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PLAN CHECK GUIDELINES
FOR MOBILE FOOD FACILITIES AND MOBILE SUPPORT UNIT

These guidelines have been established to assist in the permitting process for a mobile food facility. The following requirements are extracted from the California Health & Safety Code, California Retail Food Code (Cal Code).

A Mobile Food Facility is any vehicle used in conjunction with a commissary or other permanent food facility upon which food is sold or distributed at retail. A Mobile Food Facility does not include a transporter used to transport packaged food from a food facility, or other approved source to the consumer. The Mobile Food Facility shall be designed as a self-contained unit. The cart design shall take into consideration local environmental conditions for a safe food operation and storage of the Mobile food Facility.

A Mobile Support Unit is a vehicle, used in conjunction with a commissary that travels to, and services, mobile food facilities as needed to replenish supplies, including food and potable water, clean the interior of the unit, or dispose of liquid or solid wastes. Mobile Food Facilities that are serviced by an MSU and that do not intend to go back to the commissary shall submit an alternate storage location for Department approval.

COMMISSARY

All mobile food facilities shall operate out of a commissary, mobile support unit, or other approved facility. A commissary is a food facility that services mobile food facilities and mobile support units where food, containers, or supplies are stored; food is prepared or prepackaged for sale or service at other locations; utensils are cleaned; liquid and solid wastes are disposed of; and potable water is obtained. See Commissary list for Mobile Food Facilities. A restaurant or market may also act as a commissary when approved by this agency. STORAGE OF THE MOBILE FOOD FACILITY OR ANY TYPE OF FOOD PRODUCT AT HOME IS NOT APPROVED.

Owners of mobile food facilities shall provide a written statement signed by the commissary owner stating that the cart will be stored and serviced at that location. A copy of the Verification of Proper Food Vehicle Storage is included in this document. This Department conducts random inspections for verification of commissary use. A permit shall not be issued until the commissary location is verified and approved by this Department.

MINIMUM STANDARDS OF KNOWLEDGE IN FOOD SAFETY

All food employees shall have adequate knowledge of, and shall be properly trained in, food safety as it relates to their assigned duties.

Food facilities that prepare, handle, or serve nonprepackaged potentially hazardous food, shall have an owner or employee who has successfully passed an approved and accredited food safety certification examination. The certification is valid for five years from the issue date. There shall be at least one food safety certified owner or employee at each food facility. No certified person at a food facility may serve at any other food facility as the person required to be certified. A food facility that commences operation, changes ownership, or no longer has a certified owner or employee pursuant to this section shall have 60 days to comply.

WRITTEN OPERATIONAL PROCEDURES

The permit holder of a mobile food facility handling nonprepackaged food shall develop and follow written operational procedures for food handling and the cleaning and sanitizing of food contact surfaces and utensils. The enforcement agency shall review and approve the procedures prior to implementation and an approved copy shall be kept on the mobile food facility during periods of operation. See Written Operational Procedures.

BUSINESS PERMITS

Owners shall obtain the necessary business permits from the local City Hall or County Business License office prior to operating. Local cities may have restrictions regarding food sales from vehicles. All vehicles are to display a current Public Health Permit and a current certification decal.

IDENTIFICATION

The business name or name of the operator, city, state, zip code, and the name of the permittee, if different from the name of the food facility, shall be legible, clearly visible to patrons, and permanently affixed on the customer side of the mobile food facility and mobile support unit. The name shall be in letters at least 3 inches high and shall be of a color contrasting with the vehicle exterior. Letters and numbers for the city, state, and zip code shall not be less than 1 inch high

Motorized mobile food facilities and mobile support units shall have the required identification on two sides.

EQUIPMENT

Manufacturer’s specification sheets are required for all proposed equipment. All equipment on mobile food facilities shall be certified or classified for sanitation by an American National Standard Institute (ANSI) accredited certification program. In the absence of an applicable ANSI certified sanitation standard, food-related and utensil-related equipment shall be evaluated for approval by the enforcement agency.

