



Public Health
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Butler County
General Health District

MOBILE FSO/RFE

PLAN REVIEW APPLICATION AND GUIDELINES



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MOBILE FOOD SERVICE OPERATION/MOBILE RETAIL FOOD ESTABLISHMENT PLAN REVIEW GUIDELINES

A mobile unit is defined as 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.

Mobile food service units may not remain at any one location for more than forty (40) consecutive days.

All food preparation and handling must take place within approved mobile unit.

Butler County General Health District does not enforce zoning, electrical, fire, building or other regulations. Check with local municipalities for local regulations.

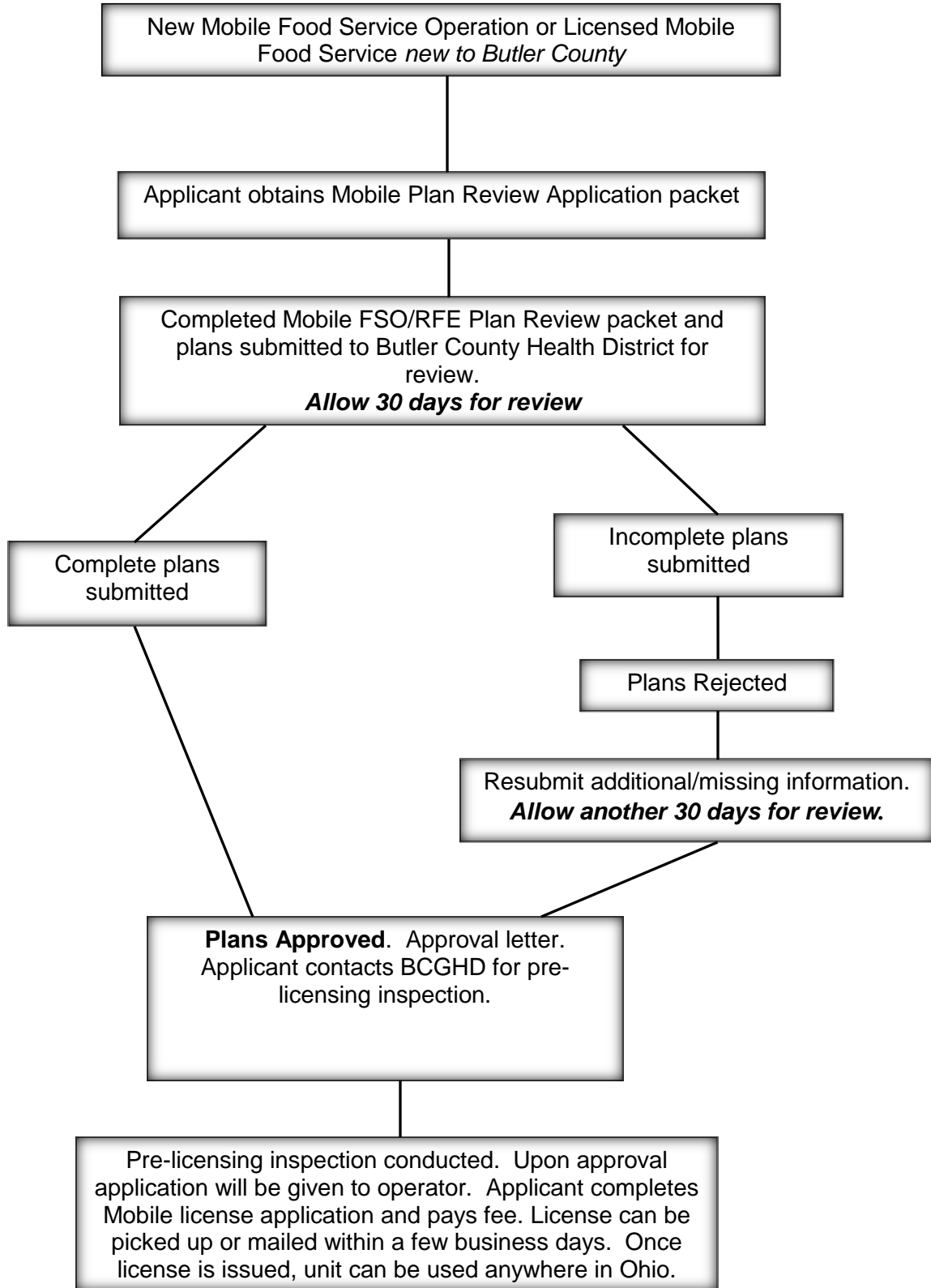
A fact sheet regarding Food Truck Safety from the National Fire Protection Association can be found at www.nfpa.org .

