



HEALTH  
DEPARTMENT  
**ERIE COUNTY**  
COMMUNITY  
HEALTH CENTER

# Mobile Food Plan Review

***A guide to starting a Mobile Food Service Operation (FSO) or  
Mobile Retail Food Establishment (RFE) facility in Erie County, Ohio.***

**All Mobile Food Service Operations and Retail Food  
Establishments are required to have a license prior to  
opening or operating in Erie County.**

Erie County Health Department: 420 Superior St. Sandusky, OH 44870

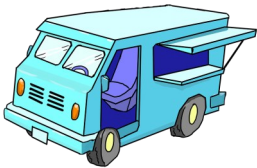
Phone: 419-626-5623 Fax: 419-624-3358

## Where to Start?

**This is a helpful guide produced by Erie County Health Department, Environmental Health Division to aid in the planning of your mobile food business.**

Any new or remodeled mobile food service operations or mobile retail food establishments requires a plan review application and pre-licensing inspections prior to the issuance of a mobile food license.

All plans submitted will be reviewed by the assigned environmental health specialist in our Food Safety Program to ensure compliance with the Ohio Uniform Food Safety Code (Chapter 3717-1). Our Specialists have up to 30 days to review and approve or deny any plan review submitted to our department.



## Definition of Facilities

All mobile units sitting in one location are required to move after **40** consecutive days.

**Mobile Food Truck:** Drivable self-contained, self-reliable unit. These units shall be equipped with mechanical refrigeration, plumbing for required sinks with hot water and plenty of storage and workable space to prevent cross-contamination.

**Mobile Food Trailer:** Self-contained, self-reliable unit that is trailered by another vehicle to and from events. These units shall be equipped with mechanical refrigeration, plumbing for required sinks and plenty of storage and workable space to prevent cross-contamination.

**Push Carts:** Operated by a single person inside or outside of unit. These units are limited in space and food offerings. Temperature requirements for Time/Temperature Controlled for Safety foods are still required within these units through mechanical refrigeration.

## Plan Requirements



A layout of your mobile unit drawn to scale, equipment list and menu must be submitted to and approved by our department before any construction or remodeling work may begin. Please keep in mind our department is allotted 30 days to review your plans. Once your plans have been reviewed and approved, an approval letter will be sent.

All electrical, fire and plumbing components must meet current codes and standards. If your mobile unit home base falls outside municipal water connections additional water sample analysis will be required.

Please read this packet carefully as it covers specific requirements and other information pertinent to the plan review process. For a complete list of rules and regulations please see the Ohio Uniform Food Safety Code. If you should have any questions, please contact our department.



## Equipment



All food service equipment (refrigeration, freezers, microwaves, stove, ovens, etc.) must be commercial-grade and approved prior to implementation into your facility. Erie County Health Department does not recognize a grandfather clause. Approved commercial-grade equipment will be stamped with an NSF (National Sanitation Foundation) label, ETL Sanitation Approved, UL Sanitation Approved or CSA Sanitation Approved. This department encourages vendors to contact us prior to the purchase of any equipment they are unsure will meet this requirement.

## Single Use Gloves

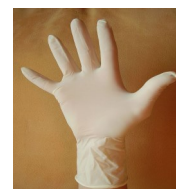
Single Use gloves may be worn to prevent bare hand contact with Ready-to-Eat (RTE) foods.

When using single use gloves, you must choose the correct size.

**Latex Gloves** are not permitted to be used in food facilities.

Single use gloves do not to replace handwashing.

Approved non-latex gloves permissible for use include: nitrile, polyethylene and vinyl.



## Thermometers

Food thermometers are required inside the mobile unit. **Thin-tipped thermometers** are required for thin meats, cheeses and other food products.



Thermometers are also required in every cold holding piece of equipment and hot holding piece of equipment. Cold holding equipment: shall have a thermometer in the warmest part of the cold holding unit, normally by the door.

Hot holding equipment: shall have a thermometer in the coldest part of the hot holding unit, normally by the front/door.



## Windows & Doors

Windows and doors in the mobile unit need to be screened to protect from insects or pests from entering. Air curtains may also be an approved device to prevent pest entry.

## Lighting

Lighting has to be at the proper intensity in specific areas of your mobile unit to facilitate cleaning and preparation. Light bulbs that are not shatterproof or shatter resistant shall be properly shielded.



