

Rappahannock-Rapidan Health District

Environmental Health Division



Fauquier County
330 Hospital Dr.
Warrenton, VA
20186
(540) 347-6363

Madison County
1480 N. Main
St.
Suite A
Madison, VA
22727
(540) 948-5481

Orange County
450 N.
Madison Rd.
Orange, VA
22960
(540) 672-1291

Rappahannock County
338-A Gay St.
Washington, VA
22747
(540) 675-3516

Culpeper County
640 Laurel St.
Culpeper, VA
22701
(540) 829-7350

VDH Mobile Unit and Food Establishment Plan Review Application Checklist

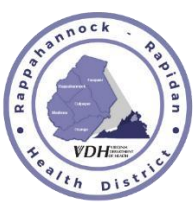
Check off each item to ensure all sections of the packet are present. The VDH Food Establishment Permit and Plan Review Applications will not be accepted if any of the below are missing.

1. Applicant VDH Completed Plan Review and VDH Food Permit Applications
2. Applicant VDH Menu
3. Applicant VDH Plans and Diagrams of building/kitchen or mobile unit: Provide plans on easily readable scale
4. Applicant VDH Equipment specifications: manufacturer's specifications or "cut" sheets for
 - Applicant VDH Hot water heater
 - Applicant VDH Dishwasher (if applicable)
 - Applicant VDH Other applicable equipment (hood systems, refrigeration units, etc.)
5. Applicant VDH Certified Food Manager Documentation
6. Applicant VDH Potable water source (public water or well water)
 - Applicant VDH If **well water**, test results for total coliforms/*E. coli* and nitrates + nitrites
7. Applicant VDH For mobile units only: Copy of Commissary Agreement Letter of a Permitted Commercial Commissary location/wastewater dump location **OR** Plan Review Application of proposed commissary and servicing area
8. Applicant VDH For mobile units only: VA Fire Marshal Approval (if applicable)

Note to applicant:

VDH Food Permit and Plan reviews applications will only be reviewed if the above is submitted in full. VDH staff have 30 business days to finish the review. You will be contacted via email with follow up questions and requirements. Please call your local health department with specific questions.

Thank you for your cooperation,
Rappahannock-Rapidan Health District Food Safety Staff



Commonwealth of Virginia

Rappahannock Rapidan Health District

Culpeper County	(540) 829-7466	Fax: 540-829-7492	640 Laurel St, Culpeper, VA 22701
Fauquier County	(540) 347-6363	Fax: 540-347-6405	330 Hospital Dr, Warrenton, VA 20186
Madison County	(540) 948-5481	Fax: 540-948-3841	1480 A N Main St, Madison, VA 22727
Orange County	(540) 672-1291	Fax: 540-672-1093	450 N. Madison Rd., Orange, VA 22960
Rappahannock County	(540) 675-3516	Fax: 540-675-1021	338A Gay St., Washington, VA 22747

Application for a Mobile Food Establishment Plan Review Application \$40.00 Fee

The Virginia Food Regulations require the submission plans for review and approval prior to: “the construction, of the conversion of, or the remodeling of a Mobile Food establishment.”

This Mobile Food Establishment Plan Review packet is intended to help you through the plan review process and to assure that your mobile unit or pushcart meets the requirements. This document is a companion to the Mobile Food Establishment guidelines and should be completed as part of the plan review process and subsequent foodservice permit issue. 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. Approval from the local health department needs to be obtained prior to the operation of the mobile unit and should be considered prior to construction or purchasing a unit.

Plan Review Process and Required Documentation:

1. Submit all REQUIRED DOCUMENTATION. Plan Review Application with review fee, Permit Application with fee, Menu, Plans and Diagrams, and Manufacturer’s equipment specifications.

- 1. Menu:** The available equipment may dictate restrictions on the type of food prepared.
- 2. Plans and Diagrams:** Provide plans on easily readable scale

Mobile Food Unit

- Proposed layout, equipment identified. Identify all equipment, storage areas, preparation space.
- Include construction materials of floors, walls, ceilings and built-in items.
- Plumbing plan (e.g., water tank, handwashing sink, food preparation and dishwashing sinks, potable water inlets, water heater, waste water drain, and waste water tank.)
- Equipment specifications: manufacturer’s specifications or “cut” sheets for equipment if requested. Photos are encouraged.

