

MOBILE FOOD LICENSE REQUIREMENTS

Ohio law requires every person who intends to prepare, serve or sell food from a movable vehicle, portable structure or watercraft that routinely changes location obtain a mobile food license. Ohio law also requires that every mobile food operation comply with the applicable sections of the Ohio Administrative Code (O.A.C. 3717-1).

A Mobile Food Service operation* is:

- Operated from a movable vehicle, portable structure, or watercraft; AND
- Routinely changes location; AND
- Does not remain at any one location for more than forty (40) consecutive days.

This definition was developed to address food service operations that are truly of a mobile nature who “routinely” or “regularly” change locations. Moving a mobile unit a few feet or pulling an operation around the block and returning to the same location does not comply with the intent of the law.

*** If all of the conditions above are not met then the operation cannot be licensed as a mobile food service operation and must be licensed in a different food service category.**

Steps to Obtain a Mobile Food License in Union County:

- Step 1: Read this entire packet including the mobile food operation requirements checklist on page 5.
- Step 2: Submit the Mobile Food Operation Application including all required information.
 - Part 1 - A drawing of the mobile unit’s proposed layout. Must detail the placement of equipment and required elements (hand washing sink, 3-compartment sink, mechanical refrigeration, etc.). Example drawings can be found on page 4 of this packet.
 - Part 2 - Listing of equipment with manufacturer name and model number. Manufacturer specification sheets showing approved (NSF or equivalent) commercial grade equipment also acceptable.
 - Part 3 - Surface Finishes List
 - Part 4 - A complete menu and/or list of **ALL** foods that are to be served from the mobile, including seasonal type food/specials
- Step 3: Pay licensure fee. Payment is due upon submission of application. Contact the Union County Health Department for the current fee.
- Step 4: Schedule a pre-operational inspection with the Union County Health Department. This inspection can be scheduled when calling for licensing fee information.
- Step 5: Complete pre-operational inspection. At the pre-operational inspection, the mobile unit must be FULLY operational – utilities and equipment must be connected and properly working. A fire inspection is also needed at or before this inspection. The operator’s knowledge of food safety will also be tested at this time.

PLEASE NOTE: A license will not be issued until all requirements are met, fees are paid, and a pre-operational inspection shows the unit is in compliance with the Ohio Uniform Food Safety Code and the rules adopted there under. Once issued, the original mobile food license must remain on the mobile unit at all times of operation. Copies of the license are never accepted as substitutes.

Call the Union County Health Department at 937-642-2053 for further clarification of the mobile food requirements or if to schedule a pre-operational inspection.



940 London Avenue, Suite 1100 - Marysville, OH 43040
 Phone: (937) 642-2053 Fax - (937)-645-3047 - www.uchd.net

Mobile Food Operation Application

Operator Name: _____ Date: _____

Email: _____ Phone #: _____

Address: _____

Mobile Name: _____ License Plate #: _____

**** All information must be complete. Incomplete applications will not be processed. ****

Part 1: Drawing of Layout

Submit a detailed sketch of your mobile unit with this application. Drawing must show location of equipment and required elements (hand washing sink, 3-compartment sink, mechanical refrigeration, etc).

Part 2: Equipment List

List ALL equipment in your mobile. All equipment MUST be commercial grade. If needed, continue on another sheet of paper.

Equipment Description (Include manufacturer and model #)	Method of Installation	Quantity

Part 3: Finishes of Surfaces

List how the following surfaces in your mobile will be finished. All floors, walls, and ceiling must be constructed of materials, which are smooth, non-absorbent and easily cleanable. If needed, continue on another sheet of paper.

Surfaces	Finish Materials
Floors	
Walls	
Ceilings	

Part 4: Menu Items & Food List

List ALL the food served in your mobile. All food MUST be prepared at your mobile. Include seasonal items, specials, and toppings or add-ons that may be used with a menu item. If needed, continue on another sheet of paper.

