MOBILE

PLAN REVIEW APPLICATION

SENECA COUNTY
General Health District
PREVENT. PROMOTE. PROTECT.

Seneca County General Health District
Environmental Health Division
92 E. Perry St.
Tiffin, OH 44883

(419) 447-3691

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Mobile Plan Review Steps

Any mobile offering food for sale is required to have a mobile license issued by Seneca County General Health District (SCGHD). Please contact our office if you have any questions regarding the plan review or licensing process.

Step 1: Submit Plans (at least 30 days prior to construction/opening)
Include the following:

- One set of drawings of the unit.
- Completed mobile plan review application. Only submit pages 4-20.
- All required information from the checklist on page 20 of this document.

Step 2: Plan Review Process

- Within 30 days after plans are submitted, SCGHD will review the plans.
- Plans may require additional information or changes, if so, you will be contacted.

Step 3: Plan Approval Process

- A letter will be emailed informing you that the plans have been approved.
- Any changes made to your mobile unit must be submitted in writing to SCGHD.
- Once the plans are approved and the mobile unit is ready to operate, then contact SCGHD for a pre-licensing inspection at (419) 447-3691.

Step 4: Inspections

- For high-risk mobiles, at least one Person In Charge (PIC) from each work shift has attended PIC training.
- All refrigeration equipment must be maintaining a temperature of 41^{0}F or less at the time of the pre-licensing inspection.
- Hot and cold running water under pressure must be available at the sinks at the time of the pre-licensing inspection.

Step 5: Final Approval

- Once the pre-licensing inspection is completed by SCGHD, and the appropriate license fee is paid, you will be able to operate.
- The mobile food license will reflect the layout and menu that was submitted to SCGHD and will be printed on the back of the license.
- The current mobile food license must remain in the mobile unit at all times while operating.

Types of Mobiles

Enclosed Concession Trailers and Food Trucks
These are self-contained units. They shall be equipped with commercial mechanical refrigeration and a plumbing system including hot and cold running water under pressure. They must have plenty of storage space for multiple day events.

Push Carts
Push carts can be operated with an individual located inside or outside of the unit. These units have limited space and equipment. These must still have a hand sink and 3-compartment sink with hot and cold running water under pressure. A commissary facility and/or limitations on the license will be required for these units.

Teardown Units
Teardown units are a moveable structure facility with approved equipment. They require assembly prior to the start of each event. These require proper flooring and overhead covering. Commercial mechanical refrigeration and equipment is required. A commercial 3-compartment sink and hand washing sink is required with hot and cold running water under pressure.

Additional Mobile Requirements

- Mobiles must be operated from a movable vehicle or portable structure and cannot remain at any one location for more than forty days.

- All food must be from an approved source. All food to be served must be prepared at the mobile. No food prep can be done at home and then brought to the mobile.

Mobile Plan Review Contacts

Name of Mobile Unit: _____

Mailing Address: _____

City: _____ Zip: _____ Phone: _____

Name of Owner/Applicant: _____

Email Address: _____

Address/Location where mobile will be stored: _____

Mobile Type

☐ Concession trailer/truck

☐ Pushcart

☐ Teardown concession

☐ Pre-packaged foods only

Internal use only:

Date received: _____

RFE/FSO: _____

High/Low risk: _____

Food Safety Education

The Ohio Revised Code requires a person in charge with PIC food safety training to be present during all hours of operation. It is required for all new mobile food operations to have at least one person per shift with PIC certification prior to the business being licensed.

Is anyone certified in PIC training? ☐ Yes ☐ No

If yes, please submit copies of their certificates.

For a list of approved providers for PIC training, visit Ohio Department of Health's website at:

http://www.healthspace.com/Clients/Ohio/Ohio_Website_Live.nsf/FoodCertifications.xsp

Employee Health

There are certain infectious diseases that require a food employee to be either excluded or restricted from working in a food service area. There are also certain symptoms that would require a food employee to be unable to work. Do you have a written policy for employees that explains this and what their requirements are? ☐ Yes ☐ No

A policy will also be provided for you at the pre-licensing inspection.

Food Prep and Storage

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

☐ Disposable gloves

☐ Utensils/tongs

☐ Deli paper

☐ Other _____

Will there be any menu items that are served raw or undercooked (rare hamburger or steaks, sunny-side up eggs, homemade Caesar dressing, etc.)?

_____

_____

_____

If yes, then a consumer advisory must be provided.

How will TCS foods (time/temperature controlled for safety food) be thawed? (Check all that apply)

Thawing Method	Check if Applies
Under Refrigeration	
Cook from frozen	
No thawing required for any menu items	

Cooking TCS food

List all cooking equipment and check all applicable boxes. Use additional paper if needed.