Commissary Facility/Service Area

- Copy of Commissary Agreement Letter of a Permitted Commercial Commissary location: **OR**
 - Plan Review Application of proposed commissary and servicing area, including:
 - Food storage and/or preparation space
 - Servicing area with overhead protection for loading, unloading foods and food equipment on and off the vehicle.
 - Ware Washing area for equipment and utensils
 - Details of outside garbage storage area and containers, as well as exterior storage areas.
 - On site potable water
 - Waste water disposal system area/dump location (commissary agreement if applicable).
- 3. Certified Food Manager Documentation:** As of July 1, 2018 food establishments will have to have at least one employee with supervisory and management responsibility and the authority to direct and control food preparation and service who is a Certified Food Protection Manager (CFPM).
 - 4.** Applicant is responsible for obtaining any required approvals from other agencies, such as zoning/planning, business license, fire marshal, building, city or county authorities.
 - 5.** Upon receipt of all required documentation, an Environmental Health Inspector (EHS) will be assigned your plan review and will contact you. Initial plan review approval/denial will be provided within 30 days (incomplete applications will delay the plan review process).

Application Date: _____

Proposed Name of Mobile Food Unit: _____

Business Name (Association, Corporation, Partnership name on Business License): _____

Purpose of Application:

New Establishment Remodel Change of Ownership Other _____

Type of Application: (Check all that apply and provide the following information).

UNIT TYPE	#OF UNITS	VIN/License Plate (if applicable)	PROCESS TYPE (*DEFINITIONS BELOW)		
<input type="checkbox"/> Vending Truck			<input type="checkbox"/> 1		
<input type="checkbox"/> Ice Cream/Desserts Truck			<input type="checkbox"/> 1	<input type="checkbox"/> 2	
<input type="checkbox"/> Push Cart			<input type="checkbox"/> 1	<input type="checkbox"/> 2	
<input type="checkbox"/> Full Service Mobile Truck			<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
<input type="checkbox"/> Other			<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3

- ❖ Process 1 – Vending or service of food and beverages with or without preparation and involves no cooking.
(General steps: Receive ⇒ Store ⇒ Prepare ⇒ Hold ⇒ Serve ⇒ Vend)
- ❖ Process 2 – Food preparation for same day service
(General steps: Receive ⇒ Store ⇒ Prepare ⇒ Cook ⇒ Hold ⇒ Serve)
- ❖ Process 3 – Complex food preparation
(General Steps: Receive ⇒ Store ⇒ Prepare ⇒ Cook ⇒ Cool ⇒ Hold ⇒ Serve)

Owner Information

Name: _____

Billing Address: _____

Mailing Address: Same as billing _____

Phone: _____ Cell Phone: _____ Fax: _____

Email: _____

Food Manager Knowledge – Policies required prior to pre-opening inspection

- A designated person in charge that is a Certified Food Manager (CFM) and that can demonstrate knowledge of food borne disease prevention, application of food safety principles, and the requirements of the food regulations will be available during all hours and operation.
- Employee health policy that excludes or restrict workers who are ill or have infected cuts or lesions;
- Clean-up of vomiting and diarrheal events policy for employees.
- Consumer advisory of menu to notify customers that specific animal based foods (such as beef, poultry, Fish, fish, shellfish or eggs) when served raw or undercooked.

General

Projected opening date _____

Number of staff (maximum per shift) _____

Total square feet of mobile food unit _____

What is the power source of the mobile food unit? _____

Water Supply/Plumbing Connections

Source of water supply:

Public Private Well *(Submit certified annual water test results with total nitrate/nitrite and total coliform)*

Bottled Water

Potable (fresh water) tank size #gallon capacity _____ Tank Type _____

Inlet type & diameter (3/4 or less): _____

Ice: Made on premises (provide ice machine specifications) Purchased Commercially

Hot Water: Recovery capacity of hot water system _____ kw/BTU _____ #gallon capacity

What will be used to fill the water storage tank? _____

Hose used to fill water storage tank must be food grade. Proof of food grade material may be requested.

How will the hose be stored? _____

How will your water supply hose, water pipes and water storage tank(s) be disinfected? _____

Waste Water Disposal

Waste water tank #gallon capacity _____ Tank type _____

Outlet Type & diameter _____

Hose connection lower than potable water inlet? Yes No

Grease trap? Yes No Backflow prevention? Yes No

Indirect wastewater connection from food prep sink to wastewater tank? Yes No N/A

Where will the liquid waste water be removed?