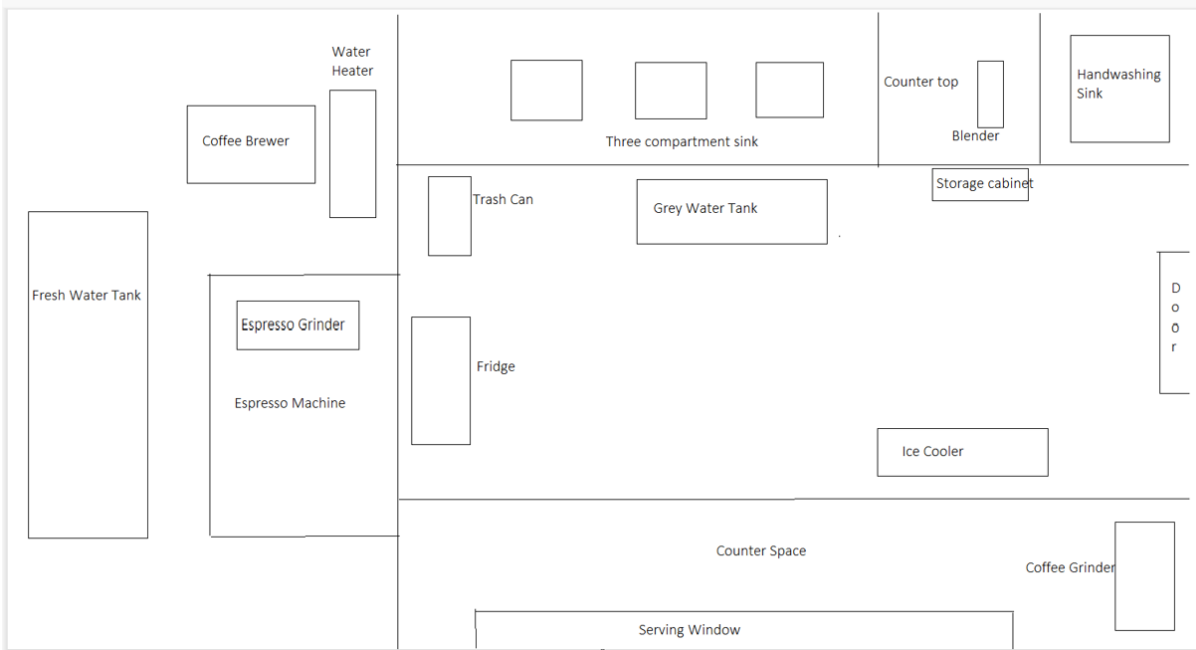
Item Name	Ingredients to Make Item	Preparation Details

(Application Page 2 of 2)

Appendix 1: Examples of Mobile Layouts to Submit with Application:

Coffee on Wheels

Operator: Jane Doe
 123 First St, Marysville, OH 43040 - (937) 123-4568 - License Plate # ABC123



Menu

- Brewed Coffee
- Lattes
- Americano
- Chai Latte
- Espresso
- Hot Chocolate
- Tea
- *Drinks offered hot, iced and frozen
- Muffins (individually wrapped)
- Cookies (individually wrapped)
- Donuts (individually wrapped)

Dairy/Non-dairy options

- Whole milk
- Skim milk
- Half and half
- Almond milk
- Oat milk

A variety of flavor syrups and add ins will be available depending on the season.

