



**MOBILE FOOD FACILITY (MFF) APPLICATION
 INFORMATION SHEET**

Contact Name: _____ **Phone #:** _____
Vehicle/Cart Name (dba): _____ **License Plate #:** _____

Please note: Permit decals are issued during the scheduled initial permitting inspection and annual permit renewal inspections. MFFs are not permitted to operate without a valid permit decal. To schedule a permit renewal inspection, please submit the commissary agreement form(s), route sheet, copy of the menu & DMV vehicle registration. Also, if modifications have been made to an existing MFF, submit a drawing of the changes and the manufacturer specifications sheets for the new equipment as the changes will be evaluated at the time of the inspection. **Depending on the modifications, Plan Review, applicable fees, and a new HCD insignia may be required before the permit can be issued.**

**I'M APPLYING FOR A MOBILE FOOD FACILITY PERMIT AND I HAVE A:
 (Check the two boxes that apply.)**

All occupied vehicles must obtain an insignia from the Department of Housing and Community Development (HCD) prior to scheduling an inspection with this department.

- A)
- Non-motorized cart. (Non-Occupied vehicle)
 - Fully enclosed vehicle: truck, trailer or van. (Occupied vehicle)**

AND

- B)
- Newly built vehicle/cart and not permitted in another county in California. (Plan Check is required)
 - Vehicle/cart which will be built/fabricated. (Plan Check is required)
 - Vehicle/cart which operates in another county in California.*
 - Vehicle/cart which operates in another city in California.*
 - Vehicle/cart is currently permitted with Santa Clara County. (Change of Ownership)

*Submit copy of City or County's Environmental Health permit or inspection report - VIN# must be included.

CHECK ONE OF THE FOLLOWING and SUBMIT THE FOLLOWING DOCUMENTS:

- No food preparation (FP24):**
 - All items are prepackaged foods or whole uncut produce and seafood only. (EXAMPLES: Prepackaged ice cream trucks/carts, Produce vehicles.)
 - Permit Application
 - Approved Facility/Commissary Agreement Form (Produce vehicles exempt)
 - Menu (include ingredients)
 - Copy of Vehicle Registration OR Permanent Trailer Identification Card
 - Route/Location Sheet

Limited food preparation (FP25):

- Includes preparing beverages that are for immediate service, in response to an individual consumer order.
- Includes most push carts which have a food compartment.
- Includes shaving of ice, blending of beverages.
- Includes heating, steaming or boiling of hot dogs/tamales, frying churros.
- Does not include hot holding of non-prepackaged potentially hazardous foods (except for roasting of corn on the cob, steamed or boiled hot dogs and tamales in the original, inedible wrapper).
(EXAMPLES: Vehicles which serve snow cones, fruit, frozen yogurt, hot dog, popcorn, coffee, churros, pastries, roasted corn on a cob and scooped ice cream.)

- Permit Application
- Approved Facility/Commissary Agreement Form
- Menu (include ingredients)
- Copy of Vehicle Registration OR Permanent Trailer Identification Card
- Route/Location Sheet

Full food preparation (FP26) – Occupied Vehicle (Food Truck/Trailer/Van):

- Includes full food service operations.
- Includes cooking, heating, hot holding, cooling and reheating of potentially hazardous foods (PHFs), extensive handling and assembly of PHFs.
- Hot holding items other than hot dogs, tamales or corn on the cob.
(EXAMPLES: Most full-service catering food trucks, trailers and vans)

OR

Full food preparation (FP26) – Non-occupied Vehicle (Food Cart):

- Includes heating, frying, baking, roasting, popping.
- Includes cooking and seasoning to order.
- Includes slicing and chopping on heated surface during the cooking process ONLY.
- Includes cooking potentially hazardous foods to order.
- No cooking of potentially hazardous foods for later use.
- No washing of foods.
- No reheating or hot holding of potentially hazardous foods (except for steamed or boiled hot dogs and tamales in original, inedible wrapper).
- Does not include hot holding of potentially hazardous foods (except for roasting corn on the cob, steamed or boiled hot dogs, and tamales in original, inedible wrapper).
- No thawing or reheating of potentially hazardous foods.
- No grinding of raw ingredients or potentially hazardous foods.
- No cooling of cooked potentially hazardous foods.
(EXAMPLES: hot dog carts and taco carts)

- Permit Application
- Approved Facility/Commissary Agreement
- Menu (include ingredients)
- Copy of Vehicle Registration/Permanent Trailer Identification Card
- Route/Location Sheet
- Standard Operating Procedures (SOPs)