New language added to the 2017 Ohio Fire Code (OFC) put basic safety measures into place for mobile food trucks. You can find information regarding these regulations at <https://www.com.ohio.gov> .

PLAN REVIEW PROCEDURE

1. A detailed set of plans must be submitted to this office for review along with Mobile Food Operation Plan Review Application prior to construction of a new mobile food operation.
2. The plans will be reviewed to ensure against problems with the pattern of food flow and to ensure compliance with all existing rules and regulations. A letter regarding the status of the plans will be sent thirty (30) days.
3. Once construction of the mobile unit has been completed, contact the Butler County General Health District for an opening inspection. Criteria for licensing must include that the operation was constructed according to the approved plans and all equipment in the operation is the same as listed on the plans. The mobile food operation must be ready to operate at time of final inspection.
4. At the opening inspection, all violations observed will be cited on the food operation inspection report. "OK to issue license" will be noted on the inspection report if the number of violations is minimal. Any restrictions or conditions on a license limiting the types of food that may be prepared or served by the mobile food operation will be posted on the back of the license. The operator may obtain his/her license to operate upon completion of the Application for a License to Conduct a Food Service/Retail Food Establishment and submission of the required fee (contact inspector for fee amount).

MOBILE PLAN REVIEW PROCESS FLOW CHART



CONTENTS AND FORMAT OF PLANS AND SPECIFICATIONS

Provide plans that are a minimum of 8 1/2 X 11 inches in size including the layout of the mobile food service, accurately drawn to scale. This is to allow for ease in reading plans. The plans must include the following:

1. Each piece of equipment, clearly labeled on the plan with its common name;
2. Clearly designate location of all plumbing fixtures including:
 - a. Hand sink(s) with hot and cold water, accessible at all times;
 - b. 3 compartment sink large enough to accommodate 50% of largest piece of equipment;
 - c. Food prep sink required if any produce will require washing;
 - d. Fresh water tank that provides adequate amounts of hot and cold water;
 - e. Waste water tank at least 15% larger than freshwater tank;
3. Identify any auxiliary areas such as storage rooms or additional refrigerated trucks and their intended use. Indicate how food and food-related items (to-go items, linens, cups, straws, etc.) will be stored (i.e.-shelving, dunnage racks, etc.) in these areas. Indicate how and where all multi-use items, small wares, utensils, etc. will be staged for air drying and storage;
4. Complete finish schedule, including floors, walls, ceilings, and coved junctures bases;
5. Lighting schedule :
 - a. At least 10 foot candles (110 lux) at a distance of 30 inches (75 cm) above the floor and throughout the mobile unit;
 - b. At least 50 foot candles (540 lux) at a surface where a food employee is working with food or working with utensils or equipment such as knives, slicers, grinders, or saws where employee safety is a factor;
 - c. All lights must have protective shield;
6. Food equipment schedule to include make and model numbers and listing of equipment that is certified or classified for sanitation by an ANSI accredited certification program. Accreditations accepted are NSF, UL Sanitation, ETL Sanitation, and CSA Sanitation;



7. Source of water supply and method/location of waste water disposal, including location and type of backflow protectors. ASSE 1012 or 1024 backflow preventers are required if hooking up to public water supply;
8. Location of garbage containers;
9. Location of toxic chemical storage. Toxic chemicals must be stored away from all food and food prep areas;
10. Location of employee storage area for personal belongings such as purses, jackets, etc.;
11. If grease producing foods will be cooked in the unit, the unit must have a commercial hood exhausted to the exterior. Contact your local fire department for regulations regarding exhaust hoods.



