

MOBILE UNIT
PLAN REVIEW PROCESS

1. **Before** purchasing a new unit or remodeling an existing unit, submit all applicable documents to the Health Department:
 - a. Mobile unit permit application and plan review document with appropriate fees (**all applicants**). Keep copies for your records.
Permit application = \$40.00
Plan Review = \$40.00
 - b. Menu (**all applicants**)
 - c. Equipment layout drawn to scale (**new or remodeled** units only)
 - d. Equipment specification sheets (**new or remodeled** units only)
 - e. Food storage/Prep Facility Plan Review (**new or remodeled** food storage/prep servicing area only)
 - f. Letter from owner of food storage/prep servicing area (**if owner different from applicant**)
 - g. Copies of certificates from Food Safety Classes if taken by Manager
2. These documents will be reviewed by the Health Department. Following the review, you will be contacted regarding any questions or changes that need to be made.
3. Following plan approval, you may purchase or build your unit or begin remodeling.
4. Contact the Health Department when you are ready for an inspection. An inspection must be made **prior** to the issuance of a permit.
5. It is strongly recommended that prior to purchasing a mobile food unit, you contact the local zoning office in the localities you wish to operate to learn about their zoning requirements for mobile food units.

Charles City Health Department
7501 Adkins Road
Charles City, VA 23030
804-829-2490

Goochland Health Department
1800 Sandy Hook Road, Suite100
Goochland, VA 23063
804-556-5843

Hanover Health Department
12312 Washington Hwy.
Ashland, VA 23005
804-365-4343

New Kent Health Department
12025 Courthouse Circle, POB 86
New Kent, VA 23124
804-966-9640

MOBILE UNIT PLAN REVIEW

MOBILE UNIT

Business Name: _____

Applicant: _____

Mailing address: _____

Telephone: _____ Cell phone/pager: _____

Selling location(s): _____

SERVICING AREA(S)

A. Source of water for mobile unit (must be from an approved source)

Source location: _____

Address: _____

Telephone: _____

Owner name: _____

Source: public _____ private _____

B. Wastewater disposal site (must be in an approved sewage disposal system)

Disposal site: _____

Address: _____

Telephone: _____

Owner: _____

C. Food storage/preparation (if applicable)

Location: _____

Address: _____

Telephone:_____

Owner name:_____

D. Grease disposal

Disposal site:_____

Address:_____

Telephone:_____

Owner:_____

*Overhead protection over loading areas is required where food is transferred to the mobile unit.

*Food storage/prep facilities must meet all applicable restaurant regulations.

*A food storage/prep facility Plan Review must be completed when a new facility is developed.

*A letter from the owner of an existing facility verifying your use of the facility must accompany the permit application. Separate storage areas (shelving, refrigeration) must be provided for your food, single service items, etc.

CONSTRUCTION AND EQUIPMENT

1. Walls, floors, and ceilings shall be smooth, nonabsorbent and easily cleanable.

Cove base is required. Describe materials:

Walls:_____

Floor:_____

Ceiling:_____

Coving:_____

2. Outer openings shall be protected against the entry of insects and rodents (screens, self closures, mechanical air curtain). Describe methods:

Windows:_____

Service window:_____

Doors:_____

3. Equipment shall be constructed of approved materials, be easily cleanable and in good repair. Design, construction installation should meet NSF standards or equivalent.

4. Food contact surfaces shall be smooth, nonabsorbent and easily cleanable.

Approved material, free of open seams, cracks, chips, pits, etc. shall be used.

Describe materials:

Counter tops:_____

Cutting boards:_____

Containers:_____

5. Nonfood contact surfaces shall be smooth, cleanable, nonabsorbent and in good repair. No wood surfaces allowed. Describe materials:
Counters: _____
Shelves: _____
Cabinets: _____
6. A hand wash sink shall be provided. Hot and cold water under pressure through a mixing faucet shall be provided. Splash guards may be required depending on location of sink (note this on plans).
7. A three compartment sink shall be provided. Compartments shall be large enough to accommodate the largest item to be cleaned. A slanting drainboard on each end of sink or dish racks shall be provided (note this on plans).
8. A permanently installed potable water tank shall be provided. This tank shall be constructed of approved materials and large enough to supply an adequate amount of water for the operation. The water inlet shall be capped when not in use and located to protect against wastewater discharge, road dust, oil, etc.
Size of tank: _____
9. A permanently installed wastewater tank shall be provided. This tank shall be 15% larger than the potable water tank. The hose connection shall be located lower than the potable water inlet.
Size of tank: _____
10. A water heater shall be provided. It shall have an adequate size and recovery rate to furnish a continuous supply of hot water during hours of operation.
Size of water heater: _____
11. Adequate lighting and ventilation shall be provided (at least 50 footcandles of light). Lights shall have protective covers.

