



MOBILE FOOD UNIT

PLANNING
APPLICATION



Table of Contents

Greeting	2
Contact Information	3
Planning/Equipment Needed	4
Additional Equipment Considerations	7
Storage	8
Allergens	9
Facility Self Checklist	10
Requirements	12
Plan Submission, Payment, Licensing	13
FAQ	14
Process Flow Chart.....	15
Application	A-1
Food Process Safety Questionnaire	A-2
Education Requirements	A-4
Interior Finishes	A-5
Statement of Submission / Signatures	A-7

Welcome!

The goal of this publication is to provide a clear path when starting a mobile food business in Lucas County.

While this guide has been developed by the Toledo-Lucas County Health Department (TLCHD), we have also provided contact numbers for regulatory agencies that you may need to contact to ensure that all proper steps are taken, and that the required permits are secured.

Contacting the agencies listed will help you to stay on track and stay on time.

This guide will help determine:

- Process and timeline expectations
- When plans need to be submitted
- Who you need to contact
- Where to direct questions

We are here to help!

Where do I start?

All new or altered facilities serving or selling food or beverages in Lucas County must submit **plans** to TLCHD **before** a license can be issued.

Plans will be reviewed by the plan reviewer in our Food Program. The review process is in place to ensure that the proposed facilities, design, and equipment will be appropriate to meet the needs of your business.

Office	Service	Contact
City of Toledo	Licensed Mobile Food Vendor	www.toledo.oh.gov/business/mobile-food
Toledo-Lucas County Health Department	Plan Review and Inspections	(419) 213-4100 ext. 4 tlchdplanreview@co.lucas.oh.us
Toledo	Fire Safety Inspection	419-245-1140
Maumee		419-897-7055
Sylvania		419-882-0031
Waterville		419-878-0165
Oregon		419-698-7071
City Fire Departments		Holland Village 419-865-3959 Swanton Village 419-825-1455 Maumee 419-897-7052 Oregon 419-698-7114 Waterville 419-878-0165 Whitehouse Village 419-877-0363 Sylvania Township 419-882-7676
Ohio Department of Taxation	Vendor's License / Apply Online Tax ID# (EIN)	http://business.ohio.gov www.irs.com 614-728-6250
Ohio Department of Agriculture	State Agency for Retail Food Establishments & Commissary's	www.ohioagriculture.gov
Ohio Department of Health	State Agency for Food Service Operations	614-466-1390 BEH@odh.ohio.gov
Other Resources		
City of Oregon	Food Truck Permit	https://oregonohio.org/wp-content/uploads/2021/10/Food-Truck-Permit.pdf 419-698-7077
City of Sylvania	Food Truck Application	http://www.cityofsylvania.com/wp-content/uploads/2021/07/FoodTruckApp2021.pdf 419-885-8948

Types of Mobiles

Enclosed Concession Trailers and Food Trucks

Self-reliant and self-contained units. Shall be equipped with mechanical refrigeration, a plumbing system, and plenty of storage space for multiple event dates. These units shall be equipped with screens on all doors if opened, and have a small pass through window for service.



Push Carts

Can be operated with individual located inside or outside of unit, depending on type. These units have limited space and infrastructure. A commissary facility will be required for these units.



Teardown Units

Moveable structure facility with approved equipment. Requires assembly prior to the start of each operating event. Must be designed with proper overhead covering and proper floor materials. Commercial mechanical refrigeration is required. A commercial three-compartment sink and hand sink are required with water storage capabilities and a mechanical hot water heater. Not all food menus can be accommodated in this format.



NOTE: See page six (6) for details on surface requirements.

All types of mobile food service units are required to follow all regulations as outlined by the Ohio Uniform Food Safety Code.

Processing License Requirement

All units that require storage and/or processing of foods outside of unit(s) shall be required to register with the Ohio Department of Agriculture (ODA).

