



Mobile Food Establishment Plan Review Guide

A “Mobile Food Service” or Mobile “Retail Food Establishment” is normally a truck, trailer, or knockdown unit (tent) that sells food. These are both generally referred to as “mobiles”. These units routinely change location, and do not remain at any one location for more than forty consecutive days. Mobile food operations include food trucks and fair food trailers, but also can be used to produce food for weddings. No matter what the event is, the mobile unit must be on the site where the food is being served.

Approval of Plans and Equipment

Approval of plans is required. No person shall construct, install, provide, equip, or alter a mobile unit until the plans have been submitted and approved in writing by the Auglaize County Health Department. This office will act on the plans within thirty days from receipt of complete plans.

General Information:

- Mobiles are licensed in the county where your business headquarters is located.
 - For many mobile operators, this is your home.
 - This is not necessarily where your mobiles are stored or operate.
- Do not buy a used mobile and expect to get it licensed quickly. The process is the same for existing mobiles and mobiles being built from scratch.
- All states have different laws and rules. Do not make assumptions about mobiles from other states meeting Ohio requirements.
- Every county in Ohio has the ability to make exceptions to the state food rules. These exceptions may NOT match with our requirements. Do not make assumptions about mobiles licensed in other counties.
- All equipment and utensils must be commercial kitchen agency approved.

Please submit all information, plans and specifications for the items listed below to the Auglaize County Health Department.

The plans and specifications shall be legible, to scale, and shall include:

1. The type of operation proposed and foods to be prepared and served.
2. All portions of the premises in which the food operations are to be conducted, including storage units and exterior cooking units.
3. Entrances, exits, and serving windows.
4. Lighting plan including shielding requirements.
5. A floor plan showing the layout of the fixtures, equipment, ventilation hoods.
6. Equipment Installation List (attached):
 - i. Equipment includes:
 1. Refrigeration
 2. Cooking equipment
 3. Holding equipment
 4. Portable equipment
 5. Specialty equipment
 6. Freshwater tank
 7. Wastewater tank
 8. Sinks
 - a. Hand-washing sink
 - b. 3 compartment sink with 2 drain-boards
 - c. Food preparation sink (depending on menu)
 9. Shelving
 10. Counters
 11. Cabinets
7. Interior Finishes Chart (attached).
8. Locations of the potable and wastewater connections.
9. Location and capacity for both potable and grey water tanks.
10. Hot water location and size in gallons.
11. Location of name, address, city zip code and phone number on exterior of unit (must be in letters at least 3 inches tall by 1 inch wide).
12. Support vehicle, if used for storage/equipment.

Mobile Name: _____

Name of Owner(s): _____

Address: _____

Phone: _____

Email: _____

Projected opening date: _____

Type of Facility:

_____ Food Service Operation

_____ Retail Food Establishment

Food Services are generally single portions that are to be consumed immediately. Retail Food is generally the sale of packaged food that is not intended to be eaten onsite. If you will have both, please indicate which option will be the largest portion off your sales.

Type of unit:

Truck: _____

Trailer: _____

Knockdown: _____

Other: _____. Please explain: _____

Water Supply: (Check One)

_____ Public Supply

_____ Private Well (testing will be required)

Sewage Disposal System: (Check One)

_____ Municipal Sewer

_____ Approved dump station

Square Feet of Unit: _____

Menu will be recorded on the back of our license and will limit foods that can be served:

Interior Finishes Chart (Be specific with manufacturers and products)

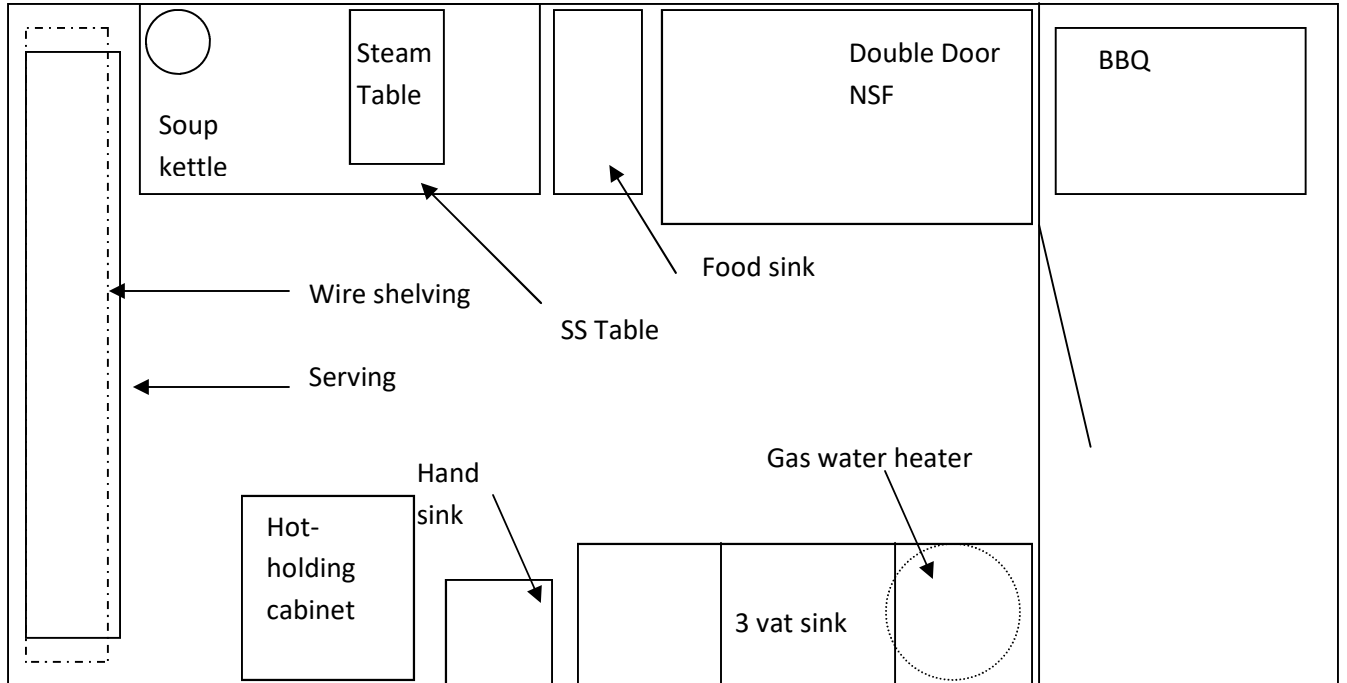
		Interior of mobile unit
Flooring	=>	
Baseboard	=>	
Walls	=>	
-Wall #1	=>	
-Wall #2	=>	
-Wall #3	=>	
-Wall #4	=>	
Ceiling Material	=>	

Equipment Installation List: Include fresh tank and grey tank

		Installation Details		
Equipment	Make and Model number	Legs or Casters	Attached to wall	Attached to equipment

Make another copy of this page, if needed.

Layout Example



- 30 gallon fresh water tank (under unit)
- 42 gallon grey water tank (under unit)
- Name, city, zip code, phone number on door