



## PAULDING COUNTY HEALTH DEPARTMENT & WIC

800 EAST PERRY ST., PAULDING, OH 45879 • PH: (419) 399-3921 • TOLL FREE: 1 (866) 399-3921 • WIC DEPT: (419) 399-2621 • FAX: (419) 399-3494

### **Operational, Licensing Requirements, Application & Guide For Mobile Units**

**“Mobile food service operation”** means a food service operation that is operated from a movable vehicle, portable structure, or watercraft and that routinely changes location, except that if the operation remains at any one location for more than forty consecutive days, the operation is no longer a mobile food service operation.

**“Mobile retail food establishment”** means a retail food establishment that is operated from a movable vehicle or other portable structure, and that routinely changes location, except that if the establishment operates from any one location for more that forty consecutive days, the establishment is no longer a mobile retail food establishment.

- A mobile food service operation must be licensed in the county where the unit is housed. The mobile food service license must be renewed on a yearly basis, prior to the mobile’s first day of food sale. The mobile will be required to be set up, have running warm and cold water, and be stocked with essential supplies on the day of licensing.
- The mobile food service license is valid throughout the state of Ohio, as long as the mobile food service is operating as stated on the back of the license issued by this department.
- **Contact the Paulding County Health Department at (419) 399-3921 to set up an appointment to schedule a pre-license inspection for your mobile food service operation each year.** All paperwork must be submitted prior to the inspection for approval. Any changes made to your mobile food service operation must be submitted in writing to this department. Your mobile food license will reflect the layout and menu as submitted to this department for approval. Your mobile food license is only valid for the layout and menu printed on the back of your license issued by this department. The valid food service license must remain on the mobile food service operation at all times of operation.
- **Mobile food service operations are only licensed for the exact menu and equipment provided to this department for approval.**

#### **In order to submit plans the following must be completed:**

1. Fill in the Application, Facility Layout and Equipment Specification Review (**pages 3-12**).
2. This plan must show the location of all equipment, counters, lighting, windows, and entrances where applicable (including the location of the hot water tank, fresh water and gray water tanks).
3. If your mobile has a stock trailer, it must also be included in the mobile plan.
4. The layout drawing must include the exact layout of all equipment (example: sinks, coolers, tables, storage areas, etc.). All equipment must be commercial grade, no residential equipment (for example: crock pots) will be accepted.
5. The plans must be drawn to scale (For example, ¼ inch = 1 foot)



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6. Submit a complete menu (**page 12**).
7. All materials turned into the department become property of the Paulding County Health Department. You are responsible for making your own copies of the materials submitted.
8. Only complete plans will be accepted for plan review. All mobiles must go through the plan review process and have a pre-license inspection before they can be licensed. No mobiles will be licensed at an event or festival.
9. If you make any changes to the mobile, including menu changes, you are required to contact your inspector for approval.
10. At the time of the pre-license inspection, if your equipment or layout differs from the set of plans that have been approved, it may delay in licensing the mobile food service operation.
11. Once the plans for the mobile food service operation have been received and reviewed, you will receive a plan approval or disapproval letter in the mail. If the plans have been disapproved, you will have the ability to make the recommended changes to the mobile food service operation and resubmit.

**It is a good idea not to build or make changes to the mobile until the plans have been approved by this department, as the layout and equipment proposed may not meet the food code standards.**



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**APPLICATION FOR A LICENSE TO CONDUCT A MOBILE UNIT:**

Please print clearly. Submit applications with all required drawings and specifications.

<input type="checkbox"/> <b>New Facility</b>		<input type="checkbox"/> <b>Existing Facility</b>	
Name of Facility:			
Facility Address:		Phone:	
City/Zip:		Fax:	
Name of Operator (Owner):		Phone:	
Operator Mailing Address:		Fax:	
City/State/Zip:		Email:	
<b>Type of Food / Style of Service Offered / Setting (check all that apply):</b>			
<input type="checkbox"/> Mobile Food Service Operation Trailer/Truck/Van			
<input type="checkbox"/> Mobile Food Service Cart			
<input type="checkbox"/> A Tear-Down Mobile Food Service Operation			

