Within 30 days after completed plans are submitted, CCPH will review the plans.
- Plans may require additional information or changes. In this case, CCPH will contact you.
- When plans are approved, an **Approval Letter** and an **Application for License** will be sent informing you that the plans have been approved.
- Sign and return the **Application for License** with payment (Refer to **Fee Schedule**) by mail to CCPH, 2275 Bauer Road, Suite 300, Batavia OH 45103 or in person between 8:30 a.m. - 4 p.m.

### Step 4: Pre-Licensing Inspections

- Once the Mobile Food Unit is ready for operation, call CCPH to schedule an inspection. CCPH requires a minimum of 2 business days' notice to schedule an inspection.
- All refrigeration equipment shall be on 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 CCPH, 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.**

# Mobile Food Unit Types and Requirements

## Types

**Concession Trailers/Trucks** are fully self-contained units with mechanical refrigeration, a complete plumbing system including a hot water tank, and plenty of storage space for multiple day events. These are generally considered “restaurants on wheels.”

**Pushcarts** usually come in two different configurations; those in which the operator stands inside the cart and those in which they stand behind the cart.

**Teardown Concessions** consist of a tent and tables which is built and then torn down at each event.

**Refrigerated or Frozen Food Trucks / Carts** are a mobile motorized or non-motorized concession on wheels that normally contains a commercial freezer or refrigerator to store only prepackaged refrigerated or frozen product.



## Requirements

- Food Source:** Food to be sold/served must be prepared on the licensed mobile unit or in the licensed commissary. **No food preparation will be allowed from an unlicensed kitchen.**  
*Note: A commissary agreement must be provided if required.*
- Finish:** The unit must be constructed of materials which are smooth and easily cleanable (e.g. floors-vinyl tile, walls/ceilings-smooth aluminum/fiberglass panels).
- Roof:** If you are planning for a teardown concession, some type of roof must be provided to protect the food during preparation and storage from possible overhead contamination (e.g. 10 x 10 pop up tent).  
*Note: Check with local fire authorities as cooking on an open flame under a tent is generally not permitted.*
- Cold Holding:** All cold Temperature Controlled for Safety (TCS) foods such as meat, poultry, eggs, cut leafy greens, dairy products and other products containing these items must be maintained at 41°F or below.
- Hot Holding:** All hot TCS foods must be maintained at an internal temperature of 135°F or above (with the exception of whole meat roasts).
- Approved Equipment:** Commercial cooking equipment, commercial refrigerators/freezers must be used.
- Light:** The unit must be equipped with sufficient lighting to conduct food preparation activities. In addition, all light fixtures must be shielded or provided with shatterproof bulbs.
- Electric:** An onboard electric/propane water heater capable of providing a quantity of hot water sufficient to properly conduct operations.
- Backflow:** If the unit is to be directly connected into the public water supply, an APPROVED ASSE backflow protection device must be provided. ASSE 1012, 1024 or dual check valve are generally recommended.
- Dishwashing:** Three compartment sink with compartments to accommodate your largest utensil must be provided. The faucets on the sink must be able to reach each compartment of the sink.
- Hand Washing Sink:** With hot and cold water under pressure, hand soap, paper towels, and a hand wash sign must also be provided in the unit.
- Waste Water Tank:** Which is 15% larger than the potable water tank must be provided.  
*Note: If selling only prepackaged food you may be exempt from the plumbing, three compartment sink and handwashing sink requirement.*
- Waste Water Disposal:** Wastewater should be discharged appropriately to a public sewer or an approved private sewage disposal system. Sewage or other wastewater that are deleterious to surface or subsurface waters should not be discharged into ground or into any waterway without proper approval from the EPA.
- Ventilation Hoods:** If grease producing foods are cooked in the unit, it must have ventilation (hoods) capable of exhausting all grease-laden vapors to the exterior of the unit.
- Storage:** Adequate storage space should be provided for storing dry goods and other food products.  
*Note: A non-licensed kitchen or home cannot be used as a temporary food storage space.*
- Identification:** The name of the Mobile Food Unit, the city of origin, and telephone number with area code must be displayed on the exterior of the unit. Lettering shall measure at least three inches high by one inch wide in a contrasting color.