NOTE: Foods obtained from this storage or processing site without ODA registration will be considered unapproved. Foods prepared in home kitchens are also unapproved. These foods will not be permitted to be sold and are subject to embargo or destruction on site.

Contact information Ohio Department of Agriculture, Food Safety Division:

foodsafety@agri.ohio.gov

614-728-6250

Planning

The unique needs of your business are based on your proposed menu. Ensure you have the space and equipment to safely store, prepare, and serve your food items.

Equipment

Commercial-Grade Equipment

All equipment used must be listed as commercial and certified by a recognized testing agency (e.g. NSF, ETL sanitation, UL sanitation).



TLCHD does not permit the use of household equipment within mobile food service units.

Plumbing Fixtures

Hand Washing Sink

- At least one (1) employee handwashing sink is required.
- Must be equipped with soap, disposable towels or hand dryers, and trash receptacle.
- Required to have signs reminding employees to wash hands with hot water that reaches at least 100°F.

NOTE: Each sink can only be used for its designated purpose (hand washing -or- dishwashing -or- food prep).



Food Preparation Sink

A food preparation sink will be required if food is washed, rinsed, soaked, thawed, and/or cooled within a mobile food service unit.



Dishwashing (Warewashing) Sink

- Must have at least three (3) compartments for washing, rinsing, and sanitizing.
- Compartments must be large enough to submerge the largest item of equipment by at least half (50%).
- May have two (2) drain boards, one for collection of dirty dishes and the other for air drying clean dishes.



NOTE: If drain boards are not supplied, a designated space to allow equipment to air dry **must** be provided. Towel drying is **not** permitted.

Sewage Holding Tank

Also called a “blue boy,” this is required for all sewage produced if a mobile food service unit is not directly connected to sanitary waste disposal while in operation.

- Tank must be sized to hold fifteen percent (15%) greater fluid capacity than the water supply tank.
- Must be sloped to a drain that is at least one inch (1”) or twenty-five millimeters (25mm) in diameter.
- Must have a shut-off valve.



NOTE: Sewage must be disposed of properly. Holding tanks shall not create a public health risk by spilling sewage.

Food Grade Hoses

Direct water connections require food grade hoses.

NOTE: Green garden hoses are not permitted for water inlet lines to mobile units. Food grade hoses come in many colors, all of which are acceptable when properly marked as “food grade”, NSF or FDA certified by the manufacturer.



Backflow Prevention Device



All directly-connected water lines shall have a proper backflow prevention device. Mobile food service units may use an ASSE 1012 or ASSE 1024 dual check backflow prevention device.

NOTE: All built-in backflow prevention devices shall be made visible for inspection and/or be clearly documented on mobile unit equipment specification sheets.



Additional Equipment Considerations

Adequate Lighting

Lighting must be bright enough for safe working conditions and cleaning. General lighting intensity requirements are:

- 50 foot-candles – cooking areas, food prep areas, food service areas
- 20 foot-candles – customer self-service, inside equipment (i.e. reach-in cooler), handwashing, dishwashing, utensil storage, restrooms
- 10 foot-candles – walk-in coolers and freezers, dry storage, and other areas

Please include:

- (1) *Type and location of lighting fixtures*
- (2) *Description of plastic covers, shatterproof bulbs or shields to protect food and equipment*

Smooth and Cleanable Surfaces

All floors, walls and ceilings in the facility must be smooth and easily cleanable.

Approved surfaces which are frequently used:

- Floors: poured epoxy, various types of tile
- Walls: glossy painted drywall, stainless steel, Fiberglass Reinforced Panels(FRP)
- Ceilings: solid surface, smooth and easily cleanable
- Base coving: rubber, vinyl

NOTE: *Make sure plans include the type of floor and wall materials chosen.*

Ventilation Hoods

A ventilation hood is required for a grill line or where any other cooking equipment is located.

A ventilation hood requires a fire inspection. Contact the local fire jurisdiction for hood requirements.

