

Application Packet for Mobile Food Plan Review



This packet includes the following forms:

*Equipment List Form
Plan Review Guidelines for Mobile Food Facilities and Mobile Support Units*

Submission of Plans

Two sets of plans shall be required for any new or remodeled mobile food facility, mobile support unit, or auxiliary sink conveyance, prior to construction. Plans may also be required for a change in menu on a mobile food facility that is presently permitted. Mobile food facilities, mobile support units or auxiliary conveyances that have been previously permitted may be accepted as approved without plans as deemed appropriate.

Submit 2 hard copies of plans, the Application for Food Facility Plan Review and other required documents to the following location:

Madera County Environmental Health
2037 w. Cleveland Ave.
Madera CA. 93637
(559) 675-7823

Plan Review Guidelines for Mobile Food Facilities And Mobile Support Units

(Last Revised 09/20/07)

These guidelines have been established by the Mobile Food Facilities Subcommittee to serve the need for uniformity between jurisdictions in construction approvals of mobile food facilities. They should be used by the various jurisdictions in California as a template for formulating their own guidelines.

I. Definitions

A. **Auxiliary Conveyance (AC)** is a means of transport used in conjunction with a mobile food facility. An auxiliary conveyance shall meet applicable sections of Articles 6, 7, and 11, and shall have a valid permit to operate.

B. **Mobile Food Facility (MFF)** means any conveyance, used in conjunction with the service of a commissary or other approved facility upon which prepackaged food or approved non-prepackaged food is sold or offered for sale at retail. Mobile food facility does not include a mobile food preparation unit or a stationary mobile food preparation unit.

C. **Mobile Support Unit (MSU)** means a vehicle, used in conjunction with a commissary that travels to and services mobile food facilities as needed to replenish supplies including food and potable water, clean the interior of the unit, or dispose of liquid or solid wastes.

D. **Occupied Mobile Food Facility (OMFF)** means a mobile food facility that is occupied during normal business operations.

II. Plan Submission

A. Two sets of plans shall be required for any new or remodeled mobile food facility, mobile support unit, or auxiliary sink conveyance, prior to construction, or for the aforementioned facilities that have been acquired by the operator in the finished state. Plans may also be required for a change in menu on a mobile food facility that is presently permitted. Mobile food facilities, mobile support units or auxiliary conveyances that have been previously permitted may be accepted as approved without plans as deemed appropriate by the present jurisdiction processing the operating permit.

B. Complete and easily readable plans shall be drawn to scale. Drawings shall show all 4 sides and the top view of the mobile food facility, enclosure doors shown in their open positions and a complete plumbing diagram. The location and type of each of the following, if applicable, shall be shown on the plan:

1. Potable water tanks (length x width x depth indicated)
2. Potable water inlets (type indicated)
3. Overflow lines
4. Waste water tanks (length x width x height indicated)
5. Waste tank drain valves
6. Backflow prevention devices
7. Water heaters (size in gallons indicated)
8. Utensil and hand-wash sinks (length x width x height indicated)
9. All associated plumbing
10. Each piece of food service equipment and its placement
11. Specifications for the equipment indicating manufacturer, make and model number shall be indicated either separately or on the plan.
12. Ice bins (length x width x height indicated)
13. Finish schedule for food contact surfaces, counter tops, food compartments, walls, floors and ceilings
14. Food enclosure(s) and doors
15. Gas and electrical lines
16. All other component details (such as utensils, tray inserts, insulations, counters, shelving, storage areas, and food preparation areas, etc.)
17. Identification signs on at least two public sides of the mobile food facility and mobile support unit. The identification must include the DBA (at least 3" high), name of the permittee (at least 1" high) if different from the DBA, city, state and zip code of the permittee (at least 1" high).
18. Type and location of fire protection equipment.
19. Power source (size indicated).

Note: Refer to the end of the document for additional requirements for 1- occupied mobile food facilities, 2- mobile food facilities that fry churros and other dough products, and 3- mobile support units.