Equipment Name	New	Used

Cooking of raw meats, eggs, poultry and seafood is required to destroy certain disease causing microorganisms. Will this mobile unit be cooking any of these products?

☐ Yes ☐ No

Temperature measuring devices are required to ensure that foods are cooked, cooled, reheated, held and stored at proper temperatures. Temperature measuring devices must be designed to accurately read temperatures in all food products (including thin products such as hamburgers and lunch meat). What type of thermometers will be used in your facility? (i.e. digital, stem, thermocouple, etc.). If thin foods are served (hamburgers, sausage patties, fish fillets, eggs, etc.), then a digital, thin tip thermometer is required.

Hot holding of TCS food

List all hot holding equipment and check all applicable boxes. Use additional paper if needed. All TCS food must be held at a temperature of 135° F or higher, after it has been cooked to the proper internal temperature.

Equipment Name	New	Used

Cold holding of TCS food

List all cold holding equipment and check all applicable boxes. Use additional paper if needed. All TCS food must be held at an internal temperature of 41° F or lower.

Equipment Name	New	Used

Cooling of TCS food

☐ Check box if your mobile will not cool down TCS food

List all foods that will be cooled. Foods must be cooled from 135ºF to 70ºF within 2 hours and from 70ºF to 41ºF or lower in an additional 4 hours. Please indicate below what foods you will cool and how you will cool them.

Food items	Method of Cooling

Reheating of TCS food

☐ Check box if your mobile will not reheat TCS food

List all foods that will be reheated. All TCS food must be reheated to a temperature of 165ºF for 15 seconds within 2 hours. Please indicate fellow what foods you will reheat in bulk and how you will reheat them.

Food items	Method of Reheating

Will raw meats, poultry and seafood be stored in the same refrigerators and freezers with cooked/ready-to-eat foods? ☐ Yes ☐ No

If yes, how will cross-contamination be prevented? _____

_____

_____

Is adequate and approved freezer and refrigeration available to store frozen foods frozen, and refrigerated foods at 41° F and below? ☐ Yes ☐ No

Number of refrigeration units: _____

Number of freezer units: _____

Does each refrigerator/freezer have a thermometer? ☐ Yes ☐ No

Who will be your food suppliers? _____

_____

_____

_____

How will dry goods and food be stored off of the floor? _____

_____

All food containers, if not in their original packaging or container, must be food-grade approved. Trash bags, garbage cans, or household plastic storage totes are not acceptable. Are all food containers food-grade acceptable? ☐ Yes ☐ No

Are all toxics on the premise stored away from food preparation and storage areas?

☐ Yes ☐ No

How will food be stored prior to the event:

☐ Food will be stored in the mobile unit

☐ All food will be purchased from an approved source on the day of the event

☐ From a commissary facility, please list _____

☐ Other _____

Utensil, Equipment, and Food Prep Surface Wash/Rinse/Sanitize

The bins in the 3 compartment sink must be big enough to fit the largest piece of equipment that needs to be washed.

Is there a 3-bin sink in the mobile unit to wash/rinse/sanitize equipment and utensils (separate from the handwashing sink)? ☐ Yes ☐ No

The largest item or piece of equipment that must be washed and sanitized must be able to fit in your 3-compartment sink. Is your 3-compartment sink capable of this?

☐ Yes ☐ No

All dishes, utensils, and equipment are required to air dry. Are drain boards provided on the 3 compartment sink for this? ☐ Yes ☐ No

If not, where will these items air dry?

_____

_____

Which sanitizer will be used?

☐ Chlorine (unscented household bleach)

☐ Quaternary ammonium

☐ Iodine

The corresponding test strips will need to be provided:

☐ Chlorine (50-100 ppm)

☐ pHydrion QT-10 (200 ppm)

☐ pHydrion QT-40 (150-400 ppm)

☐ Iodine (25 ppm)

How will sanitizer be used on food contact surfaces?

☐ Bucket with reusable cloth

☐ Spray bottles with disposable paper towels

Hand Washing

Is there a handwashing sink in the mobile unit (separate from the 3-bin sink)?

☐ Yes ☐ No

Is hand cleanser available at each hand washing sink? ☐ Yes ☐ No

Are hand drying facilities available at each hand washing sink? ☐ Yes ☐ No

Is hot and cold running water under pressure available at each hand washing sink?

☐ Yes ☐ No

Are hand washing signs posted at each hand washing sink? ☐ Yes ☐ No

Fresh Water

How will you get your fresh water:

☐ Operates using direct water line

☐ Operates using water tanks

Where will you get your water supply from:

☐ City water supply

☐ Bottled water

☐ Direct connect to potable water supply at event site

☐ Well water – it **must** be sampled and approved by SCGHD before using and tested annually.

