



Mobile Plan Review Application

Any facility or unit offering food for sale is required to have a license issued by the Wood County Health Department (3717.41 ORC). If you plan to operate a mobile unit, contact the Wood County Health Department for any questions you may have regarding plan approval or licensing.

Step 1: Submit Plans (prior to construction)

1. Submit the completed Mobile Plan Review Application.
2. Submit the entire layout of the mobile unit. This layout must include:
 - A complete and detailed menu;
 - Location, number and type of plumbing fixtures;
 - Plan of lighting (show exactly on the plans where light fixtures will be and indicate if the lights are shielded)
 - A floor plan showing all fixtures and equipment;
 - List the floor, wall, ceiling surface materials and floor/wall juncture cove material;
 - List equipment with manufacturers and model numbers;
 - The mobile layout should be drawn to scale;
 - Submit entire layout of the mobile unit including any supply trucks, storage, or any additional items outside the mobile unit.
 - If a private water source will be utilized to provide potable water, an acceptable water test result must be obtained.

Step 2: Plan Review Process

- Within 30 days after completed plans are submitted, Wood County Health Department will review the plans.
- A letter will be sent informing you that the plans have been denied or approved.
- If the plans were denied, the denied items will need to be corrected and resubmitted.
- Plans approvals expire one (1) year after approval is issued.

Step 3: Construction and Preparation for Opening

- Once the mobile unit is ready to operate, contact Wood County Health Department for a pre-license inspection (419) 354-2702.
- If the unit is using a private water source, a water sample taken by our department will be required and the fee is \$40.00 if taken at the time of mobile unit inspection. Fee is subject to change. A water sample must be taken by a member of our department prior to issuance of mobile food license. The cost of water sampling is in addition to mobile food license fees. Each sample is a separate cost. This process may take a few weeks to obtain an acceptable water sample. Please plan accordingly.
- Food safety training is recommended. Food safety knowledge will be required by all food employees. Knowledge of food safety must be demonstrated during all inspections.
- The mobile food license will reflect the layout and menu as submitted to this department.
- Any changes made to your mobile food unit must be submitted in writing to this department.
- All refrigeration equipment must be maintaining a temperature of 41°F or less at the time of the inspection.
- All hot holding equipment must be maintaining a temperature of 135°F or above at the time of the inspection.

Step 4: Obtain mobile license

- Once pre-licensing inspection is completed and all necessary work is done, you may purchase your mobile food service license at the Wood County Health Department. Fees are changed on an annual basis. Food service year is March 1-February 28 each year.
- Mobile food license is only valid for the layout and menu printed on the back of the license issued by this department.
- The current mobile food license must remain on the mobile unit at all times of operation. No copies will be accepted.



Mobile Plan Review Application

Mobile Unit Name: _____

Business Name: _____

Business Address: _____

Business City/Zip Code: _____ Business Phone Number: _____

Mobile Unit Storage Address: _____

Mobile Unit Storage City/Zip code: _____

Primary Contact Person: _____ Cell Phone: _____

Contact Person Email: _____

Owner or Representative: _____
Signature Date

FOR OFFICE USE ONLY

- Date received _____ Receipt Number _____ Amt. Paid _____
 - Completed mobile plan review application
 - Mobile Unit floor plan
 - Complete mobile unit menu
- FSO / RFE High Low

Menu

- Attach a menu of items that you will be serving/selling and give a brief description of ingredients.
- Your menu must have a consumer advisory printed on it if you will be serving undercooked animal foods.
- Provide a list of your food suppliers:

Food Preparation Review

How will you prepare produce?

(Check all that apply)

- No produce will be used or served.
- All produce will come into the mobile pre-washed and pre-cut. (Supply invoice on request)
- All produce will be prepared in a food preparation sink.

How will employees avoid bare-hand contact with ready-to-eat foods?

(Check all that apply)

- Disposable Gloves
- Utensils/Tongs
- Deli Paper
- Other _____

Cooling of Temperature Controlled for Safety (TCS) Food

Check box if your mobile will not cool down TCS food.

List all foods that will be cooled. Foods must be cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F or lower in additional 4 hours. Please indicate below what foods you will cool and how you will cool them.

| Food Items | Method of Cooling | Cold Food Storage |
|------------|-------------------|-------------------|
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| | | |

Reheating of Temperature Controlled for Safety (TCS) Food

Check box if your mobile will not reheat TCS food.