C. The following items shall accompany the plans:

1. A commissary agreement letter, if available at that time, shall accompany the plans (otherwise to be submitted prior to final issuance of permit.)
2. Menu
3. Operational procedures for food handling and the cleaning and sanitizing of food contact surfaces, food equipment and utensils.
4. Verification of Local Fire Department approval for frying, BBQ, and grilling mobile food facilities.

III. Construction Requirements

A. Surface materials of the mobile food facility shall be shall be constructed of a smooth, durable, washable, impervious material capable of withstanding frequent cleaning, shall not be unfinished wood and shall be free of cracks, seams, or linings where vermin may harbor.

B. Construction joints shall be tightly fitted and sealed with no gaps or voids. All sealant, solder and weld joints located in the food contact areas shall be smooth, and approved for food contact surfaces. Spaces around pipes, conduits or hoses that extend through cabinets, floors or outer walls shall be sealed to be smooth and easily cleanable.

C. All food-related equipment and plumbing, including pumps, accumulators and filters shall be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program, i.e. National Sanitation Foundation (NSF), Intertech Testing Services (ITS), Underwriter's Laboratory Sanitation (ULS). In the absence of applicable ANSI sanitation certification, the equipment design, construction and installation is subject to approval by the jurisdiction.

D. All food related fixtures, tanks, equipment, plumbing, pumps and filters must meet standards referenced in the plumbing code. Plumbing fixtures, pumps and filters shall be installed according to the manufacturer's specifications. The local administrative authority or Health Department may require more stringent standards.

E. Equipment set apart from adjacent equipment, or the clearance between the top of the counter and the bottom of a piece of equipment with a rigid utility connection shall have a minimum gap of 4 inches of unobstructed space to facilitate cleaning. Equipment that can be easily moved by one person and has a flex connection need not comply with the above requirement for 4 inch clear space.

F. Lighting and Power Supply:

1. Light bulbs and tubes shall be covered and completely enclosed in plastic safety shields or the equivalent.
2. Light fixtures shall be installed so as not to constitute a hazard to employees or food safety.
3. Adequate electrical power shall be provided to power accessories or appliances.

G. Electrical appliances shall meet applicable Underwriter's Laboratory standards.

H. Potable water tanks and plumbing:

1. Water tanks and plumbing shall be constructed of food grade material as approved by a nationally recognized testing organization (such as ANSI) for drinking water.
2. Interiors shall be smooth and free of recesses and crevices and capable of draining completely.
3. Tanks shall be adequately vented for flow.
4. Potable water tanks shall be sufficient in volume to fulfill the required 5 gallon minimum for hand washing and all other volume requirements for product and utensil-washing water. For mobile food facilities with blending vessels, an additional minimum 10 gallon capacity for utensil washing and 15 gallon product water is recommended.
5. Water tank capacities may be satisfied with only one or with multiple potable water tanks.
6. Potable water inlets shall be protected from contamination and designed to preclude attachment to a non-potable service connection, e.g. quick disconnect.
7. Potable water inlets shall be located at least 1" above the overflow.

8. Overflow pipe openings shall be protected from the entrance of dust, insects and other contamination.

I. Hand and utensil washing:

1. A one compartment sink for hand washing and a three compartment utensil washing sink shall be required. It shall be 9x9x5 inches minimum size and large enough to accommodate the largest utensil.
2. The hand and utensil sinks shall be located on the operator side of the mobile food facility and shall be unobstructed and easily accessible. The sinks can be either on the countertop, or under counter, below a countertop cutaway extending at least halfway from the edge of the sink to the faucet handles.
3. The hand and utensil sinks shall be equipped with adequate plumbing fixtures that allow for unobstructed utensil washing.
4. The hand and utensil sinks shall have hot and cold water through a mixing faucet capable of delivering a minimum of one gallon/minute.
5. A single-use, commercial towel dispenser permanently mounted to the mobile food facility shall be required.
6. A hand-soap dispenser permanently mounted to the mobile food facility shall be required.
7. Mobile food facilities that are limited to handling of prepackaged foods, whole fish whole aquatic invertebrates or bulk dispensing of nonpotentially hazardous beverages shall not require the hand and utensil sink.