All new and replacement gas-fired appliances shall meet applicable ANSI standards. All new and replacement electrical appliances shall meet applicable Underwriters Laboratory standards. The installation of gas-fired equipment shall be UL approved.

All gas-fired appliances shall be properly insulated in a manner that will prevent excessive heat buildup and injury.

HCD INSIGNIA

Each enclosed mobile food facility may be required to be certified by the Department of Housing and Community Development.

TOILET FACILITIES

Mobile food facilities shall be operated within 200 feet travel distance of approved and readily available toilet and hand washing facilities or as otherwise approved by the enforcement agency, to ensure restroom facilities are available to facility employees whenever the mobile food facility is stopped to conduct business for more than a one hour period.

SINGLE OPERATING SITE MOBILE FOOD FACILITIES

Means at least one, but not more than four unenclosed mobile food facilities, and their auxiliary units that operate adjacent to each other at a single location.

PLAN SUBMISSION

Persons wishing to operate a mobile food facility used for the sale of unpackaged or prepackaged food
in Los Angeles County shall:

A. Submit two (2) complete sets of plans and specifications of the mobile food facility to the Vehicle Inspection Plan Check Program for approval. Complete a plan check application and pay the plan check and construction evaluation fee. (All fees shall be paid in cash, cashier's check, or money order only.) An initial plan check review shall be completed within twenty working days.

B. Upon approval of plans and completion of construction, a structural evaluation of the mobile food facility shall be conducted. This Department shall approve all changes, modifications, additions or removal of equipment after the construction evaluation has been approved.

C. Following the final inspection, a public health permit shall be issued. A certification sticker shall be issued to the unenclosed mobile food facility.

GENERAL PLAN CHECK GUIDELINES

A. Plans shall be drawn to scale 1"=1'

B. A top view, operator's side view, and plumbing page are required.

C. Mobile food facility equipment, including, but not limited to, the interior of cabinet units and compartments, shall be designed so as to, and made of materials that, result in smooth, and easily cleanable surfaces. Unfinished wooden surfaces are prohibited. Construction joints shall be tightly fitted and sealed so as to be easily

cleanable. Equipment and utensils shall be constructed of durable, nontoxic materials and shall be easily cleanable. Non-portable equipment shall be an integral part of the primary unit.

MENU INFORMATION

A. List all food items that will be offered to the public, including condiments, ice beverages,
pastries, etc.

B. Describe the method of displaying and dispensing all foods.

C. Submit samples of labeling and packaging.

Note: The menu and mode of operation will determine applicable requirements.

CONSTRUCTION REQUIREMENTS FOR THE UNENCLOSED MOBILE FOOD FACILITY HANDLING UNPACKAGED FOODS

A. Structure and Equipment Layout

1. Dimensions of the mobile food facility to include overall height and length, counter Height, and sink height.

2. A food compartment with tight fitting doors illustrated with the doors in the open position. The food compartment shall completely enclose all food, food contact surfaces, and the handling of nonprepackaged foods.

3. Layout of all equipment, including all dispensing units with a 3 inch clearance on all sides and top, equipment sealed to countertop, or on 4 inch legs.

4. The handwashing sink shall have minimum dimensions 9 inches wide, 9 inches long, and 5 inches deep. The sink shall be placed in a minimum of a 15 inch space and shall be fully accessible at the counter level on the operator side of the mobile food facility. The sink shall be an integral part of the primary unit or on an auxiliary conveyance that is used in conjunction with the mobile food facility.

   The handwashing sinks shall be separated from the warewashing sink by a metal splashguard with a height of at least six inches. No splashguard is required if the distance between the hand washing sink and warewashing sink drainboards is 24 inches or more.

5. Liquid soap and paper towel dispensers

6. The three compartment warewashing sink shall be installed with two integral metal drainboards. The dimensions of each compartment shall be at least 12 inches wide, 12 inches long, and 10 inches deep, or at least 10 inches wide, 14 inches long, and 10 inches deep and large enough to wash the largest utensil. Each drainboard shall be at least the size of one of the sink compartments. The drainboards shall be installed with ½” lip or rim. The sink

shall be equipped with a mixing faucet and shall be provided with a swivel spigot capable of servicing all sink compartments. The warewashing sink shall be equipped with overhead protection.