**** Office Use Only ****

Facility ID #: _____ **Appointment Date:** _____

Received By: _____ **Appointment Time:** _____



**MOBILE FOOD PROGRAM (MFF)
PERMIT APPLICATION & CERTIFICATION STATEMENT**

DEPARTMENT OF ENVIRONMENTAL HEALTH
CONSUMER PROTECTION DIVISION
1555 Berger Drive, Suite #300 • San Jose, CA 95112
(408) 918-3400 • Fax: (408) 258-5891
Website: www.ehinfo.org/cpd • Email: dehweb@deh.sccgov.org

Owner Information:

Owner Name: _____
(Corporation, LLC Name or First and Last Name of Primary Owner)

Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ Ext: _____ Fax _____ Email: _____

Co-Owner Name (if applicable): _____ Co-Owner Phone: _____

Co-Owner Address: _____ City: _____ ST: _____ Zip: _____

Alternate Contact Name: _____ Contact Phone: _____

Do you currently hold a permit to operate a Food Facility in Santa Clara County? No Yes (If Yes, please answer the following):

Facility ID#: FA0 _____ Facility Name: _____

Vehicle/Cart Information:

Vehicle/Cart Business Name: _____ License Plate Number: _____

Commissary Name: _____

Commissary Address: _____ City: _____ ST: CA Zip: _____

Commissary Phone: _____ Ext _____ Fax _____ Email: _____

Send Official/Billing Correspondence to: Owner Facility Other (Please specify below):

Name: _____

Address: _____ City: _____ ST: _____ Zip: _____

This permit is renewable annually. The permit and decal will be issued when all fees have been paid in full and the vehicle has passed all applicable inspections. To renew the permit and obtain the current decal, a scheduled inspection is required prior to permit expiration. If found operating without a valid permit and decal, a penalty will be assessed and further legal action may be taken. The undersigned certifies, under penalty of perjury, that to the best of his/her knowledge and belief, the statements made herein are complete, correct and true.

The undersigned hereby applies for a Permit to Operate and agrees to operate in accordance with all applicable state and local regulations, laws, ordinances, and codes. Payment of the required fee(s) and late penalties, if any, to secure a valid permit, is required before commencing or continuing operation. Failure to do so may result in a misdemeanor citation, fines and permit suspension/revocation proceedings. **NOTIFY** the Department of Environmental Health of any change in the type of business activity, name, billing address, or ownership, including the closure of business or a commissary change, by calling the number above within 14 calendar days of a change. **PERMITS AND FEES ARE NOT TRANSFERABLE.**

NOTE: Any information contained in this application is a matter of public record, and is available to the public under the California Public Records Act (CPRA).

Signature: _____ Date: _____

Print Name: _____ Phone: _____

FOR OFFICE USE ONLY:	Existing AR#: AR0 _____ (for Change of Owner Only)	Owner ID#: OW0 _____ (<input type="checkbox"/> Add New)
Facility ID#: FA0 _____ (<input type="checkbox"/> Add New)	Food Safety Certification Required?	Yes No
Name: _____	Certificate #: _____	Test Provider: _____ Expiration Date: ____/____/____
Program ID#: PR0 _____ (<input type="checkbox"/> Add New)	Assigned Specialist ID: _____	Current Status: _____
MFF Vehicle Information: Plate#: _____	VIN: _____	Make: _____ Year: _____ Type: _____
Permit ID#: PT0 _____ (<input type="checkbox"/> Add New) P/E: FP	Permit Status: 21	Permit Type: P PE PV
	Permit Valid: ____/____/____ to ____/____/____	
Permit Conditions and Descriptions:	<input type="checkbox"/> Add <input type="checkbox"/> Modify <input type="checkbox"/> Delete	[Supervisor Initials _____]
Approved by: _____	Employee #: _____	Date: ____/____/____ Supervisor: _____ Date: ____/____/____
Support Staff: _____	Entered Date: ____/____/____	New AR#: AR0 Ck# _____ \$ _____



COMMISSARY/APPROVED FACILITY (AF) AGREEMENT
 Mobile Food Facility (MFF), Mobile Food Units (MFPU), Temporary Food Facility (TFF)
 Mobile Support Unit (MSU), Caterer



This form is to be submitted with proposals for a Vehicle, Trailer, Cart, or Temporary Food Facility. Any foods sold or given away to the public must be prepared and stored in an approved facility. Food and food supplies used in a MFF, MFPU, or a TFF cannot originate (be stored, prepared, etc.) from a private home.