### Intensity Requirements

Preparation & Cooking Areas	50 foot candles
Dishwashing & Handwashing	20 foot candles
Inside Reach-in Equipment	20 foot candles

## Storage Areas

**Dry Storage:** Properly segregated from contamination via splashing or moisture. All food items and single use items (cups, plates, napkins, paper towels, etc.) shall be stored at least 6 inches off of the floor.

**Chemical Storage:** Must be properly segregated from food and food preparation surfaces/areas. If chemicals are to be stored in same areas of food or preparation areas, they must be stored at the lowest point, ***NEVER*** above food equipment or prep areas. **All chemicals must be labeled with the common name of the chemical.**

**Personal Storage:** If personal items are stored inside of the mobile unit; such as clothing, medicines, food, etc. they must always be segregated from facility equipment and food.

## Ventilation



Specific pieces of equipment require ventilation from the interior. Check with local building and fire for exact requirements for each equipment present.


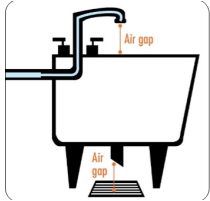




**\*\*Always consult with your local fire authority.\*\***


## Surface Finishes

Floors, walls and ceilings shall be made with smooth, easily cleanable, durable and non-absorbent materials. Coving or baseboards shall also be placed throughout the mobile unit for ease of cleaning and transitioning between floors and walls. Below is a list of approved finishes for each area in your facility.

<b>Floors</b>	Tile: Quarry & Vinyl	Solid Vinyl & Vinyl Plank	Poured, Sealed Concrete	Rubber & Laminate
<b>Walls</b>	FRP	Ceramic Tiles	Stainless Steel	Painted drywall
<b>Ceilings</b>	Drop with smooth tiles	Epoxy painted drywall	Solid Vinyl Panels	
<b>Coving</b>	Rubber	Tile		

# Plumbing Fixtures

	<b><u>3-COMPARTMENT SINK OR WAREWASHING SINK</u></b>	<b>INDIRECT or DIRECT CONNECTION</b> <i>Required</i>	Drain boards or racks required for clean and dirty dish placement.
	<b><u>FOOD PREPARATION SINK</u></b>	<b>INDIRECT CONNECTION</b> <i>Required</i>	Air Gap required to be twice the diameter of the inlet pipe, no less than 1 inch.
	<b><u>HAND WASHING SINK</u></b>	<b>DIRECT CONNECTION</b> <i>Required</i>	<u>Requirements:</u> <ul style="list-style-type: none"> <li>• Soap</li> <li>• Drying Method</li> <li>• Signage</li> <li>• 100°F water</li> <li>• Trash receptacle</li> </ul>
	<b><u>WASTE WATER TANK OR BLUE BOY</u></b>	<b>DIRECT CONNECTION</b> <i>Required</i>	Made with safe and durable materials on an enclosed system and sloped to drain. Capacity must be 15% greater than water inlet supply tank. Must be disposed at an approved location.
	<b><u>WATER SUPPLY HOSE</u></b>	<b>DIRECT CONNECTION WITH BACKFLOW PREVENTION</b> <i>Required</i>	Made with drinking water qualities that are clearly marked food grade or NSF. Green garden hoses are not permitted to be used for potable water.
	<b><u>BACKFLOW PREVENTION</u></b>	<b>DIRECT CONNECTION ON EACH WATER SUPPLY HOSE</b> <i>Required</i>	<b><u>Required: ASSE 1012 or ASSE 1024</u></b> Each unit requires a backflow prevention device whether filling a tank or on direct water connection.

Chemicals for Warewashing	Type of Chemical	Required Test Strips	Required Parts per Million (PPM) Concentration
	Quaternary Ammonia "Quat"	Quat test strips	200-400 PPM
	Chlorine "Bleach"	Chlorine test strips	50-100 PPM



## Exterior Requirements

All mobile food service operations and mobile retail food establishments must conspicuously display on the exterior of the mobile unit:

- Name of the operation
- City of origin
- Area code and telephone number

Exterior Information must be in individual lettering measuring at least 3 inches high and 1 inch wide.

## Fee Schedules



Payment is accepted in the form of cash, credit card, money order, bank certified check or company check.

Personal checks will not be accepted.