Unenclosed Mobile Food Facilities that prepare potentially hazardous Beverages for immediate service shall do one of the following:

a. Provide a three compartment as described above.
b. Provide a two compartment sink as approved by the local enforcement agency.
c. Provide a one compartment with a single drainboard with an adequate supply of utensils and a three compartment sink is located in reasonable proximity.

7. Illustrate food preparation counter space which is commensurate with the food operation, and located in close proximity to the food equipment. A minimum of 20 inches of linear counter space is required for each piece of food equipment. Combination cooking equipment may require additional space. Cold food preparation may require additional prep counter space.

8. Dry food/food items and utensil storage space shall be commensurate with the food operation and an easily cleanable utensil storage container is required. A minimum of 9 cubic feet of storage space is required for a mobile food facility conducting limited food preparation. A minimum of 20 cubic feet of storage

space is required for mobile food facilities conducting full food preparation. Food/food item storage is not approved in any plumbing compartment.

9. Mechanical refrigeration is required for the storage of all potentially hazardous foods. Mechanical refrigeration units shall be sufficient in number and capacity to ensure proper food temperature control during transportation and operation. A minimum of 12 cubic feet of usable space is required for mobile food facilities conducting limited food preparation.

10. An approved container or tank with sufficient volume or secure lid shall be provided for all MFFs generating waste grease.

11. Positive closing lids equipped with a secure latch for coffee urns, deep fat fryers, and similar equipment to prevent excessive spillage of hot liquids during transport.

12. Insulation of gas fired appliances to prevent excessive heat buildup and injury.

13. Mechanical exhaust ventilation equipment shall be located over all cooking equipment as required to effectively remove cooking odors, smoke, steam, grease, heat and vapors. All mechanical exhaust ventilation equipment shall be installed and maintained in accordance with the California Mechanical Code.

14. A fire suppression system shall be provided over all cooking equipment. The system shall certified every 6 months.

15. Approved ground or floor surfaces where cooking processes are conducted shall extend a minimum of five feet on all open sides of where cooking

processes are conducted and shall be an integral part of the mobile food facility.

16. Ice bins shall be located in an area that does not contaminate any food, equipment, or food contact surfaces and shall be sloped to drain to the waste tank. Approved ice dispensing equipment shall be located within the food compartment. A minimum of eight cubic feet is required for the storage of beverages. Provide complete dimensions (length x width x depth).

17. Easily cleanable sugar trays with a positive closing lid, as an integral part of the mobile food facility inside of the food compartment

18. Condiment containers shall be the type that fully protects the food against environmental conditions.

19. Syrup storage inside of the food compartment

20. Pastry case

21. Separate storage for wiping cloths, chemicals shall be provided.

22. Outside overhead closure doors

Note: Unenclosed mobile food facilities that are serviced by the mobile support unit shall be equipped with tight fitting outside overhead closure doors.

23. An approved power source is required. Compressor units that are not an Integral part of the food equipment, auxiliary engines, generators, and similar equipment shall be installed in an area that is completely separated from the food preparation and food storage and that is accessible for proper cleaning and maintenance

24. Complete Finish Schedule detailing the materials used for all food contact surfaces.

B. Utilities

The handwashing and warewashing sinks for unenclosed mobile food facilities shall be an integral part of the primary unit or on an approved auxiliary conveyance that is used in conjunction with the primary unit.

Warewashing sinks for unenclosed mobile food facilities shall be equipped with overhead protection made of wood, canvas, or other materials that protect the sinks.

C. Plumbing Layout

1. <u>Potable water system</u>

a. A minimum of 5 gallons is required exclusively for handwashing. Water needed for any other purpose, i.e. product water, shall be in addition to the 5 gallons for handwashing,. At least 15 gallons of water shall be provided for warewashing on nonpermanent food facilities approved

for limited food preparation. Provide complete dimensions (length x width x depth) of potable water tanks.

b. Location of potable water tanks and plumbing lines.

