

Note: A food permit application must be completed each year

*Please allow up to 30 days for a response

Mobile Food Unit Permit Application

Application Type: ☐ New* ☐ Permit Renewal ☐ Name Change ☐ Change of Owner

OFFICE USE ONLY

Receipt #: _____ ☐ Cash _____ ☐ Check# _____ ☐ Credit/Debit Card Type: _____

Plan Review Fee: _____ Food Permit Fee: _____ Admin Initials: _____ Date: _____

INSTRUCTIONS

Submit application and attachments: in-person

Submit payment of \$80 (\$40 Permit and \$40 Plan Review) payable by check, cash or credit card. Make checks payable to Prince William Health District, include Mobile Unit name in the "For" section.

ATTACHMENTS

Please submit the following with your application

- | | |
|--|---|
| <input type="checkbox"/> Peddlers/Vendors License Sign-off Sheet | <input type="checkbox"/> Floor Plans (equipment, water tank sizes and location) |
| <input type="checkbox"/> Commissary Agreement Letter (form provided) | <input type="checkbox"/> Dept. of Motor Vehicle Registration (MFU) |
| <input type="checkbox"/> Zoning Approval/Overnight Storage | <input type="checkbox"/> Dept. of Motor Vehicles Registration (Towing Vehicle) |
| <input type="checkbox"/> Business License or Application | <input type="checkbox"/> Proposed Menu (in English) |
| <input type="checkbox"/> Certified Food Protection Manager Certificate | <input type="checkbox"/> Service Area Agreement (form provided) |
| <input type="checkbox"/> Fire Marshal Approval | <input type="checkbox"/> Sell Site Agreement/Itinerary (form provided) |
| <input type="checkbox"/> Water Bill | <input type="checkbox"/> Equipment Specification Sheets |

MOBILE FOOD UNIT INFORMATION

Provide a copy of the registration for the vehicle that is towing the mobile food unit.

Mobile Food Unit Name: _____

Operator/Driver Name: _____ Driver's License # _____

Phone: _____ Email: _____

License Plate #: _____ VIN: _____

Website: _____ Vehicle Type: _____

OWNERSHIP INFORMATION

Business/Corporation Name: _____

Owner's Name (point of contact): _____

Phone: _____ Email: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____

MENU

| |
|--------------------|
| Preparation Method |
|--------------------|

- 1) Prep – Serve
- 2) Raw - Prep – Cook – Serve
- 3) Raw - Prep – Cook – Hot Hold – Serve

[illegible]

**Only those food items listed on this application are eligible for approval to be offered for sale or service. Food and Ice must be purchased from an approved source, i.e., USDA, VDACS, or Health Department permitted food establishment. Home prepared foods are not allowed. No food prepared or stored in a private home can be used, stored, served, and offered for sale, sold, or given away in a permitted food facility.*

MENU INFORMATION

Please indicate **Yes or No** to the following questions:

1. _____ Prepare, offer for sale, or serve Time/Temperature Control Food for Safety (TCS Foods) (ex. meat, seafood, eggs, dairy products, cooked vegetables, prepared raw fruit, cooked rice/pasta, etc)
2. _____ Prepare TCS food in advance, using a food preparation method that involves two or more steps which include: combining TCS ingredients, cooking, reheating, hot and cold holding, freezing, or thawing.
3. _____ Prepares food, as specified under 2, for delivery to and consumption at a location off premises.
4. _____ Prepares food, as specified under 2, of this section for service to highly susceptible population (childcare, adult care, nursing home, meals on wheels, hospitals, institution)
5. _____ Does not prepare, but offers for sale, only prepackaged food that is not potentially hazardous.
6. _____ Prepares food that is not potentially hazardous.

CERTIFICATION

I/we attest to the accuracy of the information provided, affirm to comply with the Food Regulations and Mobile Food Unit Regulations and allow the regulatory authority access to the establishment at any reasonable time to inspect, conduct tests or collect samples as required. I agree to notify the Environmental Health Program if any of the information provided in my application changes.

