



# Mobile Food Business Plan Review Application

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To obtain your mobile food license, you must fill out this packet, with required attachments. You must also fill out a mobile food license application and application license fee.

In order to submit plans the following must be completed:

- Submit the completed Mobile Food Unit Planning Application (page one of this document).
- Submit the entire layout (overhead view) of the Mobile Unit. See the last page of this document for a layout example. 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 floor plan showing the fixtures and equipment.
  - The plans must be drawn to scale (¼ inch = 1 foot, 1/8 inch = 1 foot, etc).
- Submit a complete menu/food prep review
- Submit a bulk ingredient and location list
- Building materials and surface finishes to be used.
- An equipment list with equipment manufacturer’s make and model numbers.
- Water Supply information

The plans and drawings must be clear and legible. 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.

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

Address, City, Zip where mobile unit will be housed:  
\_\_\_\_\_

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

Owner’s Name \_\_\_\_\_

Owner’s Address \_\_\_\_\_

Primary Contact Person \_\_\_\_\_

Contact Person Email \_\_\_\_\_

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: \_\_\_\_\_ Date: \_\_\_\_\_

## MENU REVIEW

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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 in the mobile unit.

*Example:*

*Ground Beef – Reach-in Freezer/Cooler*

*Green Peppers – 2 door reach-in cooler*

*Raw Chicken – Reach-in Cooler*

*Pre-Cooked Chicken – Reach-in Cooler*

*Chili – Canned-Dry Storage*

*Potatoes – Dry Storage*

*Lettuce – 2 door reach-in cooler*

*\*\*\* Food items and serving utensils received for use in the mobile unit operation may not be stored in a home. If these items are not stored on the mobile unit at all times, then a consignment agreement with a licensed food establishment or retail establishment, signed by both parties, must be submitted with this application. \*\*\**

### WILL FOOD AND SERVING UTENSILS BE STORED ON THE UNIT AT ALL TIMES?

- Yes, all food and serving utensils will be stored on the unit at all times. The unit will have cold hold capabilities when not operating to maintain food at 41F or below or frozen.
  - No, food and/or serving utensils will need to be stored at a licensed facility when the mobile unit is not in use. A signed agreement with that establishment has been submitted with this plan review.
3. Provide a list of your food suppliers and frequency of delivery/pick-up. *Example: US Foods – twice a week*

Food Supplier	Frequency of delivery/pick-up

## FOOD PREPARATION REVIEW

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

- No produce will be used or served
- All produce will come into the facility pre-washed and pre-cut. (Supply invoices on request)



# WATER SUPPLY

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Materials that are used to construct a mobile food service operation 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 unit 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

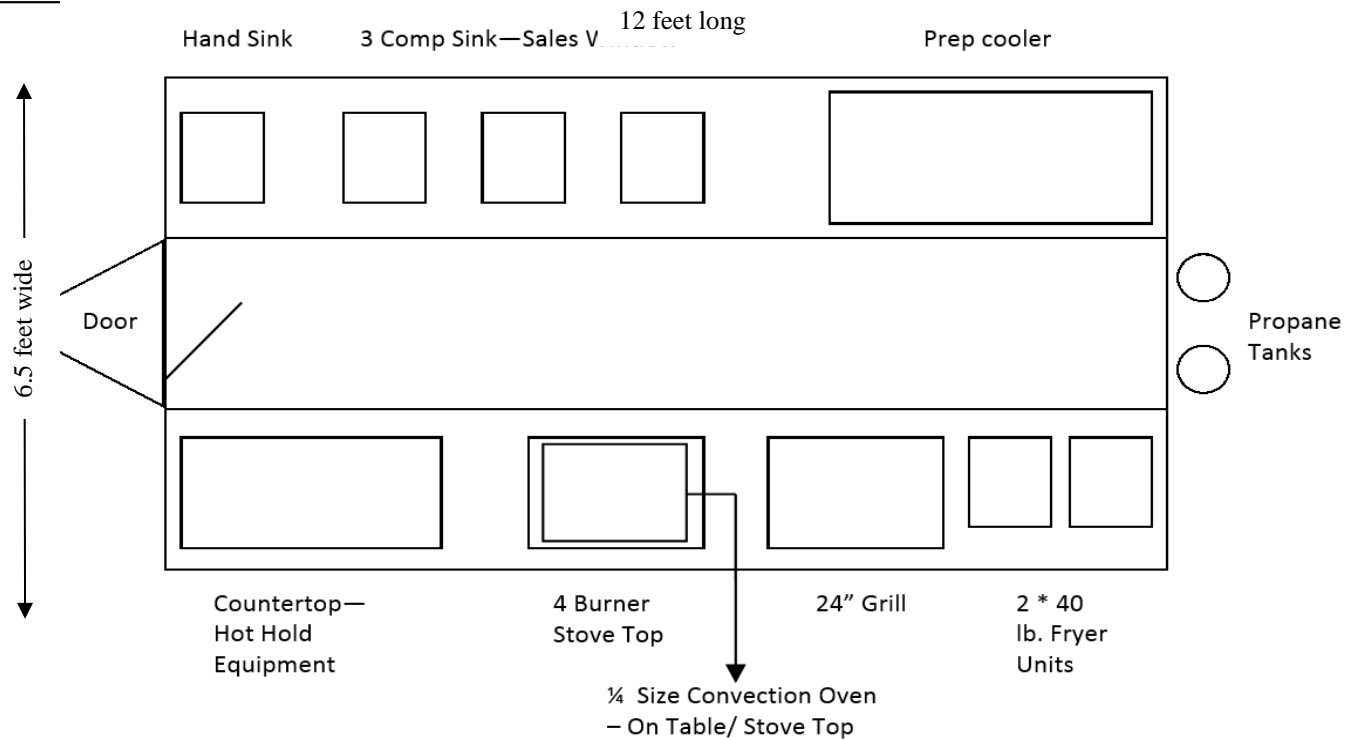
4. Hot water tank

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

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

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

# Example Mobile Layout



$$12' \times 6.5' = 78 \text{ sq ft}$$

Scale: 1 cm = 1 ft

- Please note, you may submit a hand drawn Mobile Layout, at long as it contains information like above.
- If you will have any “support equipment” include that on the Mobile Layout.
- For example, if you have a trailer with reach in freezers/coolers, include that on the Mobile Layout.
- If you have a tent setup outside for grilling, frying, lemonade etc., include that on the Mobile Layout.
- If you have any questions regarding the Mobile Layout, or the contents of this package to not hesitate to contact a Sanitarian at the Defiance County General Health District.