See page 3 for contact information about ventilation requirements.



Fire Suppression System

If a ventilation hood is required for *grease production* (due to fryers, grill, etc.), a Type I Hood with fire suppression is required. If a hood is required for *heat, condensation or gas only*, a Type II Hood may be allowed. Verify the type required through the local fire department in your jurisdiction.

Storage

Dry Goods Storage

- Ensure adequate space for storage of dishes, food and equipment.
- All food and single-service items (e.g. 'to-go' containers) must be stored at least 6" off the floor on storage shelving.
- Be sure to include food grade shelving; unsealed wooden shelves are not allowed.



NOTE: Trash cans and other such non-food grade containers cannot be used for food storage. Large bins of bulk items (e.g. rice, flour) must be made of food grade material and labeled.

Cold Storage

All TCS (Time/Temperature Control for Safety) foods are required to be maintained at 41°F or below at all times. TCS foods that require cooling may require additional steps prior to placing into refrigeration or freezing units, and will be conditional upon the issuance of your license.



Chemical Storage

In order to prevent contamination, chemicals must always be stored below and/or away from food, equipment and utensils (including dishwashing sinks).



Employee Personal Storage

Items such as coats, backpacks, cell phones, open drinks, and cigarettes/vaporizers cannot be located in or above food prep or storage areas.

NOTE: Please ensure all beverages include both a lid and a straw if used in food preparation areas.



Allergens

Operators must provide written notification of major food allergens in unpackaged food items. This can be provided through menu notations, placards, or brochures.

Here are the major food allergens:



Facility Self Checklist

Here are important elements to consider. During future inspections, similar questions may be asked.

Facilities

- ☐ Do you have enough hot water capacity for peak times of business?
- ☐ Does your wastewater tank hold fifteen percent (15%) more than your potable water tank?
- ☐ Do you have enough storage space needed for all purposes?
- ☐ Are floors, walls, and ceilings constructed of smooth and easily cleanable material?
- ☐ If direct-connecting to water on site, do you have a dual-check backflow prevention device?

Equipment

- ☐ Do you have enough space in commercial coolers and freezers?
- ☐ Can you prevent overstocking and allow for required air circulation?
- ☐ How will you keep hot foods hot?
- ☐ How will you keep cold foods cold?
- ☐ Do you have dedicated thermometers for food, coolers, and hot holding equipment?

Services

- ☐ Who will provide foods, and are all from approved sources?
- ☐ Who will provide your waste pickup?
- ☐ Who will provide certified pest control?
- ☐ Who will maintain your hood system and/or fire suppression system?
- ☐ Who will provide regular maintenance and/or deep cleaning?

Processes

- ☐ What will be your process for date marking ready-to-eat foods?
- ☐ What will you use to avoid bare hand contact with ready-to-eat foods?
- ☐ Do you have enough commercial cooler space to allow for thawing?
- ☐ Do you have enough commercial cooler or freezer space to allow for proper cooling, and do you have shallow pans, ice wands, or other necessary tools?
- ☐ Will you keep cooling temperature logs? Who will be responsible?

Employee Training

- ☐ How will you train your employees in food safety?
- ☐ Will you require a Level 1 Food Handler class for each person working in your mobile unit?
- ☐ Who will you designate as your Person-in-Charge (PIC)?
- ☐ Will the designated PIC become certified as a Level 2 Food Protection Manager?
- ☐ Will you designate separate roles for food handling and money handling?

Design for Cleaning

There are several things you can do to make cleaning simple and limit the amount of future maintenance required.

- Consider stainless steel on walls at the grill line, and behind and around any grease-producing equipment.
- Consider placing large equipment on casters, so it may be moved easily, as this makes it easier to clean behind and between equipment.
- Seal any cracks, crevices, or rough/absorbent areas to ensure all surfaces can be easily and effectively cleaned.