Note: The potable water tank shall not be inside of the food enclosure or above any cooking equipment, and shall be fully insulated. Potable water tank shall not be installed under the plumbing lines.

c. The potable water tank shall be accessible for inspection. All tanks will be measured at the time of the final inspection.

Note: Stainless steel and aluminum potable water tanks are not approved.

d. Location of water pump and water filter.

e. Water pressure at a minimum of 1 gallon/min

f. Location of water heater, with a pressure release valve overflow to the ground under the mobile food facility.

Note: The minimum requirement is 3.0 gallons or an instantaneous heater, capable of heating water to a minimum of 120 degrees Fahrenheit. The water heater shall be big enough to fill the first compartment of the 3 compartment utensil sink, wash hands for at least 10 seconds and maintain 120° Fahrenheit.

Note: The minimum requirement is ½ gallon or an instantaneous heater, capable of heating water to a minimum of 100° Fahrenheit for mobile food facilities utilizing water for handwashing purposes only.

g. Separate water inlets and separate potable water tanks are required for the product water and the sinks, with an approved type of potable water inlet (Hansen 4HK 1quick disconnect is recommended).

h. The potable water tank shall be designed with a easily accessible clean out port.

i. A potable water tank overflow line, with a minimum of 2 pipe diameters (1 inch) below the water inlet, which drains to the ground, is required. The capacity of the tank will be measured at the level of the overflow.

2. <u>Waste Water System</u>

a. The wastewater tank or tanks shall have a minimum capacity that is 50 percent greater than the potable water tank or tanks supplying the hand and warewashing sinks. In no case shall this wastewater capacity be less than 7.5 gallons.

Mobile food facilities utilizing ice in the service of food or beverages shall provide an additional minimum wastewater holding tank capacity equal to one-third of the volume of the ice cabinet to accommodate the

drainage of ice melt. Mobile food facilities equipped with a tank supplying product water for the preparation of a food or beverage shall provide an additional wastewater tank capacity equal to at least 15 percent of the water supply.

Additional wastewater capacity may be required where wastewater production or spillage is likely. Provide complete dimensions (length x width x depth) of all waste water tanks.

b. Location of wastewater tanks, including ice bin waste tanks

c. A direct connection to the waste tank with an overflow to the ground is required. The capacity of the tank will be measured at the level of the overflow.

d. Drip tray drainage to the waste tank

e. Waste tank shut-off valve

CONSTRUCTION REQUIREMENTS FOR ENCLOSED MOBILE FOOD FACILITIES

A. Structure and Equipment Layout

1. Dimensions of the mobile food facility to include length, counter height, sink height and overall height.

2. Clear, unobstructed height over the aisle-way portion of the unit of at least 74 inches

3. 30 inches of unobstructed horizontal aisle space

4. Layout of all equipment, including all dispensing units, with 3 inch clearance on all sides and top, equipment shall be sealed to the countertop or on 4 inch legs. All floor mounted equipment shall be secured directly to the floor or on 6 inch legs to facilitate cleaning.

5. The handwashing sink shall have minimum dimensions of 9 inches wide, 9 inches long, and 5 inches deep. The sink shall be placed in a minimum of a 15 inch space and is fully accessible at the counter level.The handwashing sink shall be separated from the warewashing sink by a metal splashguard with a height of at least 6 inches. No splashguard is required if the distance between the hand washing sink and the warewashing sink drainboards is 24 inches or more.

6. Liquid soap and paper towel dispensers

7. A three compartment warewashing sink with two integral metal drainboards. The dimensions of each compartment shall be at least 12 inches wide, 12 inches long, and 10 inches deep,and large enough to accommodate the cleaning of the largest utensil. Each drainboard shall be at least the size of one of the sink compartments. The drainboards shall be installed with a minimum of ½” lip or rim to prevent the draining liquid from spilling onto the

floor. The sink shall be equipped with a mixing faucet and shall be provided with a swivel spigot capable of servicing all sink compartments. A second option three compartment warewashing sink shall be at least 10 inches wide, 14 inches long, and 10 inches deep with two integral metal drainboards.