Approved waste serving area _____

Permitted Sewage Transport Vehicle _____

Note: *Written service agreement is required for discharging liquid or solid wastes and/or noted on commissary Agreement*

Food

Are all food supplies from inspected and approved sources? Yes No

List sources (stores, suppliers) for all foods:

Will shellfish be prepared or sold? Yes No

Will game animals be prepared or sold? Yes No

Will sushi or sushi rice be made in the mobile food unit? Yes No

Will fresh juicing occur at the mobile food unit? Yes No

Cold Storage

Refrigerated storage space (square feet): _____ Number of refrigeration Units: _____

Frozen storage space (square feet): _____ Number of freezer units: _____

Will raw meats, poultry and seafood be stored in the same refrigerators and freezers with cooked/ready-to-eat foods: Yes No

If yes, how will cross-contamination be protected?

Does each refrigerator have a thermometer? Yes No

Food Preparation

Will all produce be washed prior to use? Yes No

If yes, where? Commissary Mobile Food Unit

If no, will pre-washed and packaged produce be used? Yes No

Will disposable gloves and/or utensils be used to prevent bare hand contact with ready-to-eat foods?
 Yes No

List all foods prepared more than 12 hours in advance of service (examples: coleslaw, sauces, dressings, potato salad, tuna salad, etc.) Attach additional information if needed.

All TCS foods which have been prepared or opened and will be held under refrigeration for more than 24 hours must be date marked to ensure the product is not held longer than 7 days, including the date of preparation.

Describe the date marking procedures that will be utilized:

Describe the procedure used for minimizing the length of time TCS foods will be kept in the temperature danger zone (41°F - 135°F) during preparation:

Thawing

- Check here if no foods will be thawed.
- Check here if all thawing will occur at commissary.

If thawing will occur onboard the mobile food unit – check all that apply:

- Refrigeration
 - In Cooking Process
 - Under running water 70°F or less
 - Microwave
 - Other
-

Cooking

Will this process occur on the mobile food unit? Yes No NA

If answered “yes”, list the equipment to be used:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Will food thermometers be used to measure the cooking and reheating temperatures?

- Yes
 - No
 - NA
-

Hot Holding

How will hot TCS foods be maintained at 135°F or above during holding prior to service? _____

List type and quantity of hot holding equipment:

- 1) _____
 - 2) _____
 - 3) _____
 - 4) _____
-

Cooling

All TCS foods must be cooled from 135°F to 70°F within 2 hours and to 41°F within another 4 hours.

Will this process occur onboard the mobile food unit?: Yes No

How will TCS foods be cooled to 41°F within 6 hours (135°F to 70°F to 41°F)? _____

- Check all cooling methods to be used: Shallow Pans Ice Baths Ice Paddle
 Reduced Volume or Size of Food Rapid Chill Refrigeration Other

List foods that will be subject to cooling:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Floors, Walls, and Ceilings

- Are all floors constructed of a smooth, durable, easily cleanable material? Yes No
- Are all walls and ceilings smooth, non-absorbent, and easily cleanable? Yes No
- Are all light fixtures, vent covers, wall-mounted fans, decorative materials, and similar Yes No
- Equipment attached to walls and ceilings, easily cleanable? Yes No

Sinks

Indicate quantity of each SEE PLANS NOT APPLICABLE

LOCATION	HAND SINK(S)	3-COMPARTMENT SINK(S)	PREP SINK(S)	MOP SINK(S)
Mobile Food Unit				
Commissary				
Other				

Cleaning and Sanitizing

How will utensils and equipment be washed, rinsed, and sanitized?

Location	3-Compartment Sink(s)	Dish machine
Mobile Food Unit		
Commissary		

How will cooking equipment, cutting boards, counter tops, and other food contact surfaces which cannot be submerged in sinks or put through the dish machine be cleaned and sanitized?

What type of chemical sanitizer will be used to sanitize food-contact surfaces?

- Chlorine Quat Other: _____

STATEMENT: I hereby certify that the information provided is correct, and I fully understand that any deviation without prior permission from this Health Department may nullify final approval.