*All fees subject to change.*

## License Fees

<u>Risk Level</u>	<u>Local Fee</u>	<u>State Fee</u>	<u>Total Fee</u>
Mobile Units	\$298.00	\$28.00	<b>\$326.00</b>

\*Low Risk Mobile units as designated by ECHD will be half the local fee amount: \$149.00

Once you have obtained a mobile food license, you may travel anywhere within the state of Ohio. Check with local jurisdictions before setting up as city limits or townships may have other guidelines to follow in addition to following the Ohio Uniform Food Safety Code. While traveling to other counties, be respectful during inspections: some may require a full inspection, while others may only require a license check. It is the responsibility of the owner or designated Person-in-Charge to have knowledge regarding the operation of the establishment and to maintain a copy of the current license at all times where the back of the license can be easily viewed.

Failure to adhere to the menu items and equipment items listed on the drawing on the back of the license may result in revocation or suspension of your license. If changes are to be made contact your licensing authority prior to making these changes.

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## Plan Review Application

Please Return the following pages to:

Erie County Health Department : 420 Superior St. Sandusky, OH 44870

Phone : 419-626-5623 Fax : 419-624-3358

Date of Application: \_\_\_\_\_

Prospective Date of Opening: \_\_\_\_\_

Establishment Name: \_\_\_\_\_

Establishment Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact for plans if different from above: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### Type of Plans:

New

Remodel

Addition of Services

Type of Service: FSO RFE

Location of festivals, fairs or other events you may attend, if known:

## Surface Finishes List

Floors	Walls	Ceilings	Coving
Quarry Tile with grout	FRP	Fireproof drywall	Rubber



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## Plan Requirements Checklist

### Floor Plan (drawn to scale) to include:

- ◆ Entrances/Exits
- ◆ Equipment Location
- ◆ Lighting
- ◆ Plumbing Fixtures
- ◆ Ventilation
- ◆ List of all surface finishes for floors, walls and ceilings

### Plan Review Application

**Type of Establishment: FSO or RFE**

**Proposed Menu**

**Food Processes/Procedures**

**Equipment list including make/model numbers and specification sheets**

## Statement of Understanding

I understand that the Erie County Health Department has **30 days** to review my plans once they are submitted.

I understand that absolutely **no** construction can begin until the plan review is approved by this department in writing.

I understand that incomplete plans may delay the plan approval process or cause denial of plans by this agency.

By signing this statement any information submitted is believed to be true and accurate. I acknowledge that it is my responsibility to comply with the Ohio Uniform Food Safety Code 3717-1.

Signature

Date

## Employee Training

To operate a successful mobile food unit, it is required the Person-in-Charge of the operation along with the employees have basic food safety knowledge at least one person per event must have Person-in-Charge (PIC) Certification. The Person-in-Charge (Level 1) course is a 3 hour training with the basic concepts of food safety. The Food Protection Manager's course is a 15 hour certification where you will be issued an Ohio Department of Health Certification upon successful passing of the examination held at the end of the course with a 70% or higher. Attach additional pages if necessary.

Food Protection Manager Personnel:

PIC Personnel:

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Certificate Number \_\_\_\_\_

Certificate Number \_\_\_\_\_



## Equipment List

Type	Make	Model	Use
<i>Refrigeration Unit</i>	<i>Kelvinator</i>	<i>F100</i>	<i>Beverages</i>

Additional Information:

*\*Attach additional sheets as needed\**

## Mobile Drawing

Include doors, windows and service counters. Ensure water hookup is an approved source and systems are flushed and sanitized prior to use, place inlet water supply on drawing. Equipment location including sinks needs to be visible and in the location in which it appears on the drawing.

# Processing Questions

Please attach additional sheets as necessary.



1) Where will you purchase food products? Who will your food vendors be?

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2) How will you properly maintain temperature of hot/cold foods?

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3) How will you properly thaw frozen foods?

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4) Will you be buying pre-washed and pre-cut fruits/vegetables? If not where will you rinse/wash your produce?

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5) How will you be storing foods 6 inches or more off of the ground throughout the facility?

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6) Do you plan to cool any cooked foods? How will you do this?

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7) Do you plan to re-heat leftover foods? How will you do this?

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8) Will you be serving raw or undercooked meat, fish, seafood or egg products (Caesar dressing, hollandaise, sushi, sashimi, steak tartare, rare hamburgers/steaks, etc.)? List products used in this form. Where will you place a disclosure or reminder statement for consumer advisory?

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9) How will you date mark Time/Temperature Controlled for Safety (TCS), Ready-to-Eat (RTE) foods held longer than 24 hours? Date of preparation or opening, date of expiration or both?

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10) Will you be prepping or storing foods outside of your mobile unit? If so, where? \*An additional license issued by the local health department and/or Ohio Department of Agriculture may be required\*

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