

MOBILE FOOD OPERATION PLAN REVIEW PACKET

(For all operators of Mobile Food Service Operations and Mobile Retail Food Establishments)



MOBILE FOOD OPERATION DEFINITION

“Mobile food operation” means a food operation that is operated from a movable vehicle, portable structure, or watercraft and that routinely changes location, except that if the operation remains at any one location for more than forty consecutive days, the operation is no longer a mobile food operation.

PLAN REVIEW SUBMISSION

Submit Plans To:

Clark County Combined Health District (CCCHD)
529 E. Home Rd.
Springfield, OH 45503

Questions?

Phone: 937-390-5600

Email: Environmental@ccchd.com

PLAN REVIEW PROCESS

Step 1: Submit Plans

- All required documents must be provided

Step 2: Plan Review Process

- Within 30 days of submission, CCCHD will review the plans and contact you with an approval or disapproval
- Plans may require additional information or changes; changes must be implemented before approval
- The applicant can request a consultation

Step 3: Plan Approval

- Once your plan is approved, you can proceed with finalizing construction and installing equipment.

Step 4: Pre-license Inspection(s)

- The pre-license inspection is conducted to assess the facility prior to opening
- The facility must be fully operational at the time of inspection (equipment in place, signage completed etc.)
- Additional changes to the facility may need to be implemented prior to issuance of the food license

Step 5: Pay for Food License

- After a successful pre-license inspection, you will fill out an application and pay for a food license
- Once payment has been processed your facility is approved to operate and the license will be sent in the mail



REQUIRED DOCUMENTATION (The review of plans cannot start without this documentation)

Place a checkmark in the box below to indicate that the required documentation has been included:

- ☐ One (1) complete set of drawings of the mobile layout with lighting plan (include support vehicles)
- ☐ Manufacturer's specification sheets for all equipment
- ☐ Menu including all food sources
- ☐ Backflow prevention device and waste/gray water disposal
- ☐ Cooling and Reheating procedures (if applicable)
- ☐ Photo of the exterior of the unit showing the name of the mobile, city, state and phone number (minimum of 3" tall by 1" wide lettering)
- ☐ Person-in-Charge Certification in Food Safety: Submit a copy of the certificate or provide proof that the class is scheduled.
- ☐ Copies of communication with the Ohio Department of Agriculture (ODA) or possession of an ODA registration demonstrating the ability to store or prepare food in a facility other than the mobile unit. (For questions regarding this registration, please reach out to the ODA's Division of Food Safety at (614) 728-6250.)

MOBILE FOOD OPERATION PLAN REVIEW APPLICATION

Date: _____

Name of Mobile: _____

Name of Owner/Operator: _____

Address: _____

Telephone: _____

Email: _____

Type of Unit (check one):

- | | |
|---|---|
| <input type="checkbox"/> Self-Sufficient Vehicle or Trailer | <input type="checkbox"/> Tent or "Tear- Down" Mobile |
| <input type="checkbox"/> Non Self-Sufficient Vehicle or Trailer
(ex. Restaurant supported) | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Pushcart | |

[Type here]



PLAN REVIEW COMPONENTS

Provide a scaled drawing/layout of mobile unit.

Show the proposed location and placement of all food equipment on the drawing/layout. Each piece of equipment must be clearly identified and referenced to the Equipment Plan as applicable.

Please confirm by marking the following boxes that the plans include each item or write not applicable (N/A) next to the box:

- ☐ Backflow preventer installed
- ☐ Lighting plan
- ☐ Interior finish plan
- ☐ Complete Menu (include all toppings and consumer advisory statement if applicable)
- ☐ **Facility Floor Plan, *drawn to scale*, to include (if present):**
 - ☐ Location of equipment
 - ☐ Location of hand sinks
 - ☐ Location of dump sinks
 - ☐ Location of food preparation sink
 - ☐ Location of 3-compartment sink
 - ☐ Location of dry goods, chemical storage, and personal belongings storage

INTERIOR FINISH PLAN

Common Flooring Finishes: quarry tile, ceramic tile, poured seamless epoxy, sealed concrete

Common Wall Finishes: Fiberglass reinforced panels (FRP), stainless steel panels, sealed/painted wood

Common Ceiling Finishes: Plastic coated fiberboard, stainless steel panels, sealed/painted wood, vinyl

Please fill surfaces in boxes below:

Floors	Walls	Ceilings	Cove Base

LIGHTING PLAN

Confirm by marking the following boxes that this facility meets the requirements of the Ohio Administrative Rules or write not applicable (N/A) next to the box:

- ☐ At least 110 lux (10 foot-candles) at 30 inches above the floor, and in dry food storage areas.
- ☐ At least 220 lux (20 foot-candles) in all areas used for handwashing, warewashing, and equipment/utensil storage.
- ☐ At least 540 lux (50 foot-candles) at a surface where a food employee is working with food, utensils, or equipment.
- ☐ Shatterproof light bulbs or shields/protectors are required on fixtures installed in all food preparation and warewashing areas, and where exposed foods are stored in any applicable pieces of equipment used for display, serving, etc.



