



## LAWRENCE COUNTY HEALTH DEPARTMENT

2122 So. 8<sup>th</sup> Street  
Ironton, OH 45638  
740-532-3962



### Mobile Food Service Operation/Retail Food Establishment Guide and Application

#### Mobile Information

Name of Mobile: \_\_\_\_\_

Physical address where mobile will be housed:

\_\_\_\_\_  
*Street City State Zip*

Owner/Operator Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street City State Zip*

Type of mobile food operation (*check box*):

- |   |                                      |   |
|---|--------------------------------------|---|
| <input type="checkbox"/> Concession Trailer/Truck | <input type="checkbox"/> Pushcart    | <input type="checkbox"/> Truck/ Cart Pushcart   |
| <input type="checkbox"/> Knockdown Concession     | <input type="checkbox"/> Frozen Food | <input type="checkbox"/> Mobile Cooker/ BBQ Pit |

#### Menu Information

- All food must be prepared in your mobile food service operation or by a commercially licensed processing facility. **No food may be made in your home.**
- A complete menu for your mobile food service operation must be provided.
- The menu and drawing for your mobile food service operation will be printed on the back of your license by a sanitarian and **must be posted or readily available in your mobile at all times. We recommend that you keep a copy of the back of the license for submission each year.**
- Any additions or alterations to your menu must be approved by this health department and added to the back of the license by your sanitarian.
- Complete the menu review sheet in this packet.
- Provide a list of your food suppliers. Attach additional pages if needed.

Name of Supplier	Food/Product Supplied


**Preparation Review and General Information**

*Please indicate how your mobile will appease food safety codes for questions with multiple responses.*

1. How will produce be prepared?
  - ☐ No produce will be used or served
  - ☐ All produce will come into the mobile pre-washed and pre-cut (Supply invoices upon request)
  - ☐ All produce will be prepared in a separate food preparation sink
  
2. What is your method of thawing frozen foods?
  - ☐ No thawing required for any menu items
  - ☐ Thawing will take place under refrigeration
  - ☐ Thawing will be done under cool running water
  - ☐ Thawing will be done in the microwave followed by immediate transfer to conventional cooking equipment
  
3. How will employees avoid bare-hand contact with ready-to-eat foods?
  - ☐ Disposable gloves
  - ☐ Deli tissue
  - ☐ Dispensing utensil with a handle
  - ☐ Other, *please explain:* \_\_\_\_\_

4. A chemical sanitizer must be provided for bacterial treatment of all food contact, surfaces, equipment, and utensils. Check the appropriate box for the type of sanitizer that will be supplied. Provide the appropriate test kit to accurately measure the concentration of sanitizing solution.
- Chlorine
  - Quaternary Ammonium
  - Iodine
  - Other, *please explain:* \_\_\_\_\_

### Mobile Food Service Finish Materials

- Note that all services must be smooth and easily cleanable.
- List the materials that will be used to provide a smooth, cleanable surface.
- Coving must be used to seal the wall-floor joint.
- All installed equipment and counters must be sealed to walls and floors.

	Materials
<b>Floor</b>	
<b>Walls</b>	
<b>Ceiling</b>	
<b>Counters</b>	
<b>Cabinets</b>	

Each application must include a drawing to scale of the full operation. Please attach drawings or architectural plans to application.

## Menu Review Sheet

Please provide the following information for all items to be sold in the mobile food service operation. Remember, all food must be prepared in the mobile food service operation, or by a commercially licensed facility. **No food may be prepared in your home.**

### HOW FOOD WILL BE PREPARED

*\*Check the box that shows how each item will be made\**

Food Item	Homemade and/or Scratch Cooking	Prepackaged/No Refrigeration Required	Premade/Frozen	Premade/Refrigeration Required
<i>Ex: Prepackaged Chips &amp; Pretzels</i>		X		
<i>Ex: Potato Salad</i>				X

## Equipment List

Please provide the following information for all equipment you will provide in your mobile food service operation. All equipment must be approved by the health department before it can be used. If you need more space, please use the back of this sheet or additional paper. Information or specification sheets on equipment may also be provided for review.

