

MOBILE FOOD FACILITY PERMITTING CHECKLIST

The following items must be submitted prior to scheduling the mobile food facility inspection:

- Completed mobile food facility application along with applicable fee. All outstanding fees shall be paid prior to scheduling an inspection.
- Copy of the permit holder's current driver's license and vehicle registration (if pushcart, no vehicle registration is required).
- Copy of menu items sold or list of food sold from the mobile food facility
- Copy of receipts/invoices where food is obtained including wholesalers business name, address and telephone number (for vehicles/carts that sell whole uncut produce and pre-packaged, non-potentially hazardous foods only)
- Approved restroom agreement if mobile food facility is stationary for more than one hour.
- Electrical connection agreement with permanent business at operating location(s).
- Outside Commissary Agreement form completed and filled.
- Food Facility Agreement Storage Form completed and filled out for the following operations: Whole Uncut Produce and Pre-packaged Non-potentially hazardous food vendors.
- Copy of business license for mobile food facility operating at approved single site location only.
- Copy of food safety certificate and food handler's cards or receipt of enrollment in a valid food safety class.
- Permanent signage on both sides of vehicle including business name at least 3 inches high. City, state, ZIP Code, and name of the permittee, if different from the name of the food facility shall not be less than one inch high. The color of each letter and number shall contrast with its background.
- All equipment shall be ready to be tested at the time of the permit inspection. All Mobile Food Facilities shall be able to operate under their own power.
- Obtain State of California Department of Housing And Community Development (HCD) approval. Contact (916) 255-2501 for further information (Required for Enclosed Mobile Food Facilities Only).
- You may be subject to a business license, peddler's permit, and/or conditional use permit (CUP) from each city you plan on operating at. To obtain a license for unincorporated areas of the County, contact the Treasurer-Tax Collectors Office Business License Tax Division at (925) 957-5290. Within city limits, contact the appropriate City.

MOBILE FOOD FACILITY SELF-CHECKLIST

**FAILURE TO COMPLY WITH STRUCTURAL AND OPERATIONAL REQUIREMENTS MAY
RESULT IN A RE-INSPECTION FEE AND/OR CLOSURE OF VEHICLE**

FOOD PROTECTION

- Maintain potentially hazardous hot foods at or above 135°F.
- Maintain potentially hazardous cold foods at or below 41°F.
- Food available for customer self-service must be pre-packaged.
- Repair/replace damaged and worn cutting boards.
- Dispense self-service customer utensils with mouthparts down, handles-up in proper dispensers.
- Maintain all utensils on the vehicle clean and in good repair.

FOOD STORAGE

- Maintain refrigeration unit(s) in good repair.
- Provide approved mechanical refrigeration (food grade).
- Provide refrigerator doors that are tight-sealing.
- Eliminate rust on racks within refrigerator unit(s).
- Provide an accurate thermometer in the refrigeration unit.
- Provide an accurate thermometer in the warming oven.
- Provide/maintain an approved probe thermometer that is accurate to within $\pm 2^\circ\text{F}$.
- Store all hazardous items (i.e., insecticides, cleaners, etc.) separate from food items.

EMPLOYEE SANITATION

- Provide soap and paper towels in wall-mounted dispenser at handwashing sink.
- Smoking, consuming food and/or beverages in food preparation areas is prohibited.
- Assure food handlers wear appropriate hair covering and clean clothing.
- Provide and maintain approved sanitizer in vehicle at all times.
- Provide/maintain an approved first aid kit.

VERMIN

- Eliminate vermin infestation(s) – i.e., cockroaches, flies, rodents.
- Provide a receipt of pesticide treatment from a licensed pest control company (if applicable).
- Remove all dead insects/rodents/droppings from all parts of the vehicle.
- Provide self-closing device for entry door; keep door closed.
- Provide/maintain tight-fitting insect screens at service openings that are self-closing and in good repair.
- Provide/maintain in good repair insect screens at all ceiling vents.
- Seal all seams, holes, and gaps to prevent vermin entrance/harborage.

WATER

- Provide hot (120°F minimum) and cold running water to sinks at all times.
- Provide at least 5 gal. of potable water exclusively for handwashing (if applicable).
- Provide an additional 15 gal. (minimum) of potable water for facilities conducting limited food preparation (if applicable).

- Provide an additional 25 gal. (minimum) of potable water for facilities conducting food preparation and warewashing (if applicable).

WASTE

- Provide wastewater tank(s) with a minimum capacity that is 50% greater than the potable water capacity and in no case less than 7.5 gal. (if applicable).
- Eliminate leak(s) in drain line(s) from sinks and/or coffee urn.
- Connect all drain lines to wastewater tank(s).
- Eliminate leaks from ice compartment.
- Provide waste tanks with proper cap and valve assemblies.
- Maintain cap and valve assemblies to waste tanks closed when outside commissary.
- Provide watertight trash receptacles large enough to accommodate a day's business.

FACILITIES

- Provide/maintain exhaust fans and approved baffle filters in good operating condition.
- Clean exhaust hood and grease filters as needed.
- Clean ceiling vent screens as needed.
- Clean walls/ceiling and floors as needed.
- Clean under warming oven; shelf under grill; under steam table as needed.
- Provide a wall-mounted, minimum 10 B-C rated approved fire extinguisher.
- Provide positive closing lids and latches for coffee urns, deep fat fryers, steam tables.
- All equipment must be NSF/ANSI certified; remove all unapproved cookware from vehicle (i.e., enamel and/or porcelain-based).
- Provide an approved alternate, unobstructed means of exit (minimum 2 ft x 3 ft) in the side opposite the main exit door, roof, or the rear of the unit. The exit shall be labeled "Safety Exit", in contrasting color to the vehicle, with at least 1-inch high letters
- Provide shatterproof covers/bulbs at all light fixtures.

MISCELLANEOUS

- Maintain all applicable licenses/permits in vehicle at all times.
- Provide business name of vehicle (at least 3-inches high and 3/8-inch brush stroke letters), address and telephone number (at least 1-inch high) of operator or commissary on both sides of the vehicle.
- Provide documentation of approved commissary use.
- Obtain Fire Department approval (if applicable).
- Provide proof of vehicle certification by the State of California Department of Housing and Community Development (for Enclosed Mobile Food Facilities not currently permitted in Contra Costa County).
- Maintain vehicle registration current and in good standing.
- Obtain valid food safety certificate.
- Maintain restroom agreement in vehicle at all times.

**IMMEDIATE CLOSURE OF THE VEHICLE WILL OCCUR IF ANY
OF THE FOLLOWING VIOLATIONS ARE OBSERVED:**

1. Lack of hot/cold potable water in vehicle.
2. Major temperature violations observed in foods and/or equipment.
3. Mechanical refrigeration unit not operating or maintaining proper temperature.
4. Liquid waste being discharged from vehicle onto the ground.
5. Lack of sanitizer in vehicle.
6. Lack of soap and towels in vehicle for proper hand washing.
7. Vehicle is not maintained in a clean and organized manner.
8. Presence or evidence of vermin.
9. Lack of current environmental Health Permit.