# Mobile Food Unit Plan Review Application

## SECTION 1: GENERAL INFORMATION

<b>Name of the Mobile</b>		
<b>Address</b>		
<b>City</b>	<b>State</b>	<b>Zip code</b>
<b>Provide the address of your first event (APPLICABLE ONLY FOR OUT OF COUNTY MOBILE UNIT)</b>		
<b>Name of License Holder</b>		
<b>Address of License Holder</b>		
<b>City</b>	<b>State</b>	<b>Zip code</b>
<b>Telephone Number</b>	<b>Email Address</b>	
<b>Facility Type</b>	<input type="checkbox"/> <b>Food Service Operation</b> <i>Facility where food is prepared and served in individual portions. Examples include restaurants, cafeterias, and schools</i>	<input type="checkbox"/> <b>Retail Food Establishment</b> <i>Facility that sells prepackaged food items, or sells multiple servings of food products. Examples include grocery stores, gas stations, and most pizza.</i>
<b>Check the box (☐) that applies to the type of mobile food operation license you are applying for:</b>		
<input type="checkbox"/> Concession Trailer/Trucks <input type="checkbox"/> Pushcart <input type="checkbox"/> Teardown concession <input type="checkbox"/> Frozen Food Truck/Cart <input type="checkbox"/> Other, Specify _____		
<b>Will the Mobile Unit routinely change location at least once every forty consecutive days</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
<b>License plate # of the Mobile Unit</b>		
<b>Explain the identification placed on the mobile unit</b>		

# Mobile Food Unit Plan Review Application

## SECTION 2: Operational Information

<b>Food Supply</b>		
List all food suppliers that the facility will use to obtain food.		
<b>Thawing</b>		
How will TCS (Time Temperature Controlled for Safety) be thawed? (Check all that apply)	<input type="checkbox"/> Refrigeration <input type="checkbox"/> Microwave <input type="checkbox"/> Under Cold Running Water <input type="checkbox"/> Part of Cooking Process <input type="checkbox"/> N/A	
<b>Preparing</b>		
Will this facility cook and serve animal products in raw or undercooked form? <i>If yes, provide a consumer advisory on your menu.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will this facility serve or prepare sushi and/or sashimi?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will this facility smoke meats/fish, reduce-oxygen package, sous vide, vacuum seal, or cook chill any products? <i>If "Yes", attach a copy of the HACCP plan.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will fresh unpasteurized juice be bottled in this facility? <i>If "Yes", attach a copy of the HACCP plan</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will this facility make its own yogurt, cheese, sour cream; other cultured dairy product or other fermented food products? <i>If "Yes", a variance shall be obtained from the Ohio Department of Health/Ohio Department of Agriculture before operation.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will this facility be smoking meat as a method of food preservation rather than flavor enhancement? <i>If "Yes", a variance shall be obtained from the Ohio Department of Health/Ohio Department of Agriculture before operation.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will this facility be curing meat? <i>If "Yes", a variance shall be obtained from the Ohio Department of Health/Ohio Department of Agriculture before operation.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will produce be washed on-site prior to use or will produce be purchased pre-washed?	<input type="checkbox"/> On Site	<input type="checkbox"/> Pre-Washed
<b>Cooling</b>		
How will the facility cool bulk quantities of TCS food items? (Check all that apply)	<input type="checkbox"/> Ice as an ingredient <input type="checkbox"/> Ice wand <input type="checkbox"/> Shallow pan <input type="checkbox"/> Refrigeration <input type="checkbox"/> Blast chiller <input type="checkbox"/> Blast chiller <input type="checkbox"/> N/A	
<b>Reheating</b>		
How will the facility reheat TCS food items? (Check all that apply)	<input type="checkbox"/> Microwave <input type="checkbox"/> Stove Top <input type="checkbox"/> Oven <input type="checkbox"/> Steam Table <input type="checkbox"/> Rethermalizers <input type="checkbox"/> N/A	