Manufacturer	Model Number	Description	New	Used	Office Use: APP/DISAPP

**Requirements for Mobile Food Service Operations and Mobile Retail Food Establishments**

- Mobile licenses are recognized and valid throughout the state of Ohio.
- **A pre-licensing inspection must be scheduled prior to operation.**
- **2023 License fee: \$133.00**

In order to obtain licensing please submit the following information:

1. A sketch of the unit showing the location of the equipment
2. A list of the equipment
3. Surface finishes (floors, walls, ceiling)
4. Foods to be served

**In order to receive a Mobile Food Service or Retail Food Establishment License, the mobile unit must meet the following as applicable to the operation:**

1. A three-compartment sink or a commercially designed and approved for wash, rinse, and sanitize of the equipment/utensils. The sink must be sized so that all equipment/utensils are able to be completely immersed into the sink.
2. A separate designated hand-sink with warm (at least 100°F) running water under pressure with access to antibacterial hand soap and drying provisions at all times.

3. A hot water tank that will supply a sufficient amount of hot water to all relevant sinks (three-compartment sink, handwash sink, etc.) during peak hours of operation.
4. A sewage-holding tank that is at least 15% larger than the water tank (if water tank is used).
5. If a water holding tank is used, it must be made from food-grade materials and the inlet must be protected from contamination. The tank must be sloped to an outlet.
6. Commercially designed and approved equipment for cooking, preparation and storage/holding of time/temperature controlled for safety (TCS) foods.
7. Equipment that will be used to fry foods must be located under a ventilation hood and filters to extract grease.
8. All floors, walls, and ceiling must be constructed of materials which are smooth and easily cleanable.
9. Additional food storage areas (trucks or trailers) must be constructed of materials which are smooth and easily cleanable.
10. An approved sanitizer (Chlorine, Quaternary Ammonium, Iodine) must be available for sanitizing equipment, utensils, and food contact surfaces. A means of testing concentration of sanitizing solution must be available.
11. A metal stem thermometer must be available to check food temperatures.
12. Garbage cans must have tight-fitting lids.
13. Light bulbs in the unit must have light shields or be made so that they are shatter resistant.
14. If the unit will be directly connected to a water supply, a backflow device must be installed on the water supply line.
15. A food-grade hose if the mobile connects to a water supply.
16. All single service items and food product must be stored at least 6 inches off the floor or ground.
17. Wastewater must be collected in an approved container and disposed of at an approved dump station. Wastewater cannot be disposed of in a catch basin designed for rain water runoff.
18. All hot and cold holding units (refrigerators, hot boxes) must be equipped with a thermometer to read the ambient air temperature of the unit to ensure proper holding temperatures (below 41°F for cold holding and above 135°F for hot holding).
19. The name and city of origin must be placed on the outside of the mobile in letters at least 3" high by 1" wide. The phone number must also be posted but there are no size requirements for the phone number.
20. Push carts must return to a licensed commissary each day.
21. All mobile operators must wear a hair restraint (hat, helmet, hairnet, or visor) when working with food.
22. A mobile operation may not operate in the same location for more than 40 consecutive days. ORC

3717.01 (I)

## Application for a License to Conduct a: (check only one)

☐ Mobile Food Service Operation

☐ Mobile Retail Food Establishment

### Instructions:

1. Complete the applicable section (*Make any corrections if necessary.*)
2. Sign and date the application.
3. Make a check or money order payable to: **Lawrence County Health Department**
4. Return check and signed application to: **Lawrence County Health Department**

*\*There is a mandatory penalty fee of 25% of the renewal fee for operating a food service operation or retail food establishment after the deadline. Before license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing/renewing a license by Ohio Revised Code 3717.*

### Mobile Information

Name of Mobile		Name of License Holder	
Mobile Housing Address		City	
State	Zip Code	Email Address	
Phone Number	Fax Number	Check if Applicable: <input type="checkbox"/> Catering <input type="checkbox"/> Seasonal <input type="checkbox"/> N/A	
Name(s) of individual(s) certified in food protection (if any) and their certificate number. Attach addition sheets if necessary.			

### Mailing Information (if different from above)

Name of Parent Company/Owner		Phone Number
Address		City
State	Zip	Email Address
I hereby certify that I am the license holder, or the authorized representative, of the food service operation or retail food establishment indicated above. I certify that all of the above information above is correct, to the best of my knowledge.		
Signature		Date

----- Licensor to Complete Below -----

Category: Mobile	License Fee: \$105.00	State Fee: \$28.00	Total Amount Due: \$133.00
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***Application approved for license and certified as required by Chapter 3717 of the ORC:***

Approved By:	Date:	Audit Number:	License Number:
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