J. Water heaters will be of a ½ gallon capacity minimum and shall be capable of delivering water at 120°F.

K. Cold running water at 101°F or less shall be provided.

L. Gas fired appliances:

1. Thermocouples shall have a safety shut off device.
2. Propane tanks:
 - a. That are enclosed within the mobile food facility shall have at least two ventilation openings on opposite sides at the cylinder valve level and at least one ventilation opening required at the floor level. Each opening shall be a minimum of 10 square inches, screened with a minimum 16 mesh and shall vent to the exterior of the mobile food facility.
 - b. Enclosures shall be free of any source of ignition.
 - c. Shall be securely placed and should not be located on the bumper of a trailer mounted vehicle. The only appropriate placement on the exterior of the mobile food facility is on the front (tongue) of the trailer.
 - d. Shall have a safety shut off valve.
 - e. Shall require the installation of a 3 lb. UL fire extinguisher.
 - f. Insulation is recommended around the steam table, water heater and burner compartment to prevent injury to the mobile food facility operator or customer.
3. Gas fired appliances shall meet applicable standards that are ANSI certified.

4. Certification shall be indicated by a decal on the appliance.

M. Food enclosure(s): shall be present and adequately sized for the intended operation of the mobile food facility. An enclosure shall fully enclose and protect food contact surfaces, equipment and all handling of unpackaged food. All food processing must remain within a food enclosure. Food compartments can include, but are not limited to, coffee urns, coffee grinders, blender jars (with lids) and refrigeration/freezer units.

1. Doors to the enclosure:

- a. Shall be required to allow complete enclosure during transport and non-operation of the mobile food facility and during operating hours whenever food preparation and service is not occurring.
 - b. Shall be tight-fitting providing protection to interior surfaces from dust, debris and vermin (reference NSF Standard 59 for tight fitting).
 - c. Shall only open outward and will not fold, flip or slide up and over the top portion of the enclosure. Folding side by side hinged doors are acceptable.
2. Food enclosures shall be free of electrical or plumbing lines with the exception of those lines providing product supply water.
 3. The food enclosure interior shall have a smooth and cleanable surface.
 4. Ice bins holding edible ice shall be placed within an enclosure and shall be designed for easy access.
 5. Food preparation counters will be within the enclosure, provide adequate space for food preparation and shall be constructed of food grade material.
 6. Food enclosures shall be vented to remove excess heat or steam as necessary. Ventilation shall be vermin proof.

N. Food Storage Compartments:

1. Food storage compartments shall be large enough to accommodate expected food volumes.
2. Food storage compartments shall be enclosed.
3. Food storage compartments for sodas and hot dogs shall be in separate ice bins.
4. Mechanical refrigeration is required for the storage of cream, milk or similar dairy products, frozen ice cream bars and raw doughs.
5. All pressure cylinders shall be securely fastened to a rigid structure.

O. Wastewater Tanks:

1. All equipment, drain lines, and drip trays shall drain to waste tanks by an indirect connection (i.e. air gap) unless the waste tank is vented to prevent backflow.
2. Wastewater tanks shall be of sufficient capacity to hold 150% of the potable hand and utensil wash water supply, 15% of product water and 33% of the total ice bin volume.
3. Wastewater tanks may be removable for easy disposal of waste.
4. Wastewater tanks shall have a discharge valve located to facilitate complete draining of the tank.
5. Permanently installed steam tables shall be fitted with a discharge valve and shall not drain to the wastewater tank.