Mobile Identification

Mobiles shall visibly display the following information on the outside of the unit:

- Name of operation
- Telephone number (including area code)
- City of origin

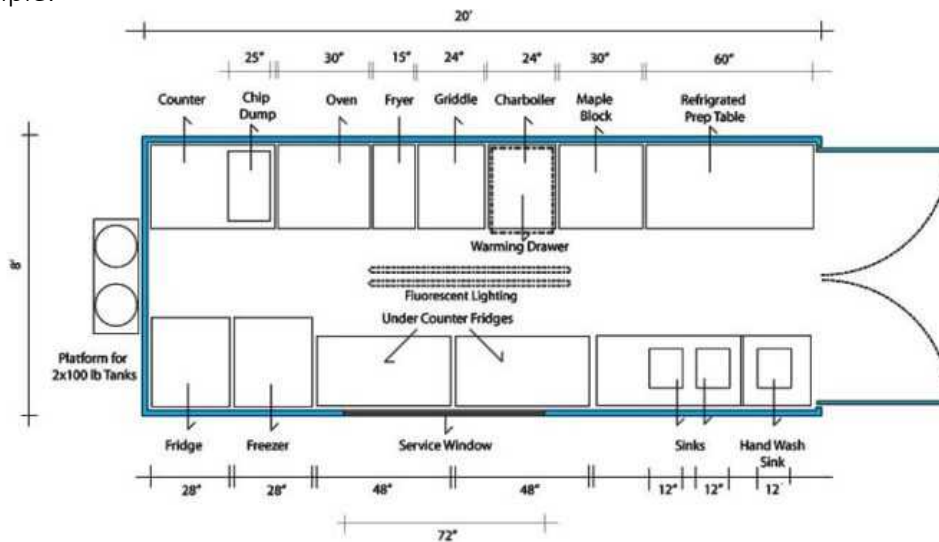
NOTE: Lettering must measure no less than three inches (3") high by one inch (1") wide.

TLCHD Requirements

1. One complete set of **floor plans**:
 - a. **Floor plan**: showing areas used for the business, entrances/exits, walls, plumbing, lights, and location of all equipment required. The plan can be hand drawn but must be legible and drawn to scale.

NOTE: City or county zoning approval and/or conditions may be required.

Example:



2. **Type of food operation**:
 - a. Retail Food Establishment (RFE) -or- Food Service Operation (FSO)
3. Proposed **menu**
4. Food **processes**
5. Total **square footage** of the operation
6. **Materials** and **surface finishes** used
7. **Equipment list** including all manufacturers and model numbers with specification sheets included for each item of equipment
8. Food protection **training certificates** if applicable
9. **Water Supply**: Public or Private-may need approval from Ohio EPA, Division of Drinking and Ground Water
10. **Submission** of the above and a pre-licensing inspection
11. **License Application** with original signature & date of the applicant after plans have been submitted, approved and a pre-licensing inspection conducted
12. **Payment** of appropriate mobile food license fee once inspected and approved

Submitting Plans

Plans may be submitted in person or via mail, and **MUST** include your full plan review application including the drawings and application to be entered into review. Ensure documents appropriately describe their purpose.

In Person or by mail:

Toledo-Lucas County Health Department
635 N Erie Street
Toledo, OH 43604

Payment for the License (once approved by the inspector)

Can be made in person, via phone, online or U.S. Mail System:

Toledo-Lucas Co Health Department – Environmental Health Division
635 N Erie Street
Toledo, OH 43604
(419) 213-4100 ext. 4

- Cash
- Check (made out to Toledo-Lucas County Health Department)
- Credit cards (a convenience fee will charged)

Licensing

A new license is required when a change of ownership occurs and/or change of license status is known (change of menu, equipment or processes, etc.) Plans will need to be submitted in all cases.

