Norfolk Department of Public Health
Mobile Food Unit Permitting Checklist

Follow these steps to get your mobile food unit permit

✓ **Submit to the Health Department the following:**
- Mobile Food Unit Permit Application
- Submit a floor plan (accompanying photos recommended), menu, and $40 plan review fee.
- Food Permit Application along with the $40.00 annual permit fee
- Commissary Agreement
- Copy of Certified Food Protection Manager (CFPM) certificate for the staff member who will work on the mobile unit. A CFPM must be there when the mobile unit is operating.

✓ **Call Environmental Health to schedule a pre-operational inspection**
- Upon written approval of plans by the Norfolk Health Department, a pre-operational inspection is required prior to operation.
- **Note:** prior to health department permit inspection, please ensure all other city approvals and inspections are completed, including Fire (see below).

✓ **Other City Contacts involved in permitting:**

Business License:	757-664-7886	Fire Marshal's Office:	757-664-6604
FOG Program:	757-441-5678	City Planning:	757-664-4752

✓ **Ensure fire safety equipment is available and stored in your mobile unit according to Fire Prevention Office regulations.**
A Fire Inspection must be completed before final health department pre-operational inspection and approval.

✓ **Ensure your mobile unit's handwashing sink is secured to the wall/counter, works, and has:**
- Hot/cold water with a minimum of 85˚ F hot water.
- Soap and paper towels
- A handwashing sign posted over the sink

✓ **Ensure your mobile unit's three-compartment sink is secured to the wall/counter, works, and has:**
- Hot/cold water with a minimum of 110° F hot water.
- Sanitizer and sanitizer test kits
- Drainboards (2) are provided or means for storing dirty equipment and airdrying clean equipment.

✓ **Ensure your mobile unit's waste and freshwater tanks are working and that the:**
- Freshwater tank has a cap/cover on its water pipe
- Waste tank is 15% larger than the freshwater tank and has a working valve
- There is adequate water for use in the Mobile Unit.

✓ **Ensure food preparation equipment and utensils are available/installed and working:**
- Commercial/NSF approved equipment recommended. Contact Fire Marshal's Office for their requirements on equipment.
- Ventilation hood with a grease/oil drip pan
- Refrigerators kept at 41˚ F or lower with thermometers
- Hot-holding equipment kept at 135˚F or higher
- Calibrated digital thin tip food thermometer to take internal food temperatures

✓ **Serve all food from a fully enclosed mobile unit**
Provide a mesh screen at the vending window when not serving customers or maintain insect prevention measures.

Questions? Ready to get your license?
Contact the Environmental Health Program
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Norfolk, VA 23510
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