Applicant Name (print): _____ **Date:** _____

Applicant Signature: _____

Title: _____ **Phone:** _____

SELL SITE AGREEMENT*The location in which the mobile food unit will be selling food from on specific days and times*

Property Name: _____

Property Address: _____ City: _____ Zip Code: _____

Days/Hours of Selling: _____

Property Owner Name: _____ Property Number: _____

Property Owner Signature: _____

☐ **If your mobile food unit does events* only please check this box***For all Prince William County, City of Manassas and City of Manassas Park events an application must be submitted for each individual event at least 10 days before the event, please see the Mobile Food Unit Guidelines page for further information***SERVICING AREA AGREEMENT:** *An operating base location to which a mobile unit returns regularly for such things as vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding food.*

Servicing Area Location _____

Address _____ Email Address _____

Servicing Area Owner _____ Phone Number _____

Potable Water Supply: ☐ Public ☐ Private Well*Wastewater Disposal: ☐ Public ☐ Private Septic System

This serves to notify the Prince William Health District that I, the owner of this location, will allow this mobile food unit daily access to this location for the services listed above.

Servicing Area Owner signature _____ Print Name _____ Date _____

COMMISSARY AGREEMENT: *A is a food establishment in which food, food containers, or supplies are kept, handled, prepared, packaged, or stored. A commissary must be permitted as a Food Establishment by the Virginia Department of Health in Prince William County Health District*

Commissary Name _____

Commissary Address _____ City: _____ Zip Code: _____

Commissary Owner/Operator _____ Phone Number _____

Days/Hours of Commissary Use _____

The following services are provided for the mobile food unit operation: ☐ Dry Food Storage ☐ Cold Holding Storage☐ Access to 3 compartment sink/Dishwasher ☐ Food Prep Area ☐ Obtain Fresh Water ☐ Discard Wastewater ☐ Cook Food☐ Prep Food ☐ Other: _____ (please list other services allowed if not listed above)

This agreement serves to notify the Prince William Health District that I, the owner/operator of this food facility, will allow my facility to serve as a commissary for the mobile food unit listed above. I understand that as a commissary, I must allow the mobile food unit access to my facility on the above Days/Hours, and that by signing this form my facility will be inspected periodically by the health department to ensure requirements are met.

Commissary Owner Signature _____ Print Name _____ Date _____

MOBILE GUIDELINES

Mobile food unit is a food establishment mounted on wheels, readily moveable from place to place during operation and shall include, but not be limited to, pushcarts, trailers, trucks, or vans. The unit, all operations, and all equipment must be integral to and be within or attached to the unit.

Person-In-Charge (PIC) must be always assigned and in charge during the hours of operation. The PIC is responsible for knowing the food safety requirements and procedures within the unit. The PIC must ensure all employees are informed of the reporting requirements of symptoms and diseases spread through food, see attached Employee Health Policy/Employee Reporting Agreement.

Clean Water Supply must be approved for use.

- Bottled drinking water or water from a public waterworks can be used.
- *Private well requires health department approval. Annual water tests for nitrate and total coliform are required.

TCS Foods Time/temperature control for safety food means a food that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formation. i.e., meats, cheeses, soups, cooked vegetables, cooked rice, cooked pasta, sliced raw fruits, etc.

Non-TCS Foods includes food that does not require time/temperature control for safety such as baked goods, snack items, cotton candy, snow cones, popcorn, etc.

Hot Water is required for handwashing and ware washing. Mobile units must have hot water heater to supply 110°F. Sufficient supply of water and sinks in good operating condition are required during all hours of operation.

Potable Water Hose and Clean Water Tank used for drinking water must be cleaned and sanitized before being used and cannot be used for any other purposes. Clearly label hose and tank for “drinking water use only”. Potable water hose must be food grade (i.e., white NSF approved) and used with proper back flow prevention. Store potable water hose in a protected manner such as in a closed plastic tub.