8. Illustrate food preparation counter space which is commensurate with the food operation, and located in close proximity to the food equipment. A minimum of 20 inches of linear counter space is required for each piece of food equipment. Steam table cutting boards shall be at least 9 inches wide and separate from the preparation counter surface. Combination cooking equipment may require additional space. Cold food preparation may require additional preparation counter space.

9. Illustrate dry food/food items and utensil storage space which is commensurate with the food operation. A minimum of 9 cubic feet of storage space is required for a mobile food facility conducting limited food preparation. A minimum of 20 cubic feet of storage space is required for mobile food facilities approved for unlimited food preparation. No plumbing in food storage areas.

10. Mechanical refrigeration is required for the storage of all potentially hazardous foods. Mechanical refrigeration units shall be sufficient in number and capacity to ensure proper food temperature control during transportation and operation. A minimum of 12 cubic feet of usable space is required for mobile food facilities conducting limited food preparation. A minimum of 20 cubic feet of usable space is required for mobile food facilities conducting full food preparation. Some mobile food facilities may require additional refrigeration capacity.

11. An approved container or tank with sufficient volume or secure lid shall be provided for all MFF's generating waste grease.

12. Positive closing lids equipped with a secure latch for coffee urns, deep fat fryers, steam tables and similar equipment to prevent excessive spillage of hot liquids during transport

13. Insulation of gas fired appliances to prevent excessive heat buildup and injury

14. A fire suppression system over all cooking equipment shall be provided. The system shall be certified every 6 months.

15. Mechanical exhaust ventilation over all cooking equipment as required to effectively remove cooking odors, smoke, steam, grease, heat and vapors. All mechanical exhaust ventilation equipment shall be installed and maintained in accordance with the California Mechanical Code. All steam generating equipment shall have adequate ventilation through the top of the food compartment.

16. Permanently installed steam table with water release valve to the ground

17. Ice bins shall not be installed directly above any food equipment or food contact surfaces and shall be sloped to drain to the waste tank. Provide complete dimensions (length x width x depth) for ice bins.

17. Provide dimensions of pass through windows (length x width x depth). The maximum approved shall be 216 square inches. The distance between two windows shall be at least 18 inches.

18. Self-closing pass out window screens.

19. Illustrate separation dividers between cooking equipment and windows. The dividers shall be at least as high as the pass out window.

20. Illustrate a second means of exit in the side opposite the main exit door, or in the roof or the rear of the unit, with an unobstructed passage of at least 24 inches by 36 inches. The interior latching mechanism shall be operable by hand without special tools or key. The exit shall be labeled “Safety Exit” in contrasting colors with letters at least one inch high.

Note: This does not apply to enclosed mobile food facilities that do not have cooking/ heating equipment.

21. Location of minimum 10 BC fire extinguisher and first aid kit

22. Entrance doors to the food preparation area shall be self-closing and kept closed when not in use.

23. Floors shall be impervious, smooth and cleanable. Floor covering shall be ANSI approved. The juncture of the floor and wall shall be coved, with the floor surface extending up the wall at least 4 inches.

24. An approved power source is required. Compressor units that are not an integral part of the food equipment, auxiliary engines, generators, and similar equipment shall be installed in an area that is completely separated from the food preparation and food storage and that is accessible for proper cleaning and maintenance.

25. Outside overhead closure doors.

26. Complete Finish Schedule detailing the materials used for walls, floors, and all food contact surfaces.

B. Plumbing Layout

1. Potable water system

a. Complete dimensions (length x width x depth) of potable water tanks A minimum of 5 gallons is required exclusively for hand washing. Water needed for any other purpose shall be in addition to the 5 gallons for hand washing, i.e. product water. At least 25 gallons of water shall be provided for food preparation and warewashing.

b. Location of potable water tanks and plumbing lines

c. The potable water tank shall be accessible for inspection.. All tanks shall be measured at the time of the final inspection.

Note: Stainless steel and aluminum potable water tanks are not approved.

d. Location of water pump and water filter.

e. Water pressure at a minimum of 1 gallon/minute.

f. Location of water heater, with a pressure release valve overflow to the ground under the mobile food facility.