End of General MFF Requirements

IV. Mobile Food Facilities that Fry Churros or Similar Approved Dough Products

In addition to the general requirements for Mobile Food Facilities, the following shall apply to mobile food facilities that fry churros or similar dough products:

- A. The unit shall be equipped with a three-compartment utensil washing sink with integral drain boards. The sink may be on the primary unit or on an auxiliary conveyance. When used in conjunction with a mobile food facility, an auxiliary conveyance shall contain all of the utility connections. Each compartment shall be at least 12 inches wide, 12 inches long and 10 inches deep, or large enough to accommodate the largest utensil or piece of equipment. The drain boards shall slope toward the sink compartment one eighth inch per foot, with a minimum one-half inch lip or rim to prevent any liquid waste from draining onto the floor.
- B. Hand washing facilities can either be an integral part of the mobile food facility, or on an auxiliary conveyance that is used in conjunction with the primary unit. When used in conjunction with a mobile food facility, an auxiliary conveyance shall contain all of the utility connections.
- C. The ground or floor surface under the deep fat fryer shall be smooth, impervious and easily cleanable and shall provide employee safety from slipping and must extend at least two feet beyond the open side(s) of the frying unit.
- D. A mechanical exhaust ventilation system meeting the applicable requirements of CalCode Section 114149 shall be installed over the fryer unit. This may be satisfied with a ductless hood system or other system approved by the jurisdiction.
- E. A fire suppression system shall be required when mandated by the local fire department. The mobile food facility shall comply with all local fire codes, standards, and ordinances.
- F. At least two NFPA fire extinguishers (rated 40K Class) shall be provided. One must be permanently mounted to the mobile food facility, while the other shall stay within 30 feet and remain off of the mobile food facility during operation.
- G. A first aid kit shall be kept on the mobile food facility.
- H. A positive closing lid shall be required on the fryer with latching mechanisms that secure it in the open and closed positions.
- I. A mechanical refrigeration unit shall be required for storage of raw dough.
- J. Dough extruder

1. Shall be located within a food enclosure as defined in section III M. of the general mobile food facility requirements.
2. Shall be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program.

IV. Occupied Mobile Food Facilities

In addition to general requirements for mobile food facilities, the following shall apply to occupied mobile food facilities.

NOTE: If the mobile food facility has 110 volt electrical, plumbing, gas or a mechanical generator or compressor, it must have an insignia issued by the Department of Housing and Community Development.

A. Exterior requirements:

1. Entrance doors to food preparation area and service openings shall be self-closing.
2. Food service openings
 - a. Shall be no more than 216 square inches and no less than 18 inches between openings.
 - b. Shall be covered with solid material or screen. If screen is used it must be at least 16 mesh per inch.
 - c. This section shall not apply to mobile food facilities that are limited to the handling of prepackaged food and produce.
3. Compressor units that are not an integral part of the mobile food facility shall be installed in an area separate from the food prep and storage areas.
4. Propane tanks shall be located outside the mobile food facility, and there can be no other attachments on the exterior of the mobile food facility (e.g. can opener).

B. Interior requirements

1. Occupied mobile food facilities shall have a clear, unobstructed height over the aisle-way portion of the unit of at least 74 inches from floor to ceiling, and a minimum of 30 inches of unobstructed horizontal aisle space.
2. Walls and ceilings shall be constructed so surfaces are impervious, smooth and cleanable.
3. Floors shall be continuous and constructed of approved materials. The floor/wall juncture shall be covered with a minimum 3/8 inch radius and the floor surface shall extend up the wall at least four inches. (Vinyl rubber top-set base is not acceptable material).
 - a. This section shall not apply to mobile food facilities that are limited to the handling of prepackaged non-potentially hazardous food and produce, unless water flushing of floors is required.
 - b. If water flushing of floors is required, a food grade hose shall be installed and maintained in an enclosed compartment. The food grade hose shall be of sufficient length to clean the interior of the vehicle.
 - c. Equipment shall be sealed to the floor or raised 6 inches off of the floor by means of an easily cleanable leg and foot.

V. Mobile Support Units

Mobile Support Unit requirements shall be based on the proposed services to, and the number, type and location(s) of the mobile food facilities serviced. All construction and equipment will conform to the requirements described in the general mobile food facility sections of this guideline as applicable.

