



MOBILE FOOD LICENSE REQUIREMENTS

Ohio Law requires that every person, which intends to prepare, serve or sell food from a movable vehicle, portable structure or watercraft that routinely changes location, obtain a Mobile Food Operation (MFSO) license or a Mobile Retail Food Establishment (MRFE) license. Ohio Law also requires that every MFSO or MRFE to comply with the applicable sections of the Ohio Administrative Code (O.A.C. 3717-1). The procedure for obtaining a MFSO or MRFE License consists of three elements:

License Application

The operator of a MFSO or MRFE shall make application for a license not less than **ten days** before the MFSO or MRFE is opened for business. The application for a MFSO or MRFE License must be made to the licensor (local health department) in which the operator routinely stores and maintains the movable vehicle, or portable structure, or watercraft. This may be the operators home or commissary location.

To obtain an application for a license, the following must be completed and submitted to the Kent City Health Department:

1. Complete the Mobile MFSO or MRFE Requirements check list found on **page 3**.
2. Provide a letter indicating operational plans of the MFSO or MRFE.
3. Submit a complete menu for all seasons of operation or a list of all foods that are to be served from the mobile. See **Page 5** for Example.
4. A drawing of the unit detailing necessary requirements (i.e. hand washing sink, 3-compartment sink, mechanical refrigeration, etc.). See **Page 5** for Example.
5. Submit manufacturer specification sheets showing approved (NSF or equivalent) commercial grade equipment.
6. Include how other requirements will be met if not shown in the drawing. If a commissary location is planned to be used, submit a completed **COMMISSARY AGREEMENT FORM (Page 4)**.
7. Submit the current fee for licensure (please call for the current fee amount). Make checks payable to Kent City Health Department. Payment will only be accepted once the operation or establishment has passed a final pre-licensing inspection.

Specifications

The movable vehicle, portable structure or watercraft that is intended to be licensed must be constructed and equipped with such materials and installed as to readily conform to the Ohio Uniform Food Safety Code, Chapter 3717-1 of the Ohio Administrative Code. The judicious use of the MFSO/MRFE Requirements Checklist will assure progress with the fewest complications.

Pre-operational Inspection

Contact the Kent City Health Department to schedule a pre-operational inspection. The license will not be issued until all MFSO/MRFE license requirements are completed and a pre-operational inspection shows that MFSO/MRFE is in compliance with the Ohio Uniform Food Safety Code and the rules, adopted there under. The MFSO/MRFE Requirements checklist can be used to assure that all the requirements have been completed. At the inspection, the mobile unit must be fully operational – utilities and equipment must be connected and properly working. The operator's knowledge of food safety will also be tested at that time.

If you should need further clarification of the Mobile Food Requirements and/or to schedule a Pre-operational Inspection, please contact the Kent City Health Department at (330) 678-8106 x5208.

KEY NOTES OF MOBILE FOOD OPERATORS

There may be local regulations that limit where and when some or all of these mobile units operate. An example of this may be a sidewalk vendor or Peddler's Permit issued by a city. Always contact local permit or zoning departments or City Managers/Mayors office for additional information and requirements.

All mobile units must have identification on the body of the unit **at least 3" tall and 1" wide** which contain the following information:

- **Mobile unit name**
- **City, State, Zip code**
- **Area code and phone number**

Remember that all equipment in a license mobile unit must be of commercial grade and approved from an accredited agency, i.e. NSF, UL Listed, etc. No residential equipment is allowed for use.

A food grade water hose must be used for potable water.

As previously mentioned, the health district must post on the back of each license the layout of the operation including the location and type of major equipment, the menu, the license plate number or unit number, any restrictions or exemptions regarding the unit, commissary location (if applicable), and sanitarian information.

One complete standard inspection must be completed by the licensing health department at least once during the licensing year (conducted prior to obtaining the license). In addition, inspections may be conducted as necessary by the health district as well as other health districts in Ohio in which the licensee is set up and selling their product.

When an inspection is conducted by a health district other than the licensing district, a copy of the inspection report may be sent to the health district issuing the license.

If food product is to be stored at the physical address of the home base of operations for the mobile unit, a license must be procured from the Ohio Department of Agriculture. These licenses include the "Food Safety (cold storage)" and "Food Safety (frozen food)" type licenses. An appointment must be made with an ODA inspector to inspect the storage area and if all requirements are met a typical turnaround to receive the license is approximately two weeks.

In accordance with Kent City Health Department, the owner or operator of the pushcart/mobile unit agrees to operate from a licensed MFSO or MRFE as defined in OAC 3717-1-01, which also includes commissaries. The owner or operator shall agree to store all food product and utensils in the licensed facility (commissary). The preparation and cooking of food product, in addition to washing, rinsing and sanitizing of all utensils and equipment, disposing of solid waste, and refilling the water supply shall be conducted in the licensed facility (commissary) if these procedures cannot be performed in the mobile unit itself. This stipulation usually affects mobile carts which do not have the capacity to function as a self-contained "restaurant on wheels".