Printed Name(s): _____

Signature(s): _____ Date: _____
Owner or responsible representative



Annual Renewal Required

YEAR: _____

Commissary/Service Area Authorization Agreement

Commissary Information *(What will you be doing at the commissary or service area? Please check all that apply)*

- | | |
|---|---|
| <input type="checkbox"/> Approved Potable Water Source | <input type="checkbox"/> Hot and Cold Water Pressure for Cleaning |
| <input type="checkbox"/> Waste Water Disposal | <input type="checkbox"/> 3 Compartment Sink for Ware Washing |
| <input type="checkbox"/> Food Prep Area | <input type="checkbox"/> Food Storage Area |
| <input type="checkbox"/> Equipment and Utensil Storage Area | <input type="checkbox"/> Disposal of Garbage and Refuse |
| <input type="checkbox"/> Cleaning Area for Mobile Food Unit | <input type="checkbox"/> Parking/Storage of Mobile Food Unit/Cart |

Commissary/Service Area Name: _____

Contact Person & Title _____

Address: _____

Days/Hours of Operation _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Commissary Water Supply:

- Public _____
- Private **(Submit certified annual water test results with total nitrate/nitrite and total coliform annually)**

Commissary Waste Water Disposal: Public Private

Commissary Grease Disposal: Yes _____ No

Do other vendors use this commissary: Yes No If so, how many? _____

I, the owner/operator of the food facility/service facility noted above, will allow my facility to serve as a commissary for the mobile food establishment noted below. I understand that as a commissary for the mobile food establishment. I must allow the mobile food establishment to return for servicing on a daily basis. I understand that by signing this form my facility will be inspected periodically by the local health department to ensure the requirements are met.

_____ Signature of Commissary Operator	_____ Print Name	_____ Date
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I, the owner of the operator of the mobile food establishment noted above agree to use this food facility/service facility as a commissary for servicing on a daily basis. I will use the commissary for the requirements noted above. If I do not use the commissary, my Virginia Department of Health food service permit may be revoked, and I must stop operating until I obtain another commissary and provide a new commissary authorization document to the Madison County Health Department.

_____ Signature of Mobile Food Unit Owner/Operator	_____ Print Name	_____ Date
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Mobile Food Truck Guidelines

All mobile units in the Rappahannock Rapidan Health District (serving the counties of Culpeper, Fauquier County, Madison County, Orange County, and Rappahannock County) are regulated under The Commonwealth of Virginia Board of Health Food Regulations [12 VAC 5-421](#)

What is a Mobile Food Unit?

"Mobile food unit" means a food establishment that is mounted on wheels that is readily moveable from place to place and shall include pushcarts, trailers, trucks, or vans. There is no size limit to mobile food units but they must be mobile at all times during operation and must be on wheels (excluding boats in the water) at all times. The unit, all operations, and all equipment must be integral to and be within or attached to the unit. Below are several types of "mobile food units."

- A push cart that is a non-motorized vehicle or open cart typically pulled behind a vehicle and is limited to serving non-potentially hazardous foods OR food must be prepared in a commissary and individually wrapped and maintained at proper temperatures; or frankfurter-like foods such as hot dogs and smoked sausages.
- A motorized vehicle or enclosed trailer that is operated as a self-contained food service facility containing approved food preparation areas, a forced-air ventilation hood (for cooking), a generator, a three-compartment sink, a hand washing sink, hot and cold water under pressure, and at least one wastewater holding tank.
- A vending truck that dispenses prepackaged sandwiches and other commissary prepared foods as well as assorted beverages. Because there is no actual food handling these units may not be required to be equipped with onboard dishwashing or hand washing fixtures.

Mobile food units DO NOT include automobiles, trucks, or vans not designed for food preparation (e.g. the trunk of a car).

Mobile food units possessing a valid Commonwealth of Virginia Mobile Food permit can operate on a daily basis anywhere within the Commonwealth of Virginia provided they have the property owner's permission. They are different from **temporary food service establishments**, which are defined as "food establishments that operate for a period of no more than 14 consecutive days in conjunction with a single event or celebration" such as a fair, carnival, circus, public exhibition, or other similar gathering. A participant in a temporary event must apply separately for each temporary event food permit and each event. A mobile food unit can serve at such events without the issuance of a separate permit provided they are operating within the confines of the mobile unit (e.g. any foodservice preparation or cooking outside of the mobile food unit shall require a temporary food permit) and notify the local health department of their intent to participate.