APPLICANT INFORMATION

Type of Facility: MFF MFPU TFF CART MSU Other _____ For vehicles, License # _____

Owner Name: _____ Name of Business: _____

Owner Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Telephone: () _____ Mobile: () _____

Where will you be operating? (list address/market/event) _____

Provide dates/days of the week and times of commissary/AF use: _____

I, the above –mentioned owner/operator will operate out of the commissary/AF noted below. For vehicles: I will report to the facility at least once each operating day for cleaning and servicing. I will store the vehicle and equipment at the approved food facility or another DEH approved location. The facility noted will be providing the following services to my food operations (Check all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> Facilities to prepare or package food | <input type="checkbox"/> Potable (drinkable) water supply | <input type="checkbox"/> Overnight parking (MFPU) |
| <input type="checkbox"/> Electrical hook-up | <input type="checkbox"/> Warewash facility (i.e. 3 compartment sink) | <input type="checkbox"/> Enclosed overnight parking (carts) |
| <input type="checkbox"/> Toilet & handwash facilities | <input type="checkbox"/> Dry food storage | <input type="checkbox"/> Refrigeration/frozen food storage |
| <input type="checkbox"/> Waste tank/sewage disposal | <input type="checkbox"/> Waste grease removal | <input type="checkbox"/> Equipment/utensil storage |
| <input type="checkbox"/> Garbage disposal | <input type="checkbox"/> Chemical storage | <input type="checkbox"/> Supply food product-i.e. ice, meats |

If the use of the approved facility/commissary is discontinued, I will notify DEH at (408) 918-3400 to make necessary changes.
I understand the use of an unapproved facility for any of the operations above may lead to the revocation of my permit to operate.

****This agreement expires one year from the date signed and must be completed annually.**

 Print Name Signature of Applicant Date

COMMISSARY/APPROVED FACILITY INFORMATION

Type of Facility: Commissary Restaurant Rental Kitchen Other _____

Name of Commissary/Approved Facility: _____

Facility Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Telephone: () _____ Mobile: () _____

I, the commissary/AF owner/operator, can and will provide the necessary facilities, as indicated by the applicant, at my approved facility. I acknowledge that I am ultimately responsible for the maintenance and sanitation of this commissary/approved facility. In addition, I will notify DEH when this agreement is terminated.

 Print Name Signature of Commissary, AF Owner/Agent Email

OUT-OF-COUNTY COMMISSARY/APPROVED FACILITY

Enclose a copy of a valid Environmental Health Permit and obtain REHS signature from designated county. The above checked requirements are available at the proposed commissary/approved facility.

 Print Name Signature of Approval, REHS Date

FOR OFFICE USE ONLY		
Commissary/Approved Facility Within Santa Clara County:		
Dist. Staff Initials: _____	Emp # _____	Date: _____
Sr. Staff Initials: _____	Emp # _____	Date: _____
FA# _____	Owner ID# _____	PR# _____



Standard Operating Procedure Guidance for Mobile Food Facilities (MFFs)

As part of your permit requirements you may be required to submit Standard Operating Procedures (SOPs). A standard operating procedure is a set of instructions that describes all relevant steps and activities of a process or procedure. The information contained in this handout is to assist when creating your SOPs. You may add additional information you find necessary, however, please include the following information:

- 1) Indicate the name and address of the kitchen commissary you will use for *advanced food preparation*, (i.e. washing, rinsing, cooling, thawing, slicing, chopping, etc.). An approved commissary must be equipped with the appropriate equipment required for your food operation.
- 2) List the food items requiring advanced food preparation, for example:

tomato (washing and slicing)	rice (rinsing and cooling)
lettuce (rinsing and chopping)	beans (rinsing and cooling)
cooked chicken & beef (cooling)	frozen chicken (thawing)
- 3) Which sink will be used for washing, rinsing, thawing, cooling? Where? A food preparation sink must be available, as food preparation may not be conducted at a warewash or hand sink on a MFF.
- 4) Describe the thawing process if applicable. *Thawing under refrigeration may be conducted in mobile food facilities ONLY if the food products are ready-to-eat or ready-to-cook, when no rinsing is required.*
- 5) Describe the cooling process in detail if applicable.
 - a) How will your potentially hazardous foods cool from 135°F to 70°F within 2 hours, and then from 70°F to 41°F within 4 hours? Which active cooling methods will be used to achieve both cooling parameters? (i.e. divide food into smaller, thinner portions, use shallow food containers, monitor the food temperature using thermometer, use ice water baths and/or ice paddles while stirring frequently (food container must not float in the ice water bath but be imbedded in the ice), use a blast chiller, use ice as an ingredient, or cut large pieces of meat into smaller pieces).
 - b) Which refrigeration unit and at what temperature will the uncovered food be placed on the top shelf? How is the food monitored to ensure the food reaches 41°F in the required amount of time? When will the food be covered?
- 6) Indicate what will be done with the leftover hot food. Potentially hazardous foods held hot at or above 135°F in holding units (i.e. steam table, hot holding cabinet, etc.) must be destroyed at the end of business day from the mobile food facility. The law prohibits food that was once held hot to be cooled, reheated and served for the following or another business day.

Please note:

1. MFFs may not be used for *washing, rinsing, cooling, or thawing* vegetables, meats, poultry, or seafood.
2. Stainless steel food containers conduct the cold transfer faster than plastic food containers.
3. Hot holding is not permitted on non-occupied mobile food facilities (carts) except on hot dog, roasting corn and tamale carts.

California Retail Food Code Reference

113791

"Food preparation" means packaging, processing, assembling, portioning, or any operation that changes the form, flavor, or consistency of food, but does not include trimming of produce.

114002

- (a) Whenever food has been prepared or heated so that it becomes potentially hazardous, it shall be rapidly cooled if not held at or above 135°F.
- (b) After heating or hot holding, potentially hazardous food shall be cooled rapidly from 135°F to 41°F or below within six hours and, during this time the decrease in temperature from 135°F to 70°F shall occur within two hours.
- (c) Potentially hazardous food shall be cooled within four hours to 41°F or less if prepared from ingredients at ambient temperature, such as reconstituted foods and canned tuna.
- (d) Except as specified in subdivision (e), a potentially hazardous food received in compliance with laws allowing a temperature above 41°F during shipment from the supplier as specified in Section 114037, shall be cooled within four hours to 41°F or less.

114002.1

(a) The rapid cooling of potentially hazardous foods shall be accomplished in accordance with the time and temperature criteria specified in Section 114002 by using one or more of the following methods based on the type of food being cooled:

- (1) Placing the food in shallow pans.
- (2) Separating the food into smaller or thinner portions.
- (3) Using rapid cooling equipment.
- (4) Using containers that facilitate heat transfer.
- (5) Adding ice as an ingredient.
- (6) Using ice paddles.
- (7) Inserting appropriately designed containers in an ice bath and stirring frequently.
- (8) In accordance with an HACCP plan adopted pursuant to this part.
- (9) Utilizing other effective means that have been approved by the enforcement agency.

(b) When placed in cooling or cold holding equipment, food containers in which food is being cooled shall be arranged in the equipment to provide maximum heat transfer through the container walls, loosely covered, or uncovered if protected from overhead contamination during the cooling period to facilitate heat transfer from the surface of the food and stirred as necessary to evenly cool a liquid or a semi-liquid food.

114305(d)

Potentially hazardous foods held at or above 135°F on a mobile food facility or mobile support unit shall be destroyed at the end of the operating day.

114018

Frozen foods shall be stored and displayed in their frozen state unless being thawed in accordance with Section 114020.

114020

Frozen potentially hazardous food shall only be thawed in one of the following ways:

- (a) Under refrigeration that maintains the food temperature at 41°F or below.
- (b) Completely submerged under potable running water for a period not to exceed two hours at a water temperature of 70°F or below, and with sufficient water velocity to agitate and flush off loose particles into the sink drain.
- (c) In a microwave oven if immediately followed by immediate preparation.
- (d) As part of a cooking process.



**DEPARTMENT OF ENVIRONMENTAL HEALTH
CONSUMER PROTECTION DIVISION**

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(408) 918-3400 • Fax: (408) 258-5891

Website: www.EHinfo.org/cpd • Email: dehweb@deh.sccgov.org

MOBILE FOOD FACILITY (MFF) SELF-INSPECTION CHECKLIST

Permit decals are issued during the scheduled initial permit and annual permit renewal inspections. Vehicles are not permitted to operate without a valid permit. To schedule a permit renewal inspection, please submit the commissary agreement form(s), route sheet, and a copy of the menu and vehicle registration.