**THE ORIGINAL LICENSE MUST BE AT THE UNIT AT ALL TIMES DURING OPERATION.
Copies of the license are never accepted as substitutes and may result in the law enforcement ordered removal of the MFSO or MRFE from events.**

MOBILE FOOD OPERATION REQUIREMENTS CHECKLIST

	An adequate supply of hot and cold water under pressure is provided for hand washing and the cleaning of equipment and utensils. (at least 120 °F)
	An A.S.S.E. No. 1024-LF or No. 1012-LF back-flow protection device is installed on the exterior of the mobile unit on the water supply inlet.
	A food grade water hose for potable water is available when needed.
	A holding tank with lid for the collection and disposal of wastewater into a public sanitary sewage system is provided.
	A hand-washing sink with hot and cold water (must be at least 100 °F) is provided and supplied with soap, paper towels and a sign stating food employees must wash hands.
	A three-compartment sink with hot and cold water large enough to accommodate the cleaning and sanitizing of equipment and utensils is provided.
	A chemical sanitizer such as chlorine bleach, quaternary ammonium tablets or iodine is provided.
	Chemical sanitizing test papers for use with the sanitizer of choice are provided.
	Finished materials used on floors, walls, and ceilings are durable, smooth and easily cleanable.
	Working surfaces where food is prepared and where utensils are washed are illuminated to a minimum of fifty-foot candles.
	Containers with tight fitting lids or plastic bags with ties, for the collection, storage and disposal of garbage, trash and refuse are provided.
	All multi-use equipment and utensils are designed to be durable, smooth and easily cleanable and meet the standards of a recognized food service equipment-testing agency such as the National Sanitation Foundation. Only commercial grade equipment and utensils will be approved.
	Adequate natural or mechanical ventilation such as vents, fans, or windows are provided.
	A numerically scaled thermometer is provided for each refrigeration holding facility placed in the warmest area of unit. Cold holding for <u>TCS</u> foods must be done at 41°F or below.
	A numerically scaled thermometer is provided for each hot food holding facility. Hot holding for TCS foods must be done at 135°F or above.
	A metal stem-type, numerically scaled (0 - 220°F) food product thermometer is provided.
	All single service straws, knives, forks, spoons, plates, cups and other similar utensils are wrapped or are dispensed from a covered dispenser so as to be protected from contamination during handling, storage and transportation.
	All food, water or ice that is processed, prepared or served is from a licensed food service operation or another approved source. Sources for food should be stated in the letter requesting an application.
	All food is stored, prepared, displayed and served as to be reasonably protected from contamination, by the use of serving utensils, packaging, food shields or other protective barriers.
	Disposable gloves, hairnets and beard snoods are required for all food handlers.
	A person in charge must be present during open hours. This person must demonstrate knowledge of safe food preparation and handling methods. Provide at least one name of an individual certified in food protection and their certificate number.
	Only articles necessary for the operation and maintenance of the MFSO or MRFE are stored in the unit.
	The name of the MFSO or MRFE, the city of origin and telephone number with area code is displayed on exterior of mobile unit with individual lettering measuring at least three inches high by one inch wide.
	An application for a Mobile FSO or RFE License has been made and the required fees paid.

COMMISSARY AGREEMENT FORM FOR MOBILE FOOD OPERATIONS

Pursuant to Chapter 3717-1-09 of the Ohio Administrative Code (OAC), mobile food service operation (MFSO) and mobile retail food establishments (MRFE), which include pushcarts, are designed and approved to operate with certain restrictions, limitations and conditions.

In accordance with Kent City Health Department, the owner or operator of the mobile unit agrees to operate from a licensed MFSO or MRFE as defined in OAC 3717-1-01, which also includes commissaries. The owner or operator of the mobile unit shall agree to store all food product and utensils in a licensed facility. The preparation and cooking of food products, in addition to washing, rinsing and sanitizing of all utensils and equipment, disposing of solid waste, and refilling the water supply shall also be conducted in a licensed facility. If these procedures cannot be performed in the mobile unit itself, the owner or operator of the unit must use a designated commissary.

The owner or operator of the designated commissary agrees to designate and properly identify the area to be used by the owner or operator of the mobile unit.

The owner or operator of the commissary shall agree to notify the Kent City Health Department if the owner or operator of the mobile unit fails to regularly (any time the mobile unit operates) return to the commissary to perform the required tasks outlined in this agreement.

Commissaries/Licensing:

Food Purchased for Resale – Food not prepared on the mobile shall be purchased from a facility that has an existing processor's registration with the Ohio Department of Agriculture (ODA). For example, if sandwiches are prepared by company A and you purchase the sandwiches to re-sell on your mobile then company A must have a registration with ODA. If you purchase food prepared by someone else for resale on your mobile, a copy of the preparer's ODA license needs to be submitted to pass your pre licensing inspection.

Food Preparation – Food shall be prepared on your mobile or at a facility with an ODA registration. A copy of the ODA registration will be requested prior to the mobile license being issued to ensure food is prepared at an approved location. When preparing food at another location, a food license from the local health department alone is not sufficient. Please contact ODA for more information.

Food Storage – Food shall be stored on the mobile unit or at a registered ODA location. If food is stored anywhere other than on the mobile unit please contact ODA, whose information is on page 2. A copy of the ODA license needs to be submitted to pass your pre licensing inspection.