Size of the fresh water tank: _____

Where is the fresh water tank located: _____

How will the fresh water tank be filled: _____

Will you hook up with a hose for fresh water supply? ☐ Yes ☐ No

Dual-check backflow prevention device for direct water connections is required on the water supply line. Which one do you have?

☐ ASSE #1012

☐ ASSE #1024

Where is the backflow preventor located? _____

A food-grade water supply hose must be provided. A garden hose is not allowed. What is the color of the food grade hose:_____

What type of hot water heater will be used:

☐ Hot water tank on unit

Gallons: _____

☐ Instant hot water heater (tankless)

Where is the hot water heater located: _____

What is the size/capacity of the hot water heater: _____

- Hot water for hand washing must reach a minimum of 85° F.

Waste Water

Waste water disposal:

☐ Direct connect to sanitary sewer at service site

☐ Holding tank on mobile unit

Where will holding tank be emptied: _____

☐ Other: _____

Does the waste water tank hold 15% more than the fresh water tank?

☐ Yes ☐ No

Size of the waste water storage tank: _____

Location of the waste water storage tank: _____

Solid Waste/Trash Disposal

How is trash/solid waste disposed of? _____

_____

Utilities

Lights must be shielded or shatter proof, indicate which will be used:

☐ Sleeve over bulb with end caps provided

☐ LED bulbs used

Describe your power source (select all that apply):

- ☐ Portable generator
- ☐ Propane
- ☐ Electrical outlets provided by venue
- ☐ Other: _____

Interior Finish Materials

Applicant must indicate which materials (quarry tile, stainless steel, 4" plastic coved molding, etc.) will be used in the following areas. All surfaces must be smooth, cleanable and non-absorbent.

FLOOR	COVING	WALLS	CEILING

Mobile Unit Identification

Does your mobile have a stock trailer also? ☐ Yes ☐ No

If yes, this also must meet all requirements.

What color is the outside of the mobile unit? _____

The following information must be clearly printed on the unit with lettering at least 3" tall and 1" wide:

- ☐ Name of operation
- ☐ City of origin
- ☐ Phone number (including area code)

Commissary Agreement

Do you plan to use a commissary? ☐ Yes ☐ No

Name of Commissary _____

Commissary food service license number _____

Provide commissary agreement letter with application

I hereby certify that the included information is correct, and I fully understand that any deviation from the above without prior permission from the Seneca County General Health District may nullify final approval. I understand that incomplete plans may delay the plan approval process.

Signature of owner/representative:

_____ **Date:** _____

Please print name and title:

_____

Commissary Agreement for Mobile Units

Commissary Information:

Name of Business: _____

Address: _____

Contact Person: _____

Phone Number: _____

Email: _____

What equipment will be utilized at the commissary? _____

_____

_____

_____

Mobile Unit Information:

Name of Business: _____

Owner/Operator: _____

Phone Number: _____

Days/Times at Commissary: _____

Email: _____

_____	_____	
Commissary License Holder – Printed Name	Commissary License Holder Signature	Date
_____	_____	
Mobile Unit License Holder – Printed Name	Mobile Unit License Holder Signature	Date

EQUIPMENT LIST

The following information must be provided for all equipment that is used in the facility. If you need more space, please use additional paper.

All equipment must be commercial-grade, and approved through a certified testing agency (NSF, UL, ETL). **No residential or household equipment will be approved.** All equipment must be shown on the drawing. Make and model numbers of equipment are required. Please do not submit equipment serial numbers, or just write "existing".

MANUFACTURER	MODEL NUMBER	DESCRIPTION/ EQUIPMENT	OFFICE USE: APP/DISAPP
Example: True Manufacturing	*GDM-7*	*Reach-in-cooler*	

Mobile Plan Review Checklist

The plans submitted must be legible and include all of the following information. Incomplete information may delay plan approval and/or licensing of your mobile unit.

Please indicate that the following are included with a check or indicate if not applicable (NA).

☐ Menu

☐ Floor plan/drawing of the mobile unit including:

- ☐ Location of 3-compartment sink
- ☐ Location of hand washing sink
- ☐ Location of all equipment
- ☐ Location of lights
- ☐ Location of hot water heater
- ☐ Location of any storage areas
- ☐ Location of waste water tank
- ☐ Location of fresh water tank
- ☐ Location of windows, doors and ceiling vents
- ☐ Location of ventilation hoods over fryers or grills

☐ Equipment list, including make and model numbers (commercial equipment only, no residential equipment is permitted). Please provide specification sheets if available

☐ Completed plan review application - pages 4-20