Please arrive on time for your inspection with all hot and cold holding equipment in operation. If you are 15 minutes late, you may be asked to reschedule. Failure to meet the requirements listed below may result in a delay in permit issuance. Please be prepared to wait in the event the inspection prior to your appointment runs longer than expected.

Your inspection is scheduled for: _____ Time: _____

MOBILE FOOD FACILITY Requirements:	
	Approved <i>active mechanical refrigeration capable</i> of maintaining cold foods 41°F or below at all times. Arrive with food containers (inserts) at top section of the food preparation refrigeration unit(s). Cold plates are no longer permitted in refrigerators storing potentially hazardous foods. Only freezers storing prepackaged frozen ready-to-eat foods are permitted to have cold plates.
	Hot holding equipment capable of maintaining hot foods at or above 135°F.
	Adequate supply of hot (120°F minimum) and cold running water of adequate pressure available at unobstructed and accessible 3-compartment sink.
	Adequate supply of warm (100°F minimum) and cold running water of adequate pressure available at unobstructed and accessible handwash sink.
	Soap and paper towels in dispensers at the handwash sink. A wall-mounted paper towel dispenser is required.
	Free of vermin infestation and free of dead insects/rodents/droppings.
	Approved probe thermometer accurate within ±2°F. Recommend thermometers with a calibration function.
	Accurate thermometers in all refrigeration units and hot holding/warming units.
	All drain lines free of leaks and connected to wastewater tank.
	Waste lines equipped with proper cap and valve assemblies.
	Protective screen (filter), cap and valve for water inlet.
	Mechanical ventilation equipment in good operating condition and equipped with approved baffle filters.
	All seams, holes, and gaps are sealed, smooth and easily cleanable.
	Cutting boards are smooth, easily cleanable and in good repair. Maplewood is the only wood approved for food contact.
	First-aid kit (enclosed case) and located in a convenient area.
	Wall-mounted, minimum 10 BC rated approved fire extinguisher.
	All equipment is NSF/ANSI certified.
	Shatterproof covers/bulbs at all light fixtures.
	Identification is permanently affixed on the consumer side of a non-motorized (non-occupied) vehicle and on both sides of a motorized (occupied) mobile food vehicle. Motorized mobile food vehicles and mobile support

	units shall have the required identification on both sides. The business name must be at least 3-inch lettering, name of the permittee if different from the business name, and commissary address must be at least 1-inch lettering. The color of each letter and number must contrast with the background.
	Drinking water safe hose to obtain potable water AND a separate hose for cleaning the vehicle.
	Approved sanitizer with appropriate test strips available for wiping cloths, food service utensils and equipment. Use chlorine (unscented bleach) or quaternary ammonium (QUAT).
	Wiping cloth sanitizing buckets/pails and a clean supply of wiping cloths.
	Approved emergency exit (minimum 2 feet x 3 feet) in the side opposite the main exit door, roof, or the rear of the unit. The exit shall be labeled "Safety Exit" with at least 1-inch high lettering.
	Self-closing device present on doors of the food preparation area.
	Tight-fitting screens present at ceiling openings.
	Positive closing lids and latches for coffee urns, fryers, and steam tables.
	Pass-through window openings not to exceed 216 square inches with at least an 18" separation. Screening material is at least 16 Mesh per square inch and the pass-through screen is self-closing.
	All food obtained, stored and prepared at an approved food facility. No food or equipment is to be prepared or stored at home.
Additional requirements:	
	Valid Food Safety Manager Certificate and copies of the Food Handler's Card(s) available on the MFF.
	DEH placard and permit posted in public view.
	Copy of the most recent inspection report available on the MFF.
	Operate within 200 feet of an approved and readily available toilet and handwashing facility whenever the MFF is stopped to conduct business for more than a one-hour period.
	Test for propane leaks.
	Fire suppression system requires bi-annual inspections and the fire extinguishers require annual inspections.
	Class K extinguisher for cooking media (grease).
	Generator exhaust to be directed away from consumers and food handlers.
	Gasoline may not be stored inside the MFF under no circumstances.
	Valid HCD Insignia affixed to vehicle – vehicle modifications may warrant a HCD inspection.
	Operate with a valid Environmental Health Permit. Schedule the annual renewal inspection in advance, more than 8 weeks to ensure your permit is renewed prior to your permit expiration date. All mobile food vehicles found operating without a permit will be closed and assessed a penalty.
	Fire Code Standards may be found at http://unidocs.org/fire/ (UN-105).

This document serves as guidance and is not inclusive of all mobile food requirements.