Removing Mobile Food Establishment Wastes - No public health hazard or nuisance shall result when liquid wastes are removed from a mobile food establishment. Wastewater generated by melted ice, condensation, handwashing, ware washing, and other liquid wastes must be collected in waste retention tanks and properly disposed of at the approved commissary or servicing area.

The **Menu** may be limited by the equipment and space available, and the level of food preparation required. All food, clean equipment, utensils, linens, single service/use items must be stored, dispensed, and transported in a protective manner. All food and beverages shall be prepared and stored in either your permitted mobile unit or your approved commissary. **Serving food or beverages prepared and/or stored in a home or unregulated facility is prohibited.**

Mobile Permits are not transferrable. Mobile permits expire annually. Application and \$40 fee are to be submitted for renewal every year. If a mobile food unit has a VDH health department permit from any jurisdiction in Virginia, an additional permit is not required to operate in Prince William County.

Inspections. The mobile unit will need to be available to be inspected at the Prince William Health District for issuing permit, and annually for renewal. Periodic inspections will be done throughout the year while the mobile unit is in operation.

***Events.** A mobile food unit permit authorizes food service from the inspected unit only. No off-truck food operations are allowed without obtaining a temporary food establishment permit. Mobile food unit owners must apply to each individual event in Prince William County, City of Manassas and City of Manassas Park that they will be attending. Temporary Food Establishment permit application can be found <https://www.vdh.virginia.gov/prince-william/environmental-health/>. Event Coordinators may request additional information from you, such as a copy of your permit.

***Visit Prince William County Commissioner of the Revenue to register for a Business License at 1 County Complex, Woodbridge VA 22192, Phone: 703-792-6710.**

***Visit the Prince William Police Department to obtain Peddlers/Vendor’s License at 8406 Kao Circle Manassas, VA 20110.**

Mobile Food Unit Permit Checklist

Follow these steps to get your mobile food unit permit:

Submit:

Mobile Food Unit Permit and Plan Review Application with \$80 fee (\$40 each)
 Commissary Agreement within Prince William County
 Certified Food Protection Manager (CFPM) certificate
 Business License/Application
 Copy of Menu (in English)
 Floor Plan/layout of mobile food unit with all inside equipment labeled, include the water tank sizes and locations
 Vehicle Registration
 Vehicle Storage Address/Zoning Approval
 Peddler's License Sign Off Sheet from PWC Police Department 8406 Kao Circle, Manassas VA 20110
 Fire Marshal Inspection Approval (information for obtaining is below)

How to Get Your Mobile Food Preparation Vehicle Inspected for Fire Marshal permit:

1. Review and complete the [Mobile Food Preparation Vehicle Checklist](#)
2. Review and complete the [Mobile Food Preparation Vehicle Contract](#) including the Authorization to Perform Service section
3. Contact Damon Price at 804-229-1266 for information about how to schedule your inspection

Ensure your mobile unit's handwashing sink is secured to the wall/counter, works, and has:

Hot water at 100°F, 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 water at 110°F
 Three sink basin stoppers
 Dish soap, Sanitizer, sanitizer test kits

Ensure your mobile unit's fresh water and wastewater tanks are working and that the:

Fresh water tank inlet has a cap/cover, wastewater tank is capped
 Wastewater tank is 15% larger in volume (gallons) than the fresh water tank
 2 hoses, one for fresh water (needs to be food grade) and one for wastewater disposal (larger diameter)

Ensure food preparation equipment and utensils are available/installed and working:

Commercial/NSF approved 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 food thermometer to take internal food temperatures

Windows/Openings

Mesh screen at the vending window when not serving customers and on the back door of truck

Lights

Sufficient Lighting throughout the truck

Floors, Walls, Ceilings

Smooth, nonabsorbent, and easily cleanable

Signage

The Mobile Food Unit must have the name printed on the truck (No Magnets)

Safety Inspection

The sticker in the lower left-hand side of your window should be up to date