List all food items that will be reheated. All TCS food must be reheated to a temperature of 165°F for 15 seconds within 2 hours. Please indicate below what foods you will reheat in bulk and how you will reheat them.

| Food Items | Method of Reheating | Hot Food Storage |
|------------|---------------------|------------------|
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Dry / Extra Storage

Location of Dry/Extra Storage _____

Extra Coolers/Freezers: Yes No

Stock Truck: Yes No

All food containers must be made of food grade materials. List the type of food containers that will be used:

Utensil, Equipment, & Food Prep Surface Washing/Rinse/Sanitize

3 Compartment Sink (manual dishwashing is required in all mobiles) must be large enough to fit the largest item that has to be washed. NOTE: A commissary 3 compartment sink can be used for the larger pieces of equipment. 3 Compartment Sink details must include:

Dimension of 3 Compartment Sink:

Length _____
 Width _____
 Depth _____

How will sanitizer be used on surfaces?

- Bucket with reusable cloth
 Spray bottles with disposable paper towels.

Size of Drain Boards: _____

What Sanitizer will you be using?

- Bleach (5.52%, unscented household)
 Quaternary Ammonia
 Other _____

Be sure to have corresponding test strips:

- Chlorine (50-100 ppm)
 pHydrion QT-10 (200 ppm)
 pHydrion QT-40 (150-400 ppm)
 Iodine (25 ppm)

Fresh Water and Waste Water Storage

- Water must be from an approved water source.
 City Water Supply
 Private Water Supply
 (MUST obtain acceptable water sample results from our department – Contact to schedule water sample.)
 Size of Fresh Water Tank: _____
 Waste water storage tank must be 15% larger than the fresh water storage tank.
 Size of Waste Water Tank: _____

- Back flow prevention device #1024 is required.
 Location of Back Flow: _____
 Food grade hoses are required, no garden hoses. Color of Hose (check one)
 Clear White Other: _____
 Hot water heater is required. Must be large enough to meet peak hot water demand.
 Size of Hot Water Heater:
 _____gallons _____BTUs

Solid Waste Storage/Removal

Trash must be disposed of properly. All trash receptacles must have a tight fitting lid.

Equipment List

Provide the following information for all food equipment you will use in your mobile unit. All equipment must be commercial grade and approved by a testing agency. Equipment must hold appropriate temperature at the time of pre-licensing inspection. A separate list or specification sheets are acceptable.

| Manufacturer | Model Number | Description |
|--------------|--------------|-------------|
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Lighting

Light Intensity Levels must be:

- 50-foot candles at surfaces where a food employee is working with food.
- 20-foot candles at surfaces inside equipment, at dishwashing area, & where packaged foods are sold.
- 10-foot candles in dry food storage areas.

Lights must be shielded or otherwise shatter resistant, indicate type of shatter resistant used:

- Sleeve over bulb with end caps
- LED bulbs used

Interior Finish Materials

All surfaces must be smooth and easily cleanable. Please explain any abbreviations.

| Floor Material | Coving Material | Wall Material | Ceiling/Overhead Covering Material |
|------------------------|----------------------------|--|------------------------------------|
| <i>Commercial tile</i> | <i>Rubber base molding</i> | <i>Fiberglass reinforced panel board (FRP)</i> | <i>Vinyl coated ceiling tiles</i> |
| | | | |
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Mobile Unit Identification

The following information must be clearly printed on the unit with letters at least 3" tall and 1" wide:

- Company Name
- City
- Phone Number (including area code)

Commissary Agreement

Do you plan to use a commissary? Yes No

- Name of Commissary _____
- Commissary food service license # _____
- Supply commissary agreement letter with application

Food Safety Certification

As of Sept. 1, 2024, Ohio Administrative Code (OAC) 3701-21-25(K)(4) requires high risk mobile food service operations (FSO) and high risk mobile retail food establishments (RFE) initially licensed after Sept. 1, 2024 to have at least one person in charge (PIC) per license holder at each event that has obtained PIC certification.

Name of Person in Charge certification holder: _____

- Copy of PIC certificate submitted



Commissary Agreement for Mobile Units

Commissary Information:

Name of Business: _____

Address: _____

Contact Person and Phone Number: _____

Business Hours of Operation: _____

Email: _____

Do other mobile food carts/vehicle vendors use this kitchen as a commissary? _____

If so, how many? _____

What equipment will be utilized at the commissary?

Mobile Unit/Vendor Information:

Name of Business: _____

Owner/Operator: _____

Address and phone number: _____

Days/Time at Commissary: _____

Email: _____

Commissary License Holder –Printed Name & Title

Commissary License Holder Signature

Date

Mobile Unit License Holder –Printed Name & Title

Mobile Unit License Holder Signature

Date