Equipment/Utensil Cleaning & Sanitizing – If washing equipment and/or utensils cannot be conducted in the mobile, then a licensed facility must be used for this activity. This location may be licensed by a local health department or ODA. A copy of the license needs to be submitted to pass your pre licensing inspection.

COMMISSARY AGREEMENT FORM FOR MOBILE FOOD OPERATIONS

This agreement will expire on the last day of February of each license year.

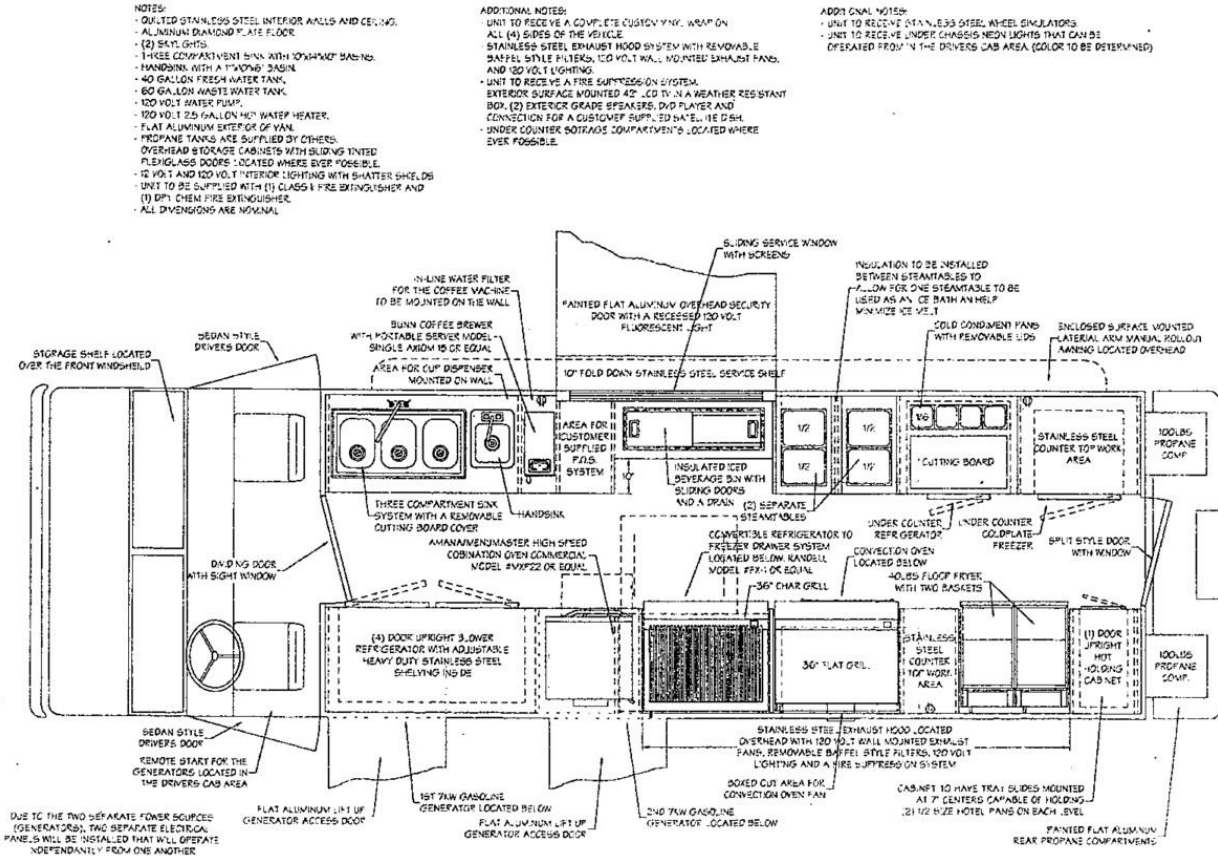
MOBILE FSO/RFE INFORMATION

Mobile Business Name:	License Number
Mobile's Owner/Operator	Phone Number
Mobile's Owner/Operator's Address	
Mobile Owner/Operator Signature:	Date:
Notes:	

COMMISSARY'S INFORMANTION

Commissary's Business Name:	License Number
Commissary's Owner/Operator	Phone Number
Commissary's Owner/Operator's Address	
Commissary's Owner/Operator Signature:	Date:
Notes:	

Example of a Mobile Food Service Operation Layout:



Example of a mobile Food Operation Menu or List of Food to be sold:

Menu:

Burger, Grilled Chicken, Beer Braised Cajun Brat, Vegetable Sandwich, French Fries, Sweet and Spicy Baked Beans, Fruit Salad

Sandwich Toppings:

#1 - Crisp Smoked Bacon, Mushrooms, Mixed Greens, Blue Cheese

#2 - Chili Dusted Onions, Guacamole, Baby Lettuce, Colby Jack Cheese, and BBQ Mayo

#3 - Plain Sandwich fixed your way. Choose from Lettuce, Pickles, Red Onion, Tomato, various Cheeses or anything you like from above.