

## LICENSING PROCEDURES

Prior to operating, you must submit the following to the Environmental Health/Food Service Division at the Clark County Combined Health District:

- Application for a food service license
- Make payment for license
- A detailed floor plan showing the location of all fixtures and equipment, which will be copied onto the back of your food service license
- A menu of items to be sold
- A list of equipment which will be used in the mobile unit (**NOTE: All equipment must be NSF approved or equivalent.**)

You will also need to make an appointment with a Sanitarian for the inspection of your mobile food unit. Food service licenses will not be issued without a satisfactory inspection in which all requirements are met.

**NOTE: If your mobile food service operation's business headquarters are located in Ohio, but outside the jurisdiction of the Clark County Combined Health District, you must contact your local health department to obtain a mobile food service operation license. Under no circumstances can we issue this license. Proof of address must be presented to our office at the time of application.**

Clark County Combined Health  
District  
Environmental Health Division  
529 E. Home Rd.  
Springfield, OH 45503  
Telephone: (937) 390-5600  
Fax: (937)-390-5625  
Hours: M-F 7:30am- 5:00pm



**Public Health**  
Prevent. Promote. Protect.

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# Mobile Food Service Operation/ Retail Food Establishment Requirements



# MOBILE FOOD LICENSING REQUIREMENTS

The following items are required:

## A 3-compartment sink:

- must accommodate for washing, rinsing and sanitizing the largest piece of equipment
- the spigots must reach all three sinks

## A handsink:

- for cleaning of hands
- must have hot and cold running water
- must be of sufficient size to completely immerse hands

## Approved ventilation for cooking equipment:

- properly ventilated outside to prevent grease-bearing vapors inside the mobile unit

## Sufficient Refrigeration:

- proper size and construction to safely store all perishable foods
- provide a thermometer to measure temperature of refrigeration unit
- foods must be properly held at temperature below 41° F

## Hot Holding Equipment:

- Must maintain temperatures of 135° F or greater.

## Floors:

- Must be of durable construction and easily cleanable

## Walls:

- Must be easily cleanable

## Water Supply:

- a source of potable hot and cold running water
- the water supply must be adequate and shall be of safe, sanitary quality with either: An approved water storage tank and pump OR an appropriate water hook-up outside of trailer with an approved backflow preventer (ASSE 1012 or ASSE 1024)
- Waste water container that is 15% larger than fresh water tank
- Water hoses must be food-grade quality (no garden hoses)

## Sufficient Storage:

- Provide sufficient storage area for dry storage needs (canned foods, paper products, etc.)

## Lighting:

- at least 50 foot candles of lighting must be provided over all food prep area
- bulbs must be shatter resistant or shielded

## Lettering:

- the following must be placed on the outside of the mobile unit: name of operation, the name of city of origin (both listed in 3" high by 1" wide letters), and telephone number, including area code

## Signage:

- "No Smoking" signage must be posted inside mobile unit and visible to customers and employees

## Outside Equipment:

- any equipment placed outside of mobile must be approved by the CCCHD and must comply with all local fire department codes and ordinances
- must be itemized and shown on back of license
- must be within 15 feet of mobile unit

## Also necessary for operation:

- Soap/paper towels for hand washing
- Sanitizer (Chlorine or QUAT)
- Test strips for sanitizer
- Food thermometer
- Trash cans with tight fitting lids
- Food grade gloves (no latex gloves)
- Hair restraints (hair nets, hats, full visors & beard snoods)

## SPECIAL NOTES:

- A mobile cannot remain at any one location for more than 40 consecutive days.
- NO leftovers may be kept and reserved
- ALL FOOD must be prepared in the mobile or in another commercially licensed kitchen with a commissary agreement on file

## Additional information:

- Tent mobiles may be approved. Contact the CCCHD for special requirements.
- A mobile cart must have a licensed commissary.
- Contact local fire departments for mobile food guidelines.