

# 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