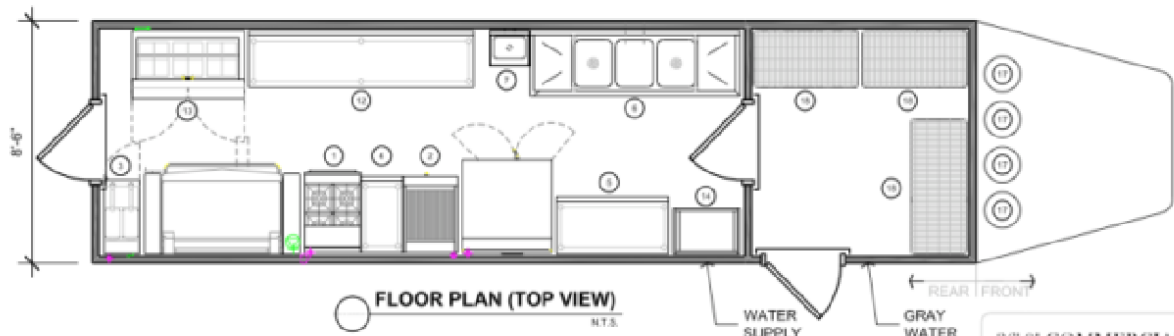
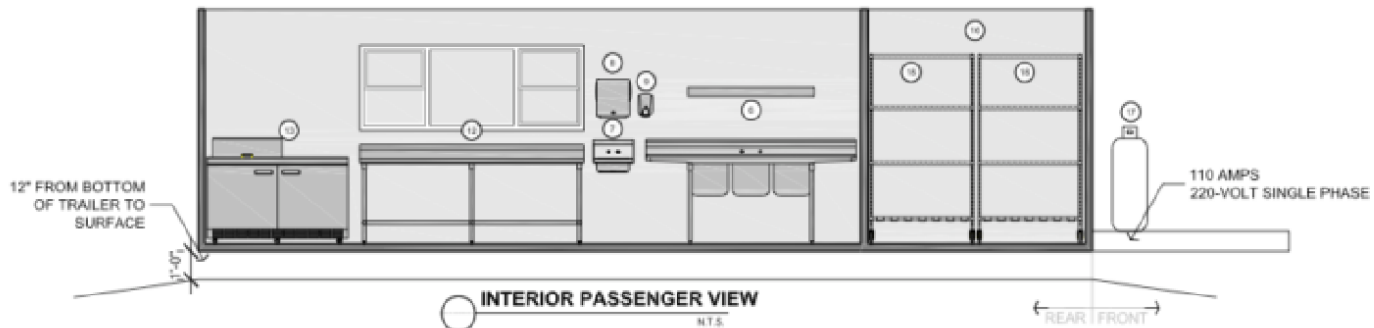
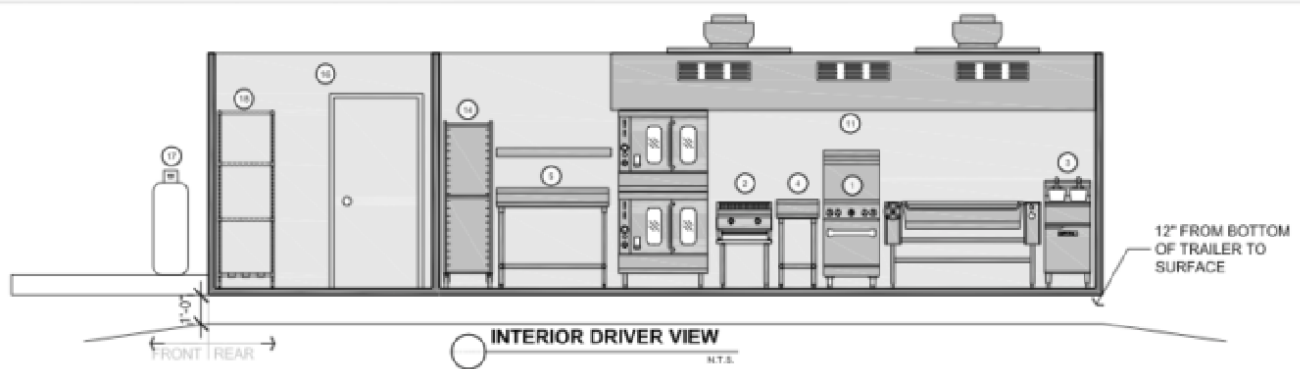
Mobile Food Unit Reminders

- The mobile food unit shall be constructed and arranged so that food, drink, utensils, and equipment will not be exposed to insects, dust, and other contamination. Protection against flies shall be provided by screening or effective use of air curtains of all openings to the outside (doors and windows). Mobile units must be positioned to keep the general public away from the food preparation and cooking areas of the unit.
- The mobile food unit must have a potable water system under pressure. Water heating facilities must be provided. The system must provide hot and cold water sufficient for all preparation, hand washing and cleaning requirements for a full day of operation. The water inlet must be protected from contamination and be a different size from the sewage outlet. The water hose used to fill the water tank must be food-grade/food safe and protected from contamination while in storage.
- A permanently installed sewage/wastewater holding tank must be provided, and shall be at least 15% larger than the potable water tank. The outlet must be lower than the water inlet connection.

