



## DEPARTMENT OF PUBLIC HEALTH

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**Public Health**  
Prevent. Promote. Protect.

### **MOBILE FOOD SERVICE OPERATION PLANNING GUIDE**

The Ohio Administrative Code 3717-1-01 (51) defines a MOBILE FOOD SERVICE OPERATION as one “that is operated from a movable vehicle, portable structure, or watercraft and that routinely changes location... It does not remain at any one location for more than forty consecutive days”, and includes those mobile operations that “serve only frozen desserts; beverages, nuts, popcorn, candy, or similar confections; bakery products identified in section 911.01 of the Revised Code; or any combination of these items.”

There are various types of mobile food service operations which may consist of a recreational style vehicle; truck; trailer; or an accumulation of commercial style F.S.O. equipment, fixtures, and utensils housed under a covering that can be easily assembled and disassembled in a unit and transported by a truck or trailer to another location.

The Ohio Administrative Code requires the approval of plans and specifications before any construction or alteration work is started. Each mobile food service operator, or their agent, is responsible for submitting all the necessary plans and specifications.

#### How to Obtain a Mobile Food License:

Before operating a mobile food unit, you must submit a Mobile Food Service License Application, license fee, and facility layout and equipment specifications to the Allen County Health Department.

Facility layout and equipment specifications (see example on page 3) shall be legible, drawn reasonably to scale, and shall include on one sheet:

- A proposed menu;
- A floor plan showing the general layout of equipment, entrances and exits, and serving windows;
- Location of plumbing fixtures, and locations of potable and wastewater connections;
- Building materials and surface finishes to be used for floors, walls and ceilings; and
- An equipment list with equipment manufacturers’ names and model numbers.

You must contact this office before your first day of operation to schedule a licensing inspection. At the licensing inspection, the requirements listed below will be inspected. Please call the Environmental Division every year at (419) 228-4457 to schedule the licensing inspection, or if you have questions.

#### **The following requirements are a summary of the applicable rules and do not include all licensing requirements of the Ohio Administrative Code Chapter 3717-1 and/or 3701-21.**

The rule-of-thumb for equipment and surfaces: THEY SHALL BE SMOOTH, NON-ABSORBENT AND EASILY CLEANABLE

A handwashing sink shall be installed and located so as to permit convenient use by all employees in food preparation, food dispensing and warewashing areas.

Handwashing sinks shall be provided with the following:

- Hot or warm water under pressure;
- A supply of hand cleaning liquid, powder, or bar soap;

- Individual, disposable towels; a continuous towel system that supplies the user with a clean towel; or a heated-air hand-drying device;
- A waste receptacle, if disposable towels are used;
- A handwashing sign or poster that notifies food employees to wash their hands.

Each mobile unit shall have conspicuously displayed on its exterior the **name of the operation**, the **city of origin**, and **complete telephone number** with lettering at least 3 inches high and 1 inch wide.

A three-compartment sink shall be provided for manually washing, rinsing, and sanitizing equipment and utensils. Sink compartments shall be large enough to accommodate the immersion of the largest equipment and utensils. A three-compartment sink may not be required on a mobile unit if the mobile unit must return to a commissary daily for utensil cleaning, or if no utensils are used to dispense or prepare food.

An approved sanitizer is required to be provided and used as the final rinse in the third vat of the three-compartment sink. A sanitizer test kit, that accurately measures the parts per million (ppm) concentration of the sanitizer solution, must also be obtained and used.

- Chlorine = 100 ppm
- Quats = 200-400 ppm

A 1012 or 1024 backflow prevention device must be installed on a mobile unit that has water supplied, under constant pressure, by a food-grade hose hooked to a water source.

Cold-holding (41°F or below) and hot-holding (135°F or higher) equipment used for potentially hazardous food shall be equipped with a temperature measuring device.

A 0°-220°F metal-stem probe thermometer must be obtained and used.

All food workers shall be provided with an adequate supply of gloves and effective hair restraints, such as hats or hairnets.

Shielding or shatter-proof bulbs shall be provided for all artificial lighting fixtures located over, adjacent to, or within food storage, preparation, service and display facilities, and facilities where utensils and equipment are cleaned and stored.

An exhaust hood is required over all grills/griddles and deep fat fryers.

The floor and wall junctures shall be covered and enclosed or sealed.

A floor covering such as carpeting may not be installed in food preparation areas, warewashing areas, or other areas where the floor is subject to moisture.