***NOTE:** TLCHD requires a plan review application and new license when change of ownership occurs. Transferring of licenses is not permitted. Contact TLCHD if you have any questions or concerns about plan review or licensing.*

For more detailed information visit <http://www.lucascountyhealth.com>

Frequently Asked Questions

What will my license cost?

For the complete current license fee schedule visit:

<https://www.lucascountyhealth.com>

Can I park my mobile in the same spot every day?

No. The law requires that mobile FSO/RFE units be moved routinely.

Can I cater an event from my mobile?

Yes. As long as foods are processed and served on-site within the mobile unit. Contact TLCHD for more specific information.

What food processes am I permitted to perform inside my mobile unit?

All types of risk level activities that can be performed in a regular food service operation or retail food establishment are permissible when the person in charge demonstrates knowledge of food safety and the equipment is adequate and appropriate. All higher risk processes may be subject to TLCHD approval or license restriction, and must be approved in advance by the inspecting Environmental Health Specialist.

Space inside my mobile is limited. Can I travel with a freezer outside the mobile unit?

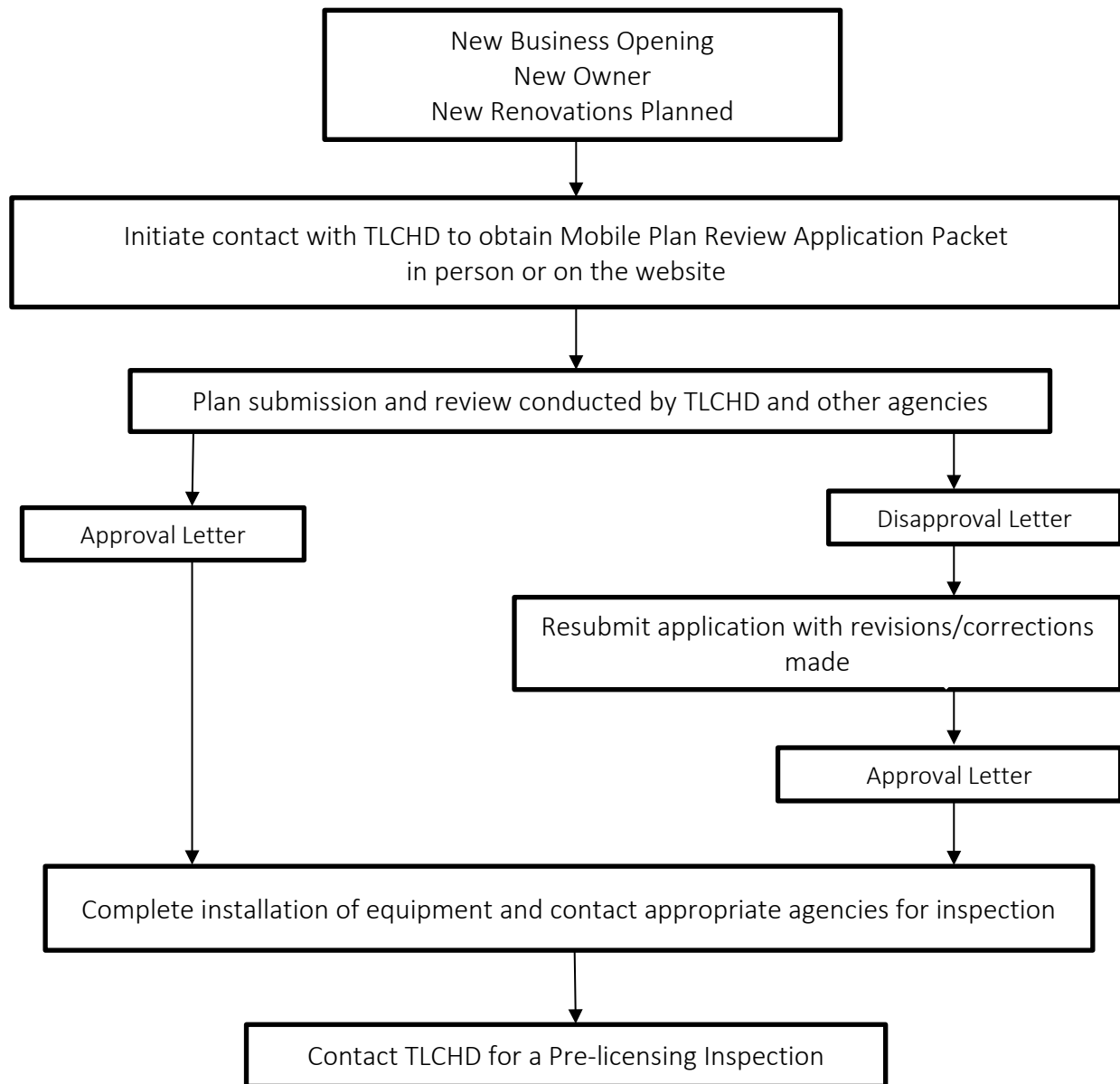
Yes. Conditions may be listed for storage surfaces, and inclusion of any external storage must be noted on the license. Ensure all equipment is certified commercial-grade.