<b>Applicant Signature:</b> _____	<b>Date:</b> _____
<p>No person, firm, association, organization, corporation, or government operation shall construct, install, provide, equip, or extensively alter a food service operation or retail food establishment until the facility layout and equipment specifications therefore have been submitted to and approved in writing by the licensor, or its authorized representative. When the facility layout and equipment specifications are submitted to the licensor, they shall be acted upon within thirty days after date of receipt. The licensor shall use the facility layout and equipment specification criteria set forth in the rules adopted pursuant to section 3717.05 of the Revised Code to approve or disapprove facility layout and equipment specifications.</p>	

<b>Internal Use Only:</b>			
License Fee: \$100.00	Late Fee:	State Fee: \$28.00	Total Amount Due: \$128.00
Date Received:	Paid amt:	Receipt #	
<i>Application approved for license and certified as required by Chapter 3717 of the Ohio Revised Code</i>			
By:		Date:	
Audit #		License #	

Once this application has been submitted, Ohio Code allows the Health Department 30 days to review and approve or disapprove your plans and formally respond to the applicant.



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### Facility Layout

NOTE: Remember to show all windows, doors, equipment (hot & cold holding & cooking), hot water tank, water hook-up w/ backflow, and waste outlet.

A large, empty rectangular box with a thin black border, intended for the user to draw a facility layout. The box occupies most of the page's width and height.



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### MENU

- All food must be prepared in your mobile food service operation or by a commercially licensed facility. **No food may be made in your home.**
- A complete menu for your mobile food service operation must be provided. The menu should be simple, as a mobile is always on the go and does not have the same amount of space as a full-service restaurant.
- The menu for your mobile food service operation will be printed on the back of your license and **must travel with your unit at all times.**
- Any additions or alterations to your menu must be approved by this department and added to the back of the license by your sanitarian.
  1. Complete the **MENU REVIEW SHEET** at the end of this packet.
  2. Provide a list of your food suppliers.
  3. If you serve undercooked meat and egg products, contact this department regarding a consumer advisory that must be printed on your menu. (See OAC 3717-1-3.5 for details on when a consumer advisory is needed.)



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**FOOD PREPARATION REVIEW**

**1. HOW WILL YOU PREPARE PRODUCE? (Check all that apply)**

<input type="checkbox"/> No produce will be used or served
<input type="checkbox"/> All produce will come into the mobile pre-washed and pre-cut. (Supply invoices on request)
<input type="checkbox"/> All produce will be prepared in a separate food preparation sink

Comments:

**2. POTENTIALLY HAZARDOUS FOOD WILL BE THAWED (Check all that apply):**

Thawing Method	Check if applies
No thawing required for any menu items	
Thawing in the cooler	
Cook from frozen	

Comments:

**3. COOKING POTENTIALLY HAZARDOUS FOOD:**

List all cooking equipment and check all applicable boxes. Use back of this sheet or additional paper if needed.

- If there is to be grilling or frying, a commercial hood must be installed. The hood may be constructed of galvanized or stainless steel. The hood must be supplied with grease filters.
- Fire extinguishers must be available in the mobile unit, especially if extensive cooking will be done.

Equipment Name	New	Used	NSF Approved or Equivalent
<i>Example: Manufacturer Name, Gas Grill Model 25 S</i>	X		<i>NSF Approved</i>

Comments:



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**4. HOT HOLDING POTENTIALLY HAZARDOUS FOOD:**

List all hot holding equipment and check all applicable boxes. Use back of this sheet or an additional paper if needed. All potentially hazardous food must be held at a temperature of 135° F or higher.

Equipment Name	New	Used	NSF Approved or Equivalent
<i>Example: Manufacturer Name, Crockpot Model 25 S</i>	X		<i>NSF Approved</i>

Comments:

**5. COLD HOLDING POTENTIALLY HAZARDOUS FOOD:**

List all cold holding equipment and check all applicable boxes. Use the back of this sheet or additional paper if needed. All potentially hazardous food must be held at a temperature of 41° F or lower.