# Mobile Food Unit Plan Review Application

<b>Serving</b>	
How will this facility prevent bare hand contact with ready-to-eat foods? <i>Examples: disposable gloves, utensils, food grade paper, etc.</i>	
Will this facility maintain TCS food in hot holding prior to service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Cleaning and Sanitizing</b>	
<b>Equipment</b>	<b>Indicate quantity</b>
	<b>Sanitizer method</b>
3- Compartment sink	<input type="checkbox"/> Chlorine <input type="checkbox"/> Quat <input type="checkbox"/> Iodine <input type="checkbox"/> Hot water
Dishwasher	<input type="checkbox"/> Hot water <input type="checkbox"/> Chemical
How often will the facility clean and sanitize utensils that come in contact with TCS food items?	
<b>Storage</b>	
Indicate the chemical storage area <i>(Skip if marked on the plan)</i>	
Indicate dry food storage area <i>(Skip if marked on the plan)</i>	
Indicate location used for air drying equipment and utensils <i>(Skip if marked on the plan)</i>	

## SECTION 3: EQUIPMENT LIST *(If additional space needed, please provide them separately)*

Equipment Type	Manufacturer and Model Number	New/Used	Specifications (Interior usable height, width and depth for all refrigerators, freezers)

# Mobile Food Unit Plan Review Application

## SECTION 4: LIGHTING

Type of protective shielding used for light bulb	<input type="checkbox"/> Shielded <input type="checkbox"/> Coated <input type="checkbox"/> Shatter Resistant
Specify the light intensity in dry food storage area	
Specify the light intensity in the food prep area	
Specify the light intensity inside equipment such as reach-in-coolers and under counter refrigeration units	

## SECTION 5: FINISH MATERIALS

Area	Floors	Walls	Floor and wall Junctures	Ceilings

# Mobile Food Unit Plan Review Application

## SECTION 6: WATER AND PLUMBING

<p>What is the source of potable water supply?</p> <p><input type="checkbox"/> Potable water tank. Specify source _____ Specify size _____</p> <p><input type="checkbox"/> Connect to public water supply. Specify the type of backflow prevention _____</p> <p><input type="checkbox"/> N/A</p>
<p>Describe how hot water will be generated.</p>
<p>Describe the size of the waste water tank.</p>
<p>Describe how liquid waste will be finally disposed.</p>
<p>Describe how solid waste will be finally disposed.</p>
<p>If 3 compartment sink is used, provide the dimensions of all three compartments (<i>Note: The sinks must accommodate the immersion of the largest equipment and utensils. The faucet must be able to reach all three compartments.</i>)</p>

### Disclosure

**No persons shall commence construction unless the required plans have been approved. It shall be the full responsibility of said person that construction is done in conformance with the approved plans and specifications.**

The approval of plans and specifications shall lapse and become invalid two years from the date of approval unless a substantial portion of the work described in the plans and specifications has commenced by such anniversary date. If CCPH finds that the person developing the food establishment has made a good faith effort to complete the development of the facility within the two year period but has failed for reasons beyond the person's control, CCPH may grant one extension for a specified time not to exceed one year.

Should it be necessary or desirable to make any material change in the approved plans and specifications, revised plans and specifications shall be submitted to CCPH for review, and approval shall be obtained before the work affected by the change is undertaken. Approval of the plan itself does not constitute compliance with the Ohio Food Codes. A pre-licensing inspection of the establishment with equipment in place and operating will be necessary to determine substantial compliance with the Ohio Food Codes.

Approval of these plans and specifications by CCPH does not indicate compliance with any other code, law or regulation that may be required--federal, state, or local. All required permits and occupancy certificate must be obtained prior to licensing.

**I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from Clermont County Public Health may nullify final approval.**

Name (Please Print)	
Signature	Date