Will I be able to cool and reheat leftovers in my mobile unit?

Yes, but it is not recommended. When space and equipment are sufficient to ensure food can be properly cooked, cooled, and reheated, all processes permitted in a conventional food facility can be performed inside a mobile unit. It is a good idea to talk to a TLCHD Environmental Health Specialist in advance regarding specific processes as they apply to your business.

Have more questions? Ask a TLCHD Environmental Health Specialist! See page 3.

Mobile Plan Review Process Flow Chart



After a pre-licensing inspection has been conducted with no alterations required, the final step is to submit a food license application and appropriate food license fee.

NOTE: Fees may be required for other agency approvals.

Questions? Please call: (419) 213-4079

The remaining portion of this document must be submitted, in its entirety, to TLCHD before licensing can occur.

Please remove and complete.

Mobile Applicant Contact Information

Facility Contact Information:

Date: _____

Food Facility Name:		
Address:	Phone:	
City:	State:	Zip:
Business E-mail:		

Owner Contact Information:

Name of Owner:		
Address:	Phone:	
City:	State:	Zip:
Owner E-mail:		
Contact for Plans:	Phone:	
Business Name:	Phone:	

For Office Use Only

FSO_____	RFE_____	
Receipt #_____	Health Space_____	File Made_____
Logged_____	Email_____	File Pulled_____

Mobile Food Process Safety Questionnaire

Please answer all questions about your establishment, including equipment and food processes.

1. Describe how you will maintain temperatures of 135°F or above when hot holding.
2. Describe how frozen foods will be thawed (For example: refrigeration, microwave, as a part of the cooking process, etc.)
3. Are any menu items served undercooked or raw? If so, you must post a consumer advisory statement. Refer to Section 3717-1-3.5E (1-3) of the Ohio Revised Code for specific language.
☐ YES: _____
☐ NO
4. Method for storing food prior to the event:
☐ Food will be stored in mobile unit
☐ All food will be purchased from an approved source on the day of service use
☐ At a support commissary facility-Must be registered with ODA:

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
5. Describe how you will wash fruits and vegetables before preparation. A food prep sink will be required in the mobile for produce washing. Or, will these products be received pre-washed and precut?
6. Describe how you will protect ready-to-eat foods from bare hand contact.
☐ Gloves
☐ Tongs
☐ Deli Tissue
☐ Other: _____

7. Will you be providing Catering services? Mobile Catering: preparing foods in the mobile, transporting foods in the mobile and staying with foods through service, not delivery. Serving the items out of the mobile, and not creating a set-up out of the mobile. If yes, please describe the process.

