



## MOBILE FOOD UNIT PLAN REVIEW PACKET

This packet is intended to help you through the plan review process and to assure that your mobile food unit meets the rule requirements. This document is a companion to the Food Sanitation Rules and must be completed as part of the plan review process.

This packet consists of the following information:

- **Applicants Checklist for Mobile Food Units**
- **Mobile Food Unit Plan Review Application**
- **General Information**
- **Mobile Food Unit General Requirements and Limitations**
- **Mobile Food Unit Plan Review Worksheet**
- **Mobile Food Unit Operating Schedule**
- **Memorandum of Commissary/Warehouse Usage**
- **Mobile Food Unit Operational Guide**

Please complete the attached documents and submit them with the required plan review fee to the local environmental health department. **Approval from the local environmental health department must be obtained prior to construction or operation of your unit.** The following materials must also be submitted with your completed packet:

1. Complete plans of the unit drawn to scale, including equipment location.
2. List of all equipment necessary for the operation of the unit.
3. A description of the construction materials used on the unit, including surface finishes for floors, walls, ceilings and countertops.
4. Information relating to your base of operation, including times and dates of use. Attach a completed **Memorandum of Commissary/Warehouse Usage**, if necessary.
5. A list of your operating location(s) and approximate time schedule. If the unit operates on a designated route, you must specify your itinerary. Attach a completed **Mobile Food Unit Operating Schedule**.

## APPLICANT'S CHECKLIST FOR MOBILE FOOD UNITS

This checklist is intended to help you track your progress through the plan review process. When all steps are completed, your mobile food unit should be ready for licensure and operation.

- Submit plan review application and review packet, plans, and required fee. Obtain plan review approval **prior** to beginning construction.
- Receive plan review approval from the local environmental health department.
- Obtain any required approvals from other agencies, such as zoning/planning, building, fire marshal, or city or county authorities.
- Contact the local environmental health department at least two weeks prior to opening to schedule a preoperational inspection.
- Submit a **Mobile Food Unit License Application** with the required fee.
- Submit a **Memorandum of Commissary/Warehouse Usage** and a **Mobile Food Unit Operating Schedule**, if applicable



**MOBILE FOOD UNIT  
PLAN REVIEW APPLICATION**

Business name: \_\_\_\_\_

Business address: \_\_\_\_\_

Owner name: \_\_\_\_\_

Individual  Corporation  Partnership  Other  \_\_\_\_\_

Owner mailing address: \_\_\_\_\_

Owner phone #: \_\_\_\_\_ Establishment phone #: \_\_\_\_\_

New construction  Remodel  Completion date: \_\_\_\_\_

Previously licensed? Yes  No  Former name: \_\_\_\_\_

Mobile Food Unit Class I  II  III  IV

Operating without a base of operation? Yes  No

OAR 333-162-0920 requires that a completed plan review packet be submitted and reviewed before your unit can be issued a license and approved to operate. Incomplete plans may be returned for additional information.

**The payment of \$\_\_\_\_\_ mobile food unit plan review fee enclosed.  
Make checks payable to:**

I agree to comply with the provisions of Oregon Revised Statutes, Chapter 624, and the Administrative Rules, Chapter 333, of the Oregon Department of Human Services.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Please call your local county environmental health office if you have questions about your license, fees, facility inspections or how to obtain a food handler certificate.*

**FOR OFFICE USE ONLY**

Fee received: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Not Approved

Comments: \_\_\_\_\_

**If you need this form in an alternate format call: (971) 673-0185.**

## GENERAL INFORMATION

A mobile food unit is defined in OAR 333-150-0000, 1-201.10(B)(48.1) as "*...any vehicle that is self-propelled or that can be pulled or pushed down a sidewalk, street, highway or waterway, on which food is prepared, processed or converted or which is used in selling and dispensing food to the ultimate consumer.*" There is no size limit to mobile food units, except they must meet the following basic requirements:

- Mobile food units must be mobile and on wheels (excluding boats) at all times during operation.
- The unit and all operations and equipment must be integral to the unit. This does not preclude the use of a barbecue unit with a Class IV unit.

There are four types of mobile food units. The mobile food unit classifications are based upon the type of menu served.

**CLASS I** - These units can serve only intact, packaged foods and non-potentially hazardous drinks. No preparation or assembly of foods or beverages may take place on the unit. Non-potentially hazardous beverages must be provided from covered urns or dispenser heads only. No dispensed ice is allowed.