OPERATIONS

1. A metal stem food thermometer shall be provided. It shall have a range of 0-220 degrees Fahrenheit in 2 degree increments.
2. An approved sanitizing agent shall be provided. Test strips shall be provided and used to monitor the concentration of a sanitizing solution.
Sanitizing agent: _____
3. Thermometers shall be provided in each refrigerator and freezer.
Thermometers will be located to be easily seen in the warmest part of the unit.
4. Soap and paper towels shall be provided at the hand sink.

5. Garbage cans with lids shall be provided. Garbage and trash shall be disposed of at an approved site.
Disposal site:_____
6. The direct handling of ready-to-eat foods shall be prohibited. Gloves, utensils, Deli paper are to be used when handling ready-to-eat foods (any foods that can be directly consumed). Describe your methods:_____
7. Foods are to be held hot at 135°F or above. Describe your methods of hot holding:_____
8. Foods are to be held cold at 41°F or below. Describe your methods of cold holding:_____
9. Condiments, coffee creamers, sugar, etc. shall be offered in individual wrapped portions or in pour type dispensers. Describe your method:_____
10. Single service items shall be individually wrapped or otherwise protected against contamination. Describe your method:_____
11. Foods on display shall be wrapped or protected by sneeze guards or other protective devices. Describe your method:_____
12. Foods shall be rapidly reheated to 165°F. Describe your method:_____
13. If water from the unit is offered as drinking water, an FDA or NSF approved water hose must be used when filling the potable water tank. Bottled water would be a safer alternative. Which will you offer:_____

**FOOD STORAGE/PREP FACILITY
PLAN REVIEW**

1. List floor covering in all areas:
 - a. Storage_____
 - b. Prep_____
 - c. Restroom_____
 - d. Coved base required
2. List wall covering/finish in all areas:
 - a. Storage_____
 - b. Prep_____
 - c. Restroom_____

3. List ceiling type in all areas:
 - a. Storage_____
 - b. Prep_____
 - c. Restroom_____

4. Hand sink available/convenient?_____
 - a. Hot and cold water through mixing faucets?_____
 - b. Soap and towels?_____

5. Three compartment sink available?_____
 - a. Hot and cold water through mixing faucets?_____
 - b. Compartments large enough to accommodate largest item needing cleaning?_____ -
 - c. Two slanting drainboards?_____

6. Mop sink available?_____
 - a. Provide method for hanging mops

7. Adequate lighting
 - a. 50 footcandles of light in prep areas?_____
 - b. 20 footcandles of light in restrooms?_____
 - c. 10 footcandles of light in storage?_____
 - d. Lights shielded?_____

8. Restroom
 - a. Self-closing door?_____
 - b. Mechanical ventilation?_____

9. Approved exhaust and fire suppression system over cooking equipment?_____

10. Method of garbage/trash disposal_____

11. Outer doors self-closing?_____
 - a. Windows screened?_____
 - b. Effective pest control?_____

12. Adequate storage area
 - a. Storage shelving material (no wood)_____
 - b. Shelving at least 6 inches from floor

13. Area provided for storage of cleaners/cleaning supplies?_____

14. Area provided for employee personal belongings?_____

15. Adequate freezers and refrigerators? _____
 - a. Thermometers in each unit? _____
16. Metal stem food thermometer (0-220°F) on site? _____
17. Sanitizer test strips on site? _____
18. Plumbing meets plumbing code? _____
 - a. Backflow prevention devices installed? _____
 - b. Indirect water lines where needed? _____
 - c. Sewer lines over prep/dishwash/storage areas? _____
 - d. Grease trap provided? _____
19. Attach drawing (to scale) showing equipment layout. Include all equipment, sinks, counters, etc. Describe construction and finish materials for all counters, equipment, shelving, etc. (ex. Stainless steel table, formica counters)
20. Provide specification sheets for new equipment.