## **MOBILE FOOD SERVICE OPERATION FEE SCHEDULE**

### **LICENSE**

An application for a license to operate a new food service operation or retail food establishment during any part of the year shall be filed not less than ten days before the scheduled pre-licensing inspection. If proper application has been made, all plans have been approved and comply with OAC 3717-1, and, on the final inspection, all items are in compliance with OAC 3717-1, the ten-day waiting period may be waived and the license issued.

### THE 2014 ALLEN COUNTY HEALTH DEPARTMENT FEE SCHEDULE

MOBILE F.S.O.	\$75.00 plus state fee of \$28.00 = \$103.00
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EXAMPLE OF MOBILE  
FOOD SERVICE OPERATION  
DRAWING

- # 1 - Rankin Charbroiler TB860C
- # 2 - 6 Gal. Water Heater under triple sink
- #13 - 23 Cu. Ft. True Freezer Model T23F
- #18 - Triple compartment sink stainless steel
- Handwash sink stainless steel
- #26 - Stainless steel exhaust hood up-blast fan Loren Cook Mod. 1215AQD
- #10 - Make-up Fan
- #22 - Pepsi Equipment (CO<sub>2</sub>, syrup, dispenser)
- #28 - Water Station
- #29 - 47 Cu. Ft. True Refrigerator Model TSD-49

No on-board potable or waste water hold-tanks.

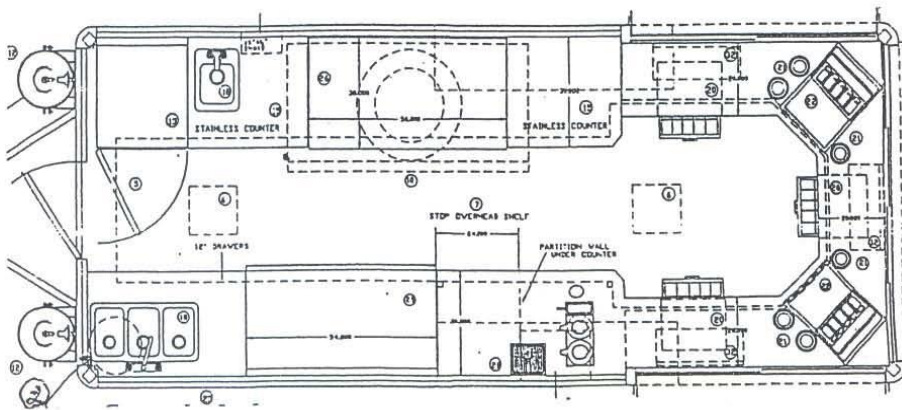
Potable and Waste Water hose connectors

Menu: Beef Sandwiches.  
Soft Drinks/Coffee

Walls and Ceilings fiber reinforced plastic board.

Floor vinyl tile

All light fixtures and fluorescent tubes are shielded and produce forty foot candles of illumination.



# Application for License to Conduct a (check only one)

- Food Service Operation  
 Retail Food Establishment

## Instructions:

1. Complete the application section. (Make any corrections if necessary.)
2. Sign and ate the application
3. Make a check or money order payable to: **ALLEN COUNTY HEALTH DEPARTMENT**
4. Return check and signed application by\* to:  
**Allen County Health Department**  
**219 E MARKET STREET, P.O. BOX 1503**  
**LIMA OHIO 45801-1503**

\*There is a mandatory penalty fee of 25% of the renewal fee for operating a food service operation or retail food establishment after the deadline (Chapter 3717 of the Ohio Revised Code).

Before a license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Ohio Revised Code 3717.

Name of Facility		Name of License Holder	
Address		E-mail	
City		State	ZIP
Phone #	Fax #		Check if Applicable <input type="checkbox"/> Catering <input type="checkbox"/> Seasonal
Name of individual certified in food protection (if an) and their certificate number (use back for additional names)			

## Mailing address for annual renewal if different than above:

Name of parent company or owner		Phone #	
Address		E mail	
City		State	ZIP
<i>I hereby certify that I am the license holder ,or the authorized representative, of the food service operation or retail food establishment indicated above:</i>			
Signature		Date	

## Licensors to complete below

Category <b>MOBILE</b>			
License fee \$75.00	+ Late fee	+ State amount \$28.00	= Total amount due \$103.00

Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date	Audit no.	License no.
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