- A hand wash sink with hot and cold water, combination faucet with a mixing valve, and soap and towels must be provided.
- A three-compartment sink of sufficient size with drainboards on each end to submerge, clean and sanitize all of the equipment and utensils used.
- Potable water connections shall be installed so as to protect the water and equipment from contamination. All sewage shall be discharged to an approved sewage disposal system.
- If cooking is proposed on-board the mobile food unit then detailed information regarding the ventilation hood system is to be provided. Hoods that are to vent grease laden vapors shall be of commercial-grade construction designed to be cleaned in place or with removable filters. All hoods need to vent to the outside.
- All grills, burners, and cooking equipment must be installed inside the unit. No free standing, external BBQ grills or other cooking equipment is allowed to be used in addition to your unit unless at a temporary event after you have obtained a temporary food event permit.
- There shall be no storage of food or supplies at the operator's home unless they are stored on the permitted unit and the trailer is supplied with power to ensure refrigeration is adequate to maintain food at or below 41°F.
- There shall be no food preparation or cooking at the home of the owner.

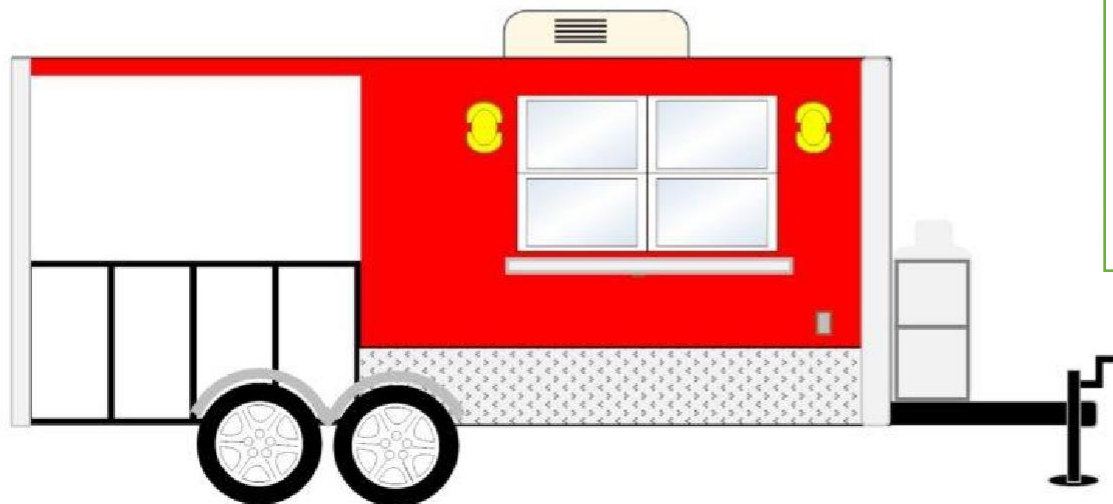
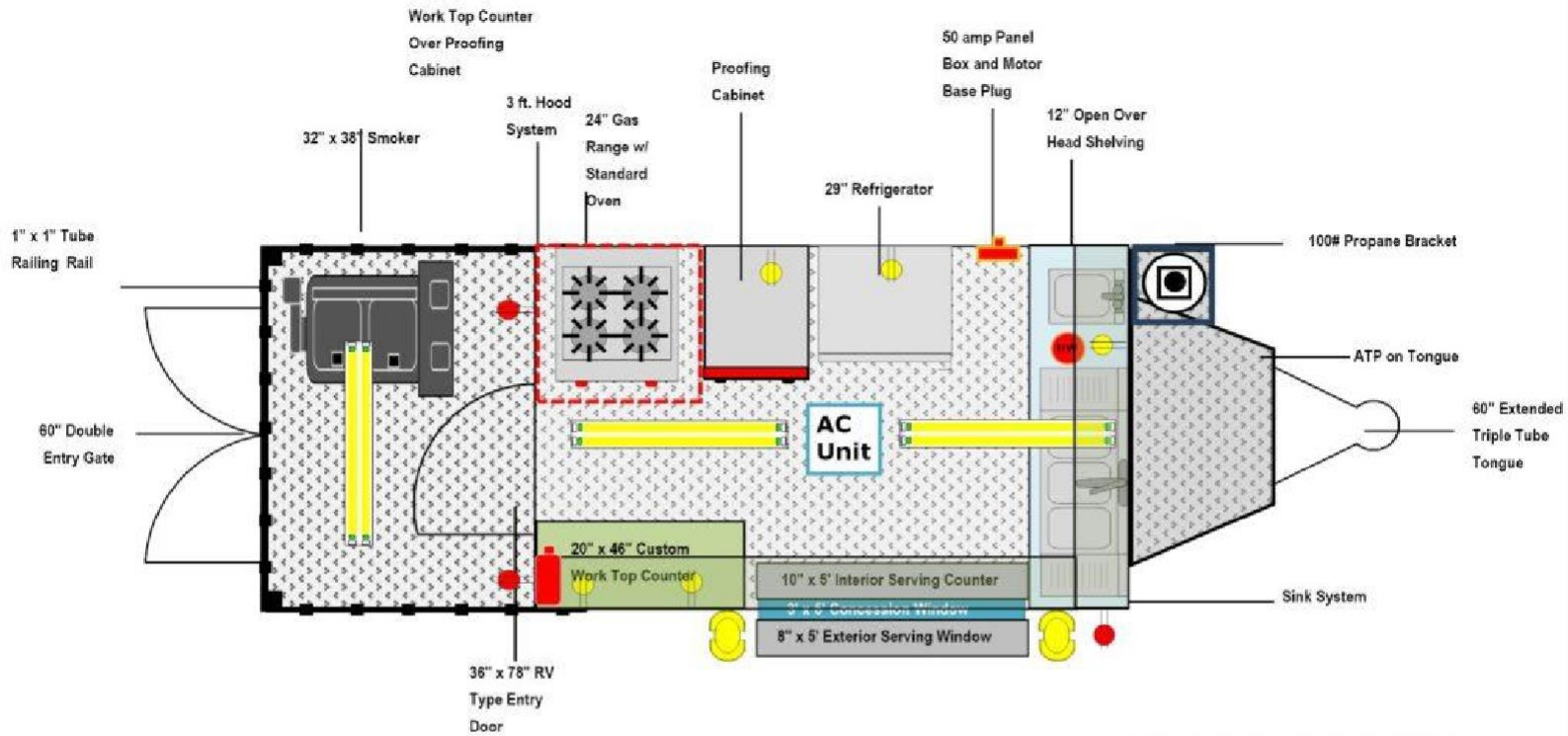
EQUIPMENT CALLOUTS

1. 4 BURNER RANGE
 2. 24" CHAR-BROILER
 3. 2 BAY DEEP FRYER
 4. 18" STAINLESS STEEL PREP TABLE
 5. 48" STAINLESS STEEL PREP TABLE
 6. 3 COMPARTMENT SINK WITH DRY/DIRTY LANDING TRAYS
 7. WALL MOUNTED HAND SINK
 8. PAPER TOWEL DISPENSER
 9. HAND-SOAP DISPENSER
 10. (4) 25 GALLON PROPANE TANKS
 11. EXHAUST HOOD
 12. 6'-0" STAINLESS STEEL PREP TABLE
 13. 48" SANDWICH PREP TABLE
 14. SPEED PAN RACK
 15. WALK-IN COOLER
 16. DISH DRAIN RACK
 17. PROPANE TANK
 18. METRO SHELVING UNITS
 19. NOT SHOWN
- UTILITY CONNECTIONS:
- A. ELECTRICAL: 110 AMP, 220-VOLT SINGLE PHASE
 - B. SUPPLY WATER: STANDARD HOSE BIB CONNECTION
 - C. GRAY WATER: STANDARD RV STYLE HOSE CONNECTION
 - D. PROPANE GAS: APPROX. 750,000 BTU OF CONNECTED EQUIPMENT.



Sample Mobile Food Truck Layout

7 x 16 TA 2 w 6 ft Porch



Sample BBQ Trailer Layout

