

To: Persons Constructing or Remodeling Mobile Foodservice Establishments

From: Rappahannock Area Health District Food Team

Re: Mobile Food Establishment Plan Review Guide

This Mobile Food Establishment Plan Review Guide has been developed to assist permit applicants or permit holders in submitting the information required for a thorough plan review. A good review of plans helps to avoid future problems. By listing and locating equipment on floor plans and diagramming specifications for electrical, mechanical and plumbing systems, potential problems can be spotted while still on paper and modifications made BEFORE costly purchases, installation and construction.

The plan review process is intended to assist foodservice operators in the approval process for their proposed mobile unit. Please refer to attached Sections of the Food Regulations Pertaining to Mobile Food Units in completing the plan review application.

The fees are \$40.00 for foodservice plan review and \$40.00 for food service permit application and issuance

If you have questions about the review process or wish to schedule a plan review conference, please call your local Environmental Health Office.

Specific Instructions to Applicants:

1. Fill out the Application for Mobile Food Establishment Plan Review
2. Fill out the Application for Mobile Food Establishment Permit
3. Provide plans and equipment specifications
4. Include proposed menu
5. If cooking is proposed on board the unit, provide detail information on ventilation. All hoods need to vent to the outside.
6. Information relating to your base of operation
7. Letter of agreement for proposed commissary or service area (form letter provided)
8. Submit to Local Health Department with applicable fees for review and permit