Note: The minimum requirement is 3 gallons or an instantaneous heater capable of heating water to a minimum of 120 degrees Fahrenheit.

g. Approved potable water inlet (recommend Hansen 4HK quick disconnect). Separate water inlets and separate potable water tanks are required for the product water and sinks. The water inlet compartment shall be at the outside rear of the vehicle, approximately five feet high, in an enclosed compartment.

h. Illustrate the potable water overflow line a minimum of 2 pipe diameters (1 inch) below the water inlet draining to the ground. The capacity of the tank will be measured at the level of the overflow.

i. A food grade hose shall be installed and maintained in an enclosed compartment. The food grade hose shall be of sufficient length to clean the interior of the vehicle and shall be connected to the commissary water supply by way of a 3-way valve.

2. Waste Water System

a. Complete dimensions (length x width x depth) of waste water tanks.

Note: The wastewater tank or tanks shall have a minimum capacity that is 50 percent greater than the potable water tank or tanks supplying the hand and warewashing sinks.

Mobile Food Facilities utilizing ice in the service of food or the storage of beverages shall provide an additional minimum wastewater holding tank capacity equal to one-third of the volume of the ice cabinet to accommodate the drainage of ice melt. Mobile Food Facilities equipped with a tank supplying product water for the preparation of a food or beverage shall provide an additional wastewater tank capacity equal to at least 15 percent of the water supply. Additional wastewater capacity may be required where wastewater production or spillage is likely.

b. Location of wastewater tanks, including ice bin waste tanks.

c. Illustrate a direct connection to waste tank with overflow to the ground under the chassis. All tanks shall be sloped to drain completely to the waste tank. The capacity of the tank will be measured at the level of the overflow.

d. Drip tray drainage to the waste tank.

e. Waste tank shut-off valve.

CONSTRUCTION REQUIREMENTS FOR THE MOBILE SUPPORT UNIT (MSU)

A. Structure and Equipment

1. Illustrate adequate and separate storage space for food/food items, utensils, trash and cleaning supplies. Adequate storage shall be provided in a manner that will contain all items during transport. All storage compartments on the MSU used in conjunction with an off-site commissary shall be permanently affixed to the MSU.

2. If used to transport potentially hazardous food, approved equipment to maintain food at the required temperature shall be provided.

3. Illustrate sufficient storage for all solid food waste with adequate containment during transport.

4. Illustrate solid wall panels for the placement of the DBA and Certification Sticker on two sides.

B. Plumbing Layout

1. Potable water system

a. The potable water tank shall be of sufficient capacity to replenish the potable water on mobile food facility to be serviced. Provide complete dimensions (length x width x depth) of the potable water tanks.

b. Illustrate the location of potable water tanks and plumbing lines. All potable water lines shall be of a different size, type, and color to be clearly distinguished from the waste water lines. The potable water lines shall not come into contact with the waste water system or the ground.

c. Location of potable water pump.

d. Illustrate approved potable water inlet(s), (recommend Hansen 4HK quick disconnect). All potable water connections shall be of a different size and type to be clearly distinguished from the waste water connections. All connections shall correspond to the mobile food facility to be serviced and the commissary water supply.

e. Illustrate the potable water overflow line a minimum of 2 pipe diameters (1 inch) below the water inlet draining to the ground. The capacity of the tank will be measured at the level of the overflow.

2. Waste Water System

a. The waste water tank shall be of sufficient capacity to replace the waste water on mobile food facility to be serviced. Provide complete dimensions (length x width x depth) of waste water tanks.

b. Illustrate the location of wastewater tank. All waste water lines shall be of a different size and color to be clearly distinguished from the potable water lines. Waste water lines shall not come into contact with the potable water system.

c. Location of waste water pump

d. Illustrate the waste water overflow line a minimum of 2 pipe diameters (1 inch) below the water inlet draining to the ground. The capacity of the tank will be measured at the level of the overflow.

e. Illustrate the waste tank shut-off valve installed on the bottom of the tank in a manner that will allow for transport. All tanks shall be sloped to drain rain completely.