EQUIPMENT PLAN

Confirm by marking the following boxes that this facility meets the requirements of the Ohio Administrative Rules or write not applicable (N/A) next to the box:

- ☐ Per the Ohio Uniform Food Safety Code 3717-1-4.1 (KK), all equipment in the facility must be commercial grade and certified by a recognized testing agency. **No household/residential equipment is permitted for use.**
- ☐ Hand sinks must be conveniently located and supplied with soap and disposable towels. Hand sinks are to be used for hand washing only.
- ☐ A 3-compartment sink is required in all facilities where the washing of utensils/equipment occurs. Each compartment of the sink shall be large enough to submerge the largest utensil or piece of equipment completely (please note: each compartment must accommodate at least 50% of the largest piece of equipment & then flip it to submerge the remaining 50%).
- ☐ The food facility is required to have sufficient capacity to keep food hot and/or cold (i.e. sufficient number of cold and hot holding units).





FOOD PREPARATION REVIEW

(If Space is Limited, Please Attach Your Answer to the Question)

■	Thin meats, poultry, fish, eggs: (Hamburgers, sliced meats, fillets)	YES	NO (Please circle)
■	Thick meats, whole poultry: (Roast beef, whole turkey, chickens, hams)	YES	NO (Please circle)
■	Cold processed foods: (salads, sandwiches, vegetables)	YES	NO (Please circle)
■	Hot processed foods: (soups, stews, rice/noodles, gravy, casseroles)	YES	NO (Please circle)
■	Bakery goods: (pies, custards, cream fillings, & toppings)	YES	NO (Please circle)
■	Other (please describe):	YES	NO (Please circle)

1. Identify where all food items, including ice, will be purchased. If producing ice on the mobile, make sure that an ice machine is on the layout.

2. Will any food be prepared at another location (ex. restaurant) and sold at the mobile unit? If yes, please ensure that the restaurant has contacted the Ohio Department of Agriculture (ODA) to obtain a food processing registration.

3. Are you intending to store food within a building that you own? If yes, please contact ODA to obtain a warehousing registration.

4. If food or equipment are stored outside the mobile unit, how will they be safeguarded against contamination and adverse weather conditions?

[Type here]



- 5.** Describe where and how single-use bulk utensils, such as plates, will be managed and stored?

- 6.** Describe how dry goods will be stored off the floor:

- 7.** If raw meats, poultry, and seafood will be stored in the same refrigerators/freezers as cooked and ready to eat foods, describe how cross contamination will be prevented:

- 8.** Describe how hot foods will be maintained at 135°F or above:

- 9.** Describe how cold foods will be maintained at 41°F or below:

- 10.** Describe how warm foods will be rapidly cooled to 41°F or below (attach procedure to this packet). What equipment will be used to cool foods?

- 11.** Describe how hot foods will be rapidly reheated to 165°F for 15 seconds. What equipment will be used to reheat food?



12. How will TCS foods (Time/temperature control for safety foods) be kept hot and/or cold during transportation of the mobile unit?

13. What type of thermometers are being used for monitoring food temperatures?

14. Describe how frozen foods will be thawed:

15. What methods will the mobile unit employ to handle the rinsing and preparation of raw vegetables and meats? *(This includes the installation of a prep sink or the use of colanders in the rinse compartment of the 3 bay sink):*

16. Describe how bare hand contact with ready to eat foods will be prevented:

17. Specify the location, number, and volume of any potable water tanks to be used. Describe the procedures for cleaning and refilling the tanks:

18. Specify the location and source of the water used in the mobile unit, indicating whether it is sourced from the city water supply or a private well. Use of water from a private water well will require annual sampling and testing.



19. What type of water hose will be used to connect to a potable water supply? (Provide water hose specifications with NSF Standards):

20. What type of backflow preventors will be used (ex. ASSE 1024 or ASSE 1012):

21. Describe the method and location for collecting, storing, and disposing of wastewater. Include information about the volume and placement of wastewater collection containers, as well as the procedures for emptying the tanks:

22. Describe the sanitizer(s) to be used in the mobile unit (include type, concentration, and availability of test kit):

23. How will your largest pan, utensil, or food equipment fit into your three-compartment sink? What are the dimensions of the three-compartment sink?