Equipment Name	New	Used	NSF Approved or Equivalent
<i>Example: Manufacturer Name, Chiller Model 25 S</i>	X		<i>NSF Approved</i>

Comments:



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**6. HOW WILL EMPLOYEES AVOID BARE-HAND CONTACT WITH READY-TO-EAT FOODS? Check all that apply**

<input type="checkbox"/> Disposable gloves	<input type="checkbox"/> Utensils with a handle
<input type="checkbox"/> Deli Tissue	<input type="checkbox"/> Other:

Comments:

**7. WAREWASHING:**

A three-compartment sink with two drain boards must be provided for washing, rinsing, and sanitizing all food equipment. The sink size must be sufficient size to fit the largest piece of equipment at least halfway.

Check the appropriate box for the type of sanitizer that will be supplied. (An appropriate test kit for the selected sanitizer must also be provided.)

<input type="checkbox"/> Chlorine (non-scented bleach)	<input type="checkbox"/> Quaternary ammonium
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Comments:

**8. LIGHTING:**

At least 50-foot candles of light must be available inside the mobile unit. Lights must be shielded with light tubes and end caps or with shatter proof bulbs inside the mobile unit. Advertising lights on the outside are not required to be shielded.

Comments:

**9. MOBILE FOOD SERVICE FINISH MATERIALS:**

All surfaces must be smooth and easily cleanable. List the material that will be used to provide a smooth, rounded and cleanable surface. A vinyl coving strip must be used to seal the wall-floor joint. All installed equipment must be sealed to the walls and floors.

Floor	Wall	Ceiling	Counters	Cabinets/Shelving





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### 10. WATER SUPPLY AND WATER TANK REQUIREMENTS:

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; and
- Constructed of materials that meet N.S.F. standard 61 or the equivalent
- Mobile holding tanks 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; and** sloped to drain that is one inch in inner diameter or greater, and equipped with a shut-off valve.
  - 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 nonabsorbent
  - Resistant to pitting, chipping, crazing, scratching, scoring, distortion, and decomposition
  - Finished with a smooth interior surface
  - Clearly and durable identified as to its use if not permanently attached
  - Constructed of materials that meet N.S.F. standard 61 or the equivalent

**For example:** Provide a drinking water hose that meets N.S.F. standard 61 to use to fill the fresh water holding tank in the mobile unit. **NO GARDEN HOSE ALLOWED.** A separate hose must be provided to use to empty the gray water tank.

- Mobile food service operations must have a supply of fresh water, a gray water holding tank (to hold used water), and a constant supply of hot water (100°F)
- If your mobile does not have a fresh water holding tank, the mobile must be hooked up to a fresh water supply at all times with the proper hose. This will be noted on the back of the license and the mobile will **ONLY** be allowed to operate when permitted to be hooked up to a fresh water supply.
- A water heater must be provided to supply hot water (100°F) during operation hours.



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- A backflow or prevention device that meets the American Society of Sanitary Engineering (ASSE) standards installed on a water supply system.

1. Does the mobile 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 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 the gray water tank \_\_\_\_\_

*Note: The 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 \_\_\_\_\_

5. Did you supply a fresh water hose to fill the water tank with? Yes  No

6. Backflow prevention device

Type of backflow prevention device \_\_\_\_\_

Location of backflow prevention device \_\_\_\_\_



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### OTHER

1. Screens for door and windows are recommended.
2. Propane gas tanks must be tightly secured to the mobile unit.
3. The NAME of the mobile food service operation, the CITY of origin, and PHONE NUMBER including area code **must** be displayed on the outside of the trailer. The name and city must be in individual letters at least three (3) inches high and one (1) inch wide.

**Please do not hesitate to call us if you have any questions during any step in this process.**



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MENU REVIEW SHEET

Please provide the following information for all items to be sold in the mobile food service operation (use the back of this sheet or and additional sheet of paper if needed). Remember, all food must be prepared in the mobile food service operation, or by a commercially licensed facility. No food may be prepared in your home!

Table with 5 columns: Food Item, Homemade/From Scratch Cooking, Prepackaged/No Refrigeration Required, Premade/Frozen, Premade/Refrigerated. Includes examples like 'Prepackaged chips/pretzels' and 'potato salad'.