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MOBILE FSO/RFE PLAN REVIEW APPLICATION

INTERNAL USE ONLY

FSO RFE

RECEIPT #

DATE REC

Date: _____

TYPE OF MOBILE UNIT

Food Service Operation *Majority of food is prepared and served from unit*

OR

Retail Food Establishment *Majority of food served is prepackaged*

Category Type: Concession Mobile Pushcart Tent

License plate & vin number (if applicable): _____

ESTABLISHMENT INFORMATION

Food Facility Name: _____

Address of Establishment: _____

Name of Owner: _____

Telephone: _____ Email: _____

APPLICANT/OWNER INFORMATION

Applicant's Name: _____

Mailing Address: _____
CITY STATE ZIP

Phone (best available): () _____ Email: _____

CONSTRUCTION INFORMATION

Total Square Footage of Unit: _____

MENU

Menu is attached

List of all foods prepared:

PHYSICAL FACILITY

WATER SUPPLY	
What is the size of the fresh water holding tank?	gallons
Is the water tank constructed of food grade material (NSF Standard 61)? <i>Please ensure documentation of tank construction is included in plans.</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Where is the source of the fresh water?	
How will you fill the tank? <i>Note: Only a food grade (NSF Standard 61) hose may be used</i>	
Is the tank large enough to accommodate the operation during peak business?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Provide the make, model, and capacity of the hot water heater	gallons
Will the mobile unit have the ability to hook directly to a water source?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, what type of backflow preventer is installed?	ASSE 1012 <input type="checkbox"/> ASSE 1024 <input type="checkbox"/>
SEWAGE DISPOSAL	
What is the size of the waste water tank?	gallons
Is the waste water tank at least 15% larger than the fresh water tank (required)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the holding tank sloped to a drain that is one inch in inner diameter or greater and equipped with a shut-off valve (required)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Where will the waste water be disposed? <i>Note: If you are going to discard water at home, you must have a utility sink which discards water into an approved system.</i>	
PLUMBING FIXTURES	
QUANTITY	
Hand sink(s) <i>Note: Mechanical hand washing with hot and cold water is required in all mobile units.</i>	
Do all hand sinks have hot and cold running water (at least 100°F), soap, paper towels, a waste basket, and hand washing signage?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Ware washing sink(s)	
Is the 3 compartment sink large enough to accommodate the largest piece of equipment (50 % submerged) within the unit?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are there drain boards for both dirty and cleaned dishes? <i>Adequate space must be available for proper air drying of dishes</i>	YES <input type="checkbox"/> NO <input type="checkbox"/> If no, explain:
Food preparation sink(s) , (if required) <i>Food preparation sinks are required if any food/produce will be washed, soaked, or thawed</i>	

Dump sink(s), if required <i>A dump sink is required if beverages will be routinely emptied.</i>	
INTERIOR FINISHES <i>Note: Floor, wall, and ceiling surfaces in unit must be smooth and easily cleanable</i>	N/A <input type="checkbox"/> <i>Tent mobiles see below</i>
What materials are used to construct the floors?	
What materials are used to construct the walls?	
What materials are used to construct the ceiling?	
TENT MOBILES	N/A <input type="checkbox"/>
What will be used as flooring? <i>Floor must be smooth and easily cleanable, specifically if set up on grassy areas.</i>	
How will food and single-use items be stored off of the ground?	
How will food be protected from contamination (weather/pests/insects)?	
REFUSE / RECYCLABLES	
Where will the garbage/recyclables be stored within the unit?	
Where will the garbage/recyclables be taken to be discarded?	
EQUIPMENT	
Are equipment make and model numbers and/or specification sheets attached and/or included in plans?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will all equipment approved by a certified testing agency, such as NSF, ETL Sanitation, UL Sanitation, etc.? <i>Note: Crock pots, freezers, refrigerators and other appliances labeled "household use only" are not permitted.</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
CHEMICAL STORAGE AREA	
Is there a separate, dedicated area for all chemicals and toxic materials?	YES <input type="checkbox"/> NO <input type="checkbox"/>
What kind of chemical sanitizer will be used for food and food contact surfaces? <i>Note: Appropriate test strips must be available for each sanitizer used to ensure effective concentration.</i>	<input type="checkbox"/> Chlorine <input type="checkbox"/> Quaternary Ammonium <input type="checkbox"/> Iodine
DRESSING ROOMS / EMPLOYEE BELONGINGS	
Describe the storage facilities provided for employee's personal belongings and clothing.	