24. Describe how equipment and utensils are air dried, and the space in which you will be air drying (Do you have shelves/space to allow all items washed to air dry?):



25. Explain the method by which power or electricity will be supplied to the mobile unit to ensure continuous use of all electrical appliances:

26. Will open TCS or prepared foods be stored for more than 24 hours in cold holding?

27. How will you date label refrigerated TCS/ ready-to-eat food?

28. Will food be stored in a freezer that is not located on the mobile, but instead in a support vehicle? If yes, include this support vehicle on your layout.

29. In 2024, OAC 3717-1-03.5 (D) (6) now states, "The license holder will notify consumers by written notification of the presence of major food allergens as an ingredient in unpackaged food items that are served or sold to the consumer." Please describe how you will notify the consumers of the major allergens served or sold by the mobile food service/retail food establishment. (i.e. table tents, listed on the menu, signs on door/window)

30. According to Ohio law, in order for your mobile operation to obtain licensing through CCCHD, it must have Clark County designated as its home base or the place where it is returned and serviced, essentially serving as its home address. Are you clear on this requirement? [☐] **Yes** [☐] **No**

31. Do you understand that if your food operation does not move from a single location for more than forty consecutive days, it loses its licensability as a mobile food operation? [☐] **Yes** [☐] **No**

32. Do you understand that your mobile unit cannot sell food or operate without being fully set up and functional (i.e. water and electricity on)? [☐] **Yes** [☐] **No**



33. The exterior of the mobile must be labeled with the name of the mobile, city and state of origin and the phone number. Requirements for lettering are a minimum of 3" tall and 1" wide font. Is your mobile wrapped or labeled as required? [☐] **Yes** [☐] **No**

34. Will you be providing catering services? [☐] **Yes** [☐] **No**

If yes, please complete the questions below

a. What are the methods and locations for storing the catering equipment?

b. How will you have the capacity to store any hot and cold food in bulk? How will you ensure you have the capacity to store bulk quantities of dry/hot/cold foods?

35. Per the requirements of the Springfield Fire Department, all enclosed mobile food units must have the following items on board: (ensure that all are provided)

- a.** At least one carbon monoxide detector
- b.** At least one 5# ABC fire extinguisher
- c.** A "no smoking" conspicuously posted
- d.** If cooking equipment involves solid fuels or oils/fats (i.e. fryers)- there must be at least one Class K fire extinguisher

36. Would you like a meeting on-site (if applicable)? [☐] **Yes** [☐] **No**



MOBILE OPERATION RISK LEVELS

Risk levels indicate the potential risk a facility presents to public health and the likelihood of a foodborne illness occurring.

- A low risk mobile level poses a potential risk to the public in terms of sanitation, food labeling, sources of food, storage practices, hand contact, hand washing, and employee health concerns but minimal possibility of pathogenic growth exists and includes the following activities: holding for sale or service pre-packaged refrigerated or frozen time/temperature controlled for safety foods in equipment or offering for sale or serving pre-packaged non-time/temperature controlled for safety foods
- A high risk mobile level poses a higher potential risk to the public than low risk because of concerns associated with: proper receiving, holding, and cooking temperatures; proper cooling procedures; processing a raw food that has undergone parasite or bacterial load reduction procedures in order to sell or serve it as ready-to-eat; handling or preparing food using a procedure with several preparation steps that includes reheating of a product or ingredient of a product where multiple temperature controls are needed to preclude bacterial growth; offering as ready-to-eat a raw time/temperature controlled for safety meat, poultry product, fish, or shellfish; or a food with these raw time/temperature controlled for safety items as ingredients; or using time in lieu of temperature as a public health control for time/temperature controlled for safety food. Examples of High-Risk activities include, but are not limited to:
 - Assembling or cooking time/temperature controlled for safety food that is immediately served, held hot or cold, or cooled;
 - Operating a heat treatment dispensing freezer;
 - Reheating bulk quantities or individual portions of leftover time/temperature controlled for safety food;
 - Heating a food from an intact, hermetically sealed package and holding it hot; or
 - Operating as a mobile catering food service operation.

CCCHD LICENSE FEE 2026 (effective as of 12/1/25)

Risk Level	Local Fee	State Fee	Total Annual License Fee
Low Risk Level	\$112.50	\$28.00	\$140.50
High Risk Level	\$225.00	\$28.00	\$253.00