☐ YES: _____

☐ NO

8. Is there any product you will be removing from temperature control for a certain time frame? If so, please describe:

☐ YES: _____

☐ NO

9. Approved water supply:

☐ Direct connect to potable supply at service site(s) ☐ Bottled water only

- Transporting water from:

☐ Municipal Source ☐ Well (yearly test required)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

10. Food grade hose(s) to supply unit with any water or fill any containers:

☐ YES

☐ NO

11. Dual-check backflow prevention device for direct water connections:

☐ ASSE 1012

☐ ASSE 1024

12. Does your waste water tank hold fifteen percent (15%) more than your fresh water tank?

☐ YES

☐ NO

13. What is the size of your fresh water and grey water tanks?

Fresh _____ Grey _____

14. What is the size of the three compartment sink? _____

15. What are the sizes of the sink basins? _____

16. Drain boards must be present on either side of the three compartment sink. Drain boards are present? _____

17. Wastewater disposal method:

☐ Direct connect to sanitary sewer at service site(s)

☐ Blue boy/holding tank to be emptied at:



Name: _____

Address: _____

City: _____ State: _____ Zip: _____

18. Do you have thermometers installed in each hot and cold holding unit (refrigerators, steam wells, etc.)?

☐ YES

☐ NO

19. Do you have enough thin-probe thermometers for taking food temperatures?

☐ YES

☐ NO

Type:

☐ Dial Face

☐ Digital

20. Hair Restraints/Beard Restraints:

☐ Hat

☐ Bandana

☐ Hair net

NOTE: Any changes to processes or procedures within the operation, as stated on this plan approval will require authorization from TLCHD.

Menu

Use the following space to write your menu.

- List all menu items—Foods not included on menu may not be sold or served.
- If you need more room, please attach an additional page.
- Transport and store food properly. Cold foods must remain at 41 °F or below, hot foods must be held at 135 °F or above.
- Any foods determined to be out of temperature will be discarded.
- Please complete the charts for all menu items.

Menu Item	Scratch or Pre-made?	Food Supplier	Preparation Process
<i>Ex: Chili Sauce</i>	<i>Ex: Pre-made frozen</i>	<i>Best Foods Grocery Store</i>	<i>Stove top pan</i>

Mobile Interior Finishes

Use the following chart to denote all interior finishes.

- All surfaces must be smooth and easily cleanable.
- Contact TLCHD if you have concerns or questions regarding specific surfaces that are approved for use in a food establishment.

Floors	Walls	Ceilings	Coving
<i>Ex: Vinyl Tile</i>	<i>Ex: FRP</i>	<i>Ex: Vinyl</i>	<i>Ex: Rubber</i>

Equipment List

Equipment Name	Make	Model	Location
<i>Ex: Freezer</i>	<i>Ex: Cold Air Brands</i>	<i>Ex: CSFL5-6902</i>	<i>Ex: next to hand sink</i>

Statement of Mobile Plan Review Submission

By signing this statement, you agree that the information provided is complete and accurate to the best of your knowledge.

Toledo-Lucas County Health Department does not recognize a grandfather clause on non-commercial facilities and/or equipment. Facilities that change ownership and/or remodel are required to bring the establishment up to current codes and standards in effect per OAC 3717-1-20(B).

- ☐ I understand that incomplete plans may delay the plan approval process.
- ☐ I am herein submitting:
 - ☐ **Type of food operation**
 - ☐ Proposed **menu**
 - ☐ Food **processes**
 - ☐ Total **square footage** of the operation
 - ☐ **Materials** and **surface finishes** used
 - ☐ **Equipment list** including all manufacturers and model numbers with specification sheets included for each item of equipment
 - ☐ Food protection **training certificates** if applicable
 - ☐ **Submission** of the above and a pre-licensing inspection
 - ☐ **Water Supply:** Public or Private-may need approval from Ohio EPA, Division of Drinking and Ground Water
 - ☐ **License Application** with original signature & date of the applicant after plans have been submitted, approved and a pre-licensing inspection conducted

Signature of Applicant(s):

Date:

