

OPENING A MOBILE FOOD BUSINESS



*A helpful guide to opening and operating
a mobile food business in Richland County, OH*

Developed by the Environmental Health Division at
Richland Public Health



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Welcome!

The goal of this publication is to provide you with a clear path to starting your mobile food business in Richland County.

While this guide has been developed by Richland Public Health (RPH), we have also provided contact numbers for regulatory agencies you may need to contact to ensure that all proper steps are taken, and that required permits are secured.

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

Keep in mind, all required permits must be obtained in advance before RPH can issue a food license.

This guide will help you to determine:

1. What to expect as far as process and timeline.
2. When you need to submit plans
3. Who you need to contact
4. Where to direct questions

*We want you to have a
successful business!*

Where do I start?

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

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

OFFICE	SERVICE	CONTACT
Richland Public Health	Plan Review and Inspections	419-774-4520 envhealth@richlandhealth.org
RPH Plumbing Department	Plumbing Inspections, Find a Licensed Plumber or Appliance Installer	419-774-4554 fbrykalski@richlandhealth.org
Richland County "	County Zoning, General Info, HVAC/ REF Inspections, Electrical Inspections, Structural Inspections	419-774-5 permits@richlandcountyoh.gov
City of Mansfield Bureau of Building and Codes	City Zoning, HVAC/REF Inspections, Fire Department, Electrical Inspections, Structural Inspections, Find a Licensed Contractor	419-755-9688 grice@ci.mansfield.oh.us
Ohio Dept of Commerce/ Division of Liquor Control	Liquor License	614- 644-2360 web.liqr@com.state.oh.us
Ohio Department of Taxation	Vendor 's License - Apply Online Tax ID# (EIN)	http://business.ohio.gov www.irs.com
Ohio Department of Agriculture	State Agency for Retail Food Establishments	614-728-6250 www.ohioagriculture.gov
Ohio Department of Health	State Agency for Food Service Operations	614-466-1390 BEH@odh.ohio.gov
Ohio EPA Division of Drinking and Ground Water	Private Water Systems	614-644-2752 whp@epa.ohio.gov
Score	Business Counseling Services	419-522-3211 www.ncoscore.org

Opening a new business is a journey. This contact table is a reference that will allow you to quickly contact the various entities who may be involved as you work towards your goal.



Types of Mobiles

Enclosed Concession Trailers and Food Trucks



All of these items are self-reliant, self-contained units. These units shall be equipped with mechanical refrigeration, a plumbing system, and plenty of storage space for multiple event dates.



Push Carts

Can be operated with individual located inside or outside of unit, depending on type. These units have limited space and infrastructure which typically does not include mechanical refrigeration or electricity. These units will be required to keep time/temperature controlled for safety (TCS) foods within proper temperature parameters.



Teardown/Knockdown Units

Moveable structure facility with approved equipment. This type of facility requires assembly prior to start of each operating event. Must be designed with proper overhead covering and proper floor materials.

Note: See page seven (7) 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 requiring 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 registration from ODA will be considered an unapproved source. Foods prepared from home kitchens are also be considered an unapproved source. These foods will not be permitted to be sold, and are subject to embargo or destruction on site.



Planning

The unique needs of your business will be based on your food selections. Ensure you have the space and equipment needed to safely store, prepare, and serve your food items.

Equipment:



Commercial-Grade Equipment

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

RPH 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 a must. Sinks shall be equipped with soap, disposable towels or hand dryers, and trash receptacle. Hand washing sinks are required to have signs reminding employees to wash hands with hot water that reaches at least 100°F.

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

Food Preparation Sink

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



Dishwashing (Warewashing) Sinks



A 3-compartment sink designated for manual dishwashing is required. The sink should have at least three (3) compartments for washing, rinsing and sanitizing. The compartments must be large enough to submerge the largest item of equipment by at least half (50%). The sink may also have two (2) drainboards, one for collection of dirty dishes and the other for air drying clean dishes.

Note: If drainboards 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 a required item for all sewage produced if the mobile food service unit is not directly connected to sanitary waste disposal while in operation. The tank must be sized to hold fifteen percent (15%) greater fluid capacity than the water supply tank. It must also be sloped to a drain that is one inch (1”) or twenty-five millimeters (25mm) in diameter or greater, and be equipped with a shut-off valve.

NOTE: Sewage must be disposed of properly. Holding tanks shall not create a public health risk by conveying 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 such by manufacturer. Ensure hoses are clearly identified 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 footcandles--cooking areas, food prep areas, food service areas
- 20 footcandles--customer self service, inside equipment (e.g. reach-in cooler), hand washing, dishwashing, utensil storage, restrooms
- 10 footcandles--walk-in coolers and freezers, dry storage, and other areas

NOTE: When submitting mobile plans to RPH for plan review, list:

- (1) the 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: sealed concrete, poured epoxy, various types of tile
- Walls: glossy painted drywall, painted concrete block, stainless steel, FRP
- Ceilings: glossy painted drywall (no acoustic tile), vinyl coated drop ceiling
- Base coving: rubber, tile

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

Ventilation hoods

A ventilation hood is required for a grill line, or where any other cooking equipment or high temperature dish machine is located.

Installation of a ventilation hood requires:

- A permit
- Inspections

Contact Richland County Building Department or City of Mansfield Bureau of Building Inspections, Licenses and Permits (see page 3) with questions about ventilation requirements or permits for installation.



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 Richland County Building Department or City of Mansfield Bureau of Building Inspections, Licenses and Permits (contact information: see page 3).



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 (including inside coolers and freezers). 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 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.

Facility Self Checklist

Here are some important elements that you should start to think about. During future inspections, similar types of 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 conspicuously display 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.