A. Operational Procedure: a detailed description of the intended operation(s) of the mobile support unit shall accompany the construction plans for the mobile support unit and shall indicate the following:

1. All mobile food facilities to be serviced
2. Which services shall apply to each mobile food facility
3. The distance from the commissary to each mobile food facility serviced

Mobile support units that provide one or more of the following services to one or more mobile food facilities shall conform to the requirements under each applicable service heading.

B. Transport of potable and waste water:

1. Adequate potable water tank(s) shall be provided for all water demand for each mobile food facility serviced including but not limited to, supply tanks, steam tables, utensil washing, hand washing and equipment cleaning.
2. Waste water tanks shall be adequate in volume to accommodate all mobile food facilities serviced with additional waste volumes required for units that clean mobile food facilities. Waste water tanks will be located to prevent contamination of all potable water, clean linen and food and utensil storage areas.
3. The method for securing removable tanks during transport shall be indicated.
4. A designated waste water pump shall be provided when waste water is pumped from the mobile food facilities. The pump and all associated hoses shall be clearly labeled for waste.
5. A designated potable water pump shall be provided when potable water is pumped to the mobile food facilities. The pump and all associated hoses shall be labeled clearly for potable water.
6. Waste tanks shall be equipped with an approved valve and shall be constructed to prevent drainage onto the ground during transport or when stationary.
7. Waste tanks and associated pumps and hoses shall be stored separately from potable water storage, clean linen, paper products, food equipment and utensil storage areas, and shall be clearly labeled as "waste".

C. Transport and restocking of food and/or utensils

1. Adequate compartments and shelving shall be provided for all food to be transported.
2. When unpackaged food is stored during transport, compartments shall be smooth, easily cleanable, non-absorbent, and equipped with tight fitting doors and/ or lids.
3. Approved refrigeration shall be required when transporting cold potentially hazardous foods from a commissary.
4. Approved hot holding storage equipment shall be required when transporting hot potentially hazardous foods from a commissary.

5. A hand wash sink and permanently mounted hand cleanser and paper towel dispensers shall be installed when unpackaged food is transported.

D. Removal and transport of waste grease

1. An approved container(s) or tank(s) of sufficient volume with secure lid(s) shall be provided for all churro frying mobile food facilities serviced.
2. Tanks or containers shall be separate from all potable water, clean linen, paper products, food equipment and utensil storage areas.
3. Pumps and all associated hoses that are used to drain grease shall be clearly labeled as "waste grease" and shall be stored segregated from other pumps and hoses.
4. When grease is transferred from the mobile food facility to the mobile storage unit by container, it shall have a tight fitting lid. The container and any associated funnels shall be clearly labeled as "waste grease".
5. Sanitary storage shall be provided for all such equipment used for waste grease transfers.

E. Removal and transport of food waste other than grease

1. Adequate additional volume shall be provided to the waste water tanks when servicing mobile food facilities with liquid food waste. Transfer methods shall be indicated and the proper transfer equipment provided and labeled clearly for waste.
2. Sufficient storage for all solid food waste shall be provided with adequate containment during transport. This may be accomplished by bins or cabinets that accommodate trash bags.

F. Removal and transport of equipment to commissary for sanitizing. Adequate shelving or cabinets shall be provided for storage of equipment during transport

G. Cleaning mobile food facilities

1. A janitor's sink measuring at least 18" x 18" x 12" with hot and cold water under pressure shall be installed as deemed appropriate by the jurisdiction when servicing occupied mobile food facilities, churro frying mobile food facility or other mobile food facility.
2. Hot water shall be provided by a minimum 3 gallon water heater.
3. Separate and adequate storage shall be provided for cleaning equipment and cleaning and other toxic chemicals.
4. Separate and adequate storage for clean rags shall be provided.
5. Separate and adequate, leak-proof storage for soiled rags shall be provided.
6. A minimum volume of 5 gallons of potable water for cleaning each mobile food facility serviced shall be provided.
7. A minimum waste tank volume of 1.5 X the potable water tank shall be provided for each mobile food facility to be cleaned.
8. A separate and adequate receptor shall be provided for removal of solid and food waste from potable water, food and utensil storage.

End of Guideline