Menu

- Wings (BBQ, buffalo, garlic parm and honey mustard)
- Mozzarella sticks
- Onion rings
- Fried Pickles with ranch dipping sauce
- Fries
- Cheeseburgers/Burgers
- Fried Chicken Sandwich (Original or Spicy)

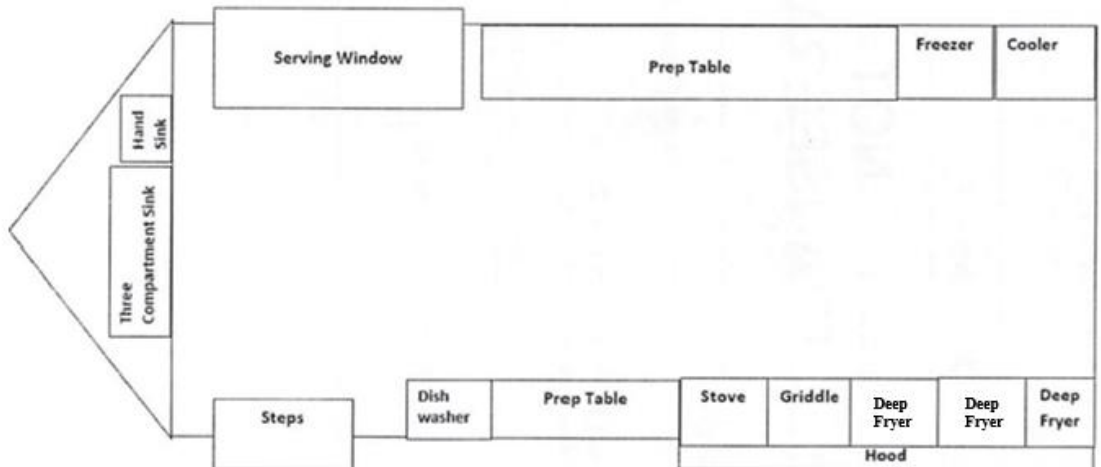
Sandwich toppings

(Sandwiches can be topped with the following)

- Tomato's
- Onions
- Lettuce
- Bacon
- Mozzarella sticks
- Onion rings
- Fried Pickles
- Ketchup
- Mustard
- Mayo
- Wing sauces above

Flying Fries

Operator: Jane Doe
 123 First St, Marysville, OH 43040
 (937) 123-4568
 License Plate # FRIES101



Appendix 2: Mobile Food Operation Requirements Checklist

In order to receive a Mobile Food Service, the mobile unit must meet the following as applicable to the operation.

- Commercial grade equipment.
- A three-compartment sink with two drainboards, sanitizer and test strips available.
- An approved sanitizer (Chlorine, Quaternary Ammonium or Iodine) must be available for sanitizing equipment, utensils and food contact surfaces. A means of testing the concentration of sanitizing solution must be provided (test strips).
- A designated hand sink with warm running water under pressure. Soap and paper towels need to be available.
- A hot-water tank large enough to supply water to all sinks during peak hours of operation.
- A wastewater holding tank that is larger than the water tank (if water tank is used).
- A dual-check backflow prevention valve that meets ASSE standard 1012 or 1024 if a hose will be used to supply water to the mobile unit.
- A food-grade hose if the mobile connects to a water supply.
- Shielded lights that provide at least 50 foot-candles of light intensity in food preparation areas.
- All floors, walls, and ceiling must be constructed of materials, which are smooth, non-absorbent and easily cleanable.
- All refrigeration must maintain 41°F or less and have a working thermometer.
- The name and city of origin must be placed on the outside of the unit in letters at least 3" high by 1" wide. The phone number must also be posted however, there are no size requirements.
- If a water holding tank is used, it must be made from food-grade material and the inlet must be protected from contamination. The tank must be sloped to an outlet.
- Push carts must return to a licensed commissary each day. A copy of the agreement will be required.
- All single service items and food product must be stored at least six inches off the floor or ground.

All mobile food service workers must wear a hair restraint (hat, hairnet, or visor) when working with food. Bare hand contact of ready-to-eat food must be avoided by using gloves, utensils, foil, or other methods. Hot holding temperatures must be maintained at 135°F or more. Cold holding temperatures must be maintained at 41°F or less.

An application must be filled out and an inspection must be conducted prior to operating each year. Ohio law also requires that every mobile food operation comply with the applicable sections of the Ohio Administrative Code (O.A.C. 3717-1).