RPH Requirements

1. One complete set of **floor plans** (as detailed below):

Floor plan: showing areas used for the business, entrances/exits, walls, plumbing, lights, and location of all equipment required.

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

2. **Type of food operation:**

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. **Submission** of the above and a pre-licensing inspection

10. **Water Supply:** Public or Private-may need approval from Ohio EPA, Division of Drinking and Ground Water

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

You must have your plans approved based on a pre-licensing inspection which will occur prior to issuance of your FSO or RFE License.

Note: RPH may place restrictions or conditions on the license if necessary.

1. Submitting Plans

Plans may be submitted in person or via e-mail.

Send your completed plan review, drawings and application electronically to:

envhealth@richlandhealth.org

Or

Richland Public Health
Environmental Health Division
555 Lexington Ave.
Mansfield, OH 44907

Guidelines:

- Submit in PDF format and oriented for viewing purposes.
- Ensure documents appropriately describe thier purpose.

2. Payment (if applicable) can be made to RPH:

In person, via phone, or U.S. Mail System:

Richland Public Health
Environmental Health Division
555 Lexington Ave.
Mansfield, OH 44907
(419) 774-4520

Accepted:

- Cash
- Check
- Credit cards *If using a credit card a 2.5% convenience fee will charged.

3. Licensing

A new license is required when remodeling a facility, when change of ownership occurs and/or change of license status is known (change of menu, equipment or processes, etc.)

Note: RPH requires a plan review application and new license when change of ownership occurs. Transferring of licenses is not permitted.

Contact RPH if you have any questions or concerns in regards to plan review or licensing.

For more detailed information visit <http://www.richlandhealth.org/for-business-/food-services>

FAQs

What will my license cost?

For complete current license fee schedule visit:

<https://www.richlandhealth.org/for-business/food-service-license-fees-2017>

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

No. The law requires that mobile FSO/RFE units be moved every forty (40) days at minimum.

Can I cater an event from my mobile?

Yes. As long as foods are processed and served on-site within the mobile unit. Contact RPH 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 RPH approval or license restriction, and must be approved in advance by the inspecting sanitarian.

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. 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 an RPH sanitarian in advance regarding specific processes as they apply to your business.

Have more questions? Ask an RPH Sanitarian! See page 3.

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Mobile Food Business Plan Review Application

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

Please remove and complete.

Included with this application are the following items:

- Floor Plans
- Equipment List with Spec Sheets
- Menu



Applicant Information

Contact Information

Food Facility Name: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Name of Owner(s): _____ Phone: _____

Owner Email: _____ Business Email: _____

Contact for Plans: _____ Phone: _____

Business Name: _____ Phone: _____

Address for correspondence: _____

City: _____ State: _____ Zip: _____

Plan Review Type (Check one or ALL that apply)

- New Food Establishment
- Same Owner Same Location
- Remodel/Alteration (fee required as determined by RPH)
- Minor Remodel (no fee may be required as determined by RPH)



Please answer all questions about your establishment.

When answering, ensure you are including equipment and food processes used.

1. Describe how you will maintain temperatures of 135°F or above when hot holding.

2. Describe how foods will be rapidly cooled.

3. Describe how foods will be rapidly reheated to 165°F.

4. Describe how frozen foods will be thawed (For example: refrigeration, microwave, as a part of the cooking process, etc).

5. 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



6. 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 facility:

Name: _____ Address: _____
City: _____ State: _____ Zip: _____

7. Describe how you will wash fruits and vegetables before preparation.
Or will these products be received pre-washed and precut?

8. Describe how you will protect ready-to-eat foods from bare hand contact.

- Gloves
- Tongs
- Deli Tissue
- Other: _____

9. Will you be providing Catering services? Catering: preparing foods, transporting foods and staying with foods through service, not delivery. If yes, please describe process including preparing off site, washing equipment/utensils and transportation.

- YES: _____
- NO

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

- YES: _____
- NO

11. 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: _____

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

- YES NO

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

- ASSE 1012 ASSE 1024

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

- YES NO

15. 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: _____

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

- YES NO

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

- YES NO Type: Dial Face Digital

18. Effective hair restraints:

- Hat/Bandana Bandana Hair net

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

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

(Do not include condiments such as ketchup, etc).

Menu Item	Prepared on Site	Food Supplier
<i>Ex: Hot Dogs</i>	<i>Ex: Yes</i>	<i>Best Foods Grocery Store</i>

Interior Finishes

Use the following chart to denote all interior finishes.

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

Floors	Walls	Ceilings	Coving
<i>Ex: Ceramic Tile</i>	<i>Ex: FRP</i>	<i>Ex: Vinyl Tile</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: Outside Mobile Unit</i>

Statement of Plan Review Submission

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

Richland Public Health 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:

A complete sets of plans, all the other requirements listed on page 11 of the packet.

Signature of Applicant(s): _____

Date: _____



(For Office Use Only)

Required Signatures (as applicable)

- | | |
|---|-------------|
| <input type="checkbox"/> Zoning | Date: _____ |
| <input type="checkbox"/> Richland County Building Dept. | Date: _____ |
| <input type="checkbox"/> Mansfield City Codes & Permits | Date: _____ |
| <input type="checkbox"/> Ohio EPA | Date: _____ |
| <input type="checkbox"/> Fire Dept. | Date: _____ |
| <input type="checkbox"/> Plumbing | Date: _____ |
| <input type="checkbox"/> Other: _____ | Date: _____ |

EH Clerical Staff

Date Received: ____ / ____ / ____

Receipt: # _____

Pre-Licensing Inspection Date: ____ / ____ / ____

Approval Date: ____ / ____ / ____

License Assigned: RFE FSO

Sanitarian Approval Signature

Date