FOOD HANDLING PROCESSES QUESTIONNAIRE

FOOD SOURCE	
<p>Will all food be purchased from approved sources?</p> <p><i>Approved sources are those processors inspected by a federal food safety regulatory authority (or equivalent), a cottage food production operation (properly labeled), or another licensed food service operation or retail food establishment.</i></p>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Provide list of food suppliers.	
<p>Where will food be stored when mobile is not in use?</p> <p><i>Any commissaries must be licensed and/or inspected.</i></p>	
FOOD HANDLING	
How will bare hand contact of ready-to-eat foods be prevented?	
<p>Will produce be processed (washed, cut, and handled) in the unit?</p> <p><i>If yes, a food prep sink must be included in unit.</i> <i>If no, all produce must be purchased pre-washed.</i></p>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Describe areas of food preparation (ex. tables, counters, etc).	
Provide method(s) of cooking foods?	
How will foods be held hot?	
<p>How will foods be held cold?</p> <p><i>Mechanical refrigeration is required and must be maintained at 41° F or below at all times</i></p>	
Will any foods be cooled and reheated? Is so, how?	
<u>MISCELLANEOUS</u>	
MOBILE IDENTIFICATION	
<p>Explain where the required information will be provided on the outside of the mobile unit – name, city, and phone number with area code</p> <p><i>The name and city of origin shall be displayed with individual lettering measuring at least three inches high and one inch wide.</i></p>	

PLAN SUBMISSION CHECKLIST

The following must be submitted to our office for approval of a mobile food service operation. Failure to provide required information will result in the plans being rejected.

- Completed Mobile Plan Review Application
- Proposed menu or list of foods to be served
- Mobile unit floor plan. The floor plans must be drawn reasonably to scale and must include:
 - Square footage of unit
 - Doors, serving windows
 - Location and layout of all proposed pieces of equipment
 - Location of 3-compartment sink, hand sink, prep sinks (if applicable)
 - Location of freshwater tank and wastewater tank
 - Location and type of backflow preventer (if applicable)
 - Location of dry storage and chemical storage
 - Designated area for storage of employee belongings
- Any exterior storage areas or locations where food or equipment will be stored
- Lighting schedule showing the location of all overhead lighting
- Finish schedule of floors, walls and ceilings in all areas
- Manufacturer's make and model of all equipment (all equipment must be commercial-grade, NSF, ETL Sanitation, UL Sanitation, etc.)
- Identification on outside of mobile unit in 3" tall (minimum) lettering, indicating company name, city, state, zip code and phone number

FINAL INSPECTION CHECKLIST

The following must be completed and/or available for review during the prelicensing inspection. Failure to provide required information may result in a delay in opening.

Construction

- The unit is constructed according to the approved plans
- Unit name (in 3" tall minimum lettering), city, state, zip code and phone number is visible on unit

Equipment

- All equipment is commercial grade, and has been approved by the Board of Health
- All equipment is correctly installed and working properly
- All refrigeration is holding 41°F or below, and all refrigerators have working thermometers
- Food thermometer is available. Small-diameter probe required if thin meats are being cooked
- Gloves and/or utensils to prevent bare hand contact
- All surfaces have been cleaned & sanitized and are ready to use
- Backflow preventer (if required) is installed and accessible for inspection

Sinks

- All sinks are secured and sealed to wall
- Hot water is available at all sinks
- All hand sinks are properly stocked with soap, paper towels, garbage can, and signage

Chemicals

- Sanitizer on site, with appropriate test strips
- All chemicals properly labeled and stored

Administrative

- Signed application and payment for license fee has been submitted