**CLASS II** - These units may dispense unpackaged foods. However, no cooking, preparation or assembly of foods is allowed on the unit. No self-service by customers is allowed.

**CLASS III** - These units may cook, prepare and assemble food items. However, cooking of raw animal foods on the unit is not allowed.

**CLASS IV** - These units may serve a full menu.

## **IMPORTANT ADDITIONAL MOBILE FOOD UNIT INFORMATION**

- Because the mobile food unit design is related to the menu served, the local environmental health department must approve any change in the menu. Failure to obtain approval for a menu change may result in closure of your unit.
- A mobile food unit may connect to water and sewer if it is available at the operating location, however, the tanks must remain on the unit at all times.
- A mobile food unit may not serve as a commissary for another mobile food unit or as the base of operation for a caterer.
- Food handler cards are required for all persons working in a mobile food unit or at a base of operation. Contact the local environmental health department for information on obtaining a food handler card.
- Auxiliary storage shall be limited to items necessary for that day's operation. No self-service, assembly or preparation activities may occur from auxiliary storage containers.
- Handling of unpackaged foods, dishwashing and ice making are prohibited in a warehouse.
- Finally, while this document contains some detailed information about the rules for the construction and operation of mobile food units, it does not contain all the requirements for your unit. Please refer to the Food Sanitation Rules at [www.healthoregon.org/foodsafety](http://www.healthoregon.org/foodsafety)

## MOBILE FOOD UNIT GENERAL REQUIREMENTS AND LIMITATIONS

A mobile unit can serve menu items within its classification number or below. For example, a Class III unit may also sell items allowed under Class II and I. Please see Food Sanitation Rules for full requirements.

	Class I	Class II	Class III	Class IV
<b>Water Supply Required</b>	No	Yes	Yes	Yes
<b>Handwashing System Required</b>	No	Yes - Minimum Five Gallons <sup>1</sup>	Yes - Minimum Five Gallons <sup>1</sup>	Yes - Minimum Five Gallons <sup>2</sup>
<b>Dishwashing Sinks Required</b>	No	No <sup>3</sup>	No <sup>3</sup>	Yes - Minimum 30 Gallons
<b>Assembly or Preparation Allowed</b>	No	No	Yes	Yes
<b>Cooking Allowed</b>	No	No	Yes <sup>4</sup>	Yes
<b>Barbecue Operation Allowed</b>	No	No	Yes - Reheating of Fully Cooked Foods <sup>5</sup>	Yes
<b>Restroom Required</b>	Yes	Yes	Yes	Yes
<b>Examples</b>	Prepackaged Sandwiches/ Dispensed Soda	Service of Unpackaged Food Items	Bento (with precooked meat), Espresso, Hot Dogs	No Menu Limitations

<sup>1</sup> The handwashing system may consist of a container that provides flowing water.

<sup>2</sup> The handwashing system must be plumbed to provide hot and cold running water.

<sup>3</sup> Must provide a minimum of 30 gallons of water for dishwashing, if provided.

<sup>4</sup> May cook only foods that are not potentially hazardous when raw (rice, onions, pasta, etc.).

<sup>5</sup> With Class III units, the barbecue must be integral to the unit and only used to impart flavor.

## MOBILE FOOD UNIT PLAN REVIEW WORKSHEET

Mobile food units shall comply with the applicable requirements in The Food Sanitation Rules, OAR 333-150-0000 and 333-162-0020. The section numbers listed below reference 333-150-0000 unless otherwise specified. These rules may be obtained at [www.healthoregon.org/foodsafety](http://www.healthoregon.org/foodsafety)

Please complete the questions on this worksheet that apply to your mobile food unit. Be as specific as possible.

1. List all menu items (including condiments).

2. Where will food be purchased (3-201)?

3. Describe how and where foods will be cooked and prepared. Will any foods be prepared in advance (Chapter 3)? If so, please describe.

4. Describe how foods requiring cooling will be rapidly cooled on the unit (3-501.14 & 3-501.15)? What will become of leftover foods?

5. How will hot and cold food temperatures be maintained on the unit (3-501.16)?

6. Where is the commissary or warehouse located? Please submit a completed **Memorandum of Commissary/Warehouse Usage** if you are using a restaurant licensed by someone other than yourself. List the approximate time and days of the week you will be using your commissary or warehouse (OAR 333-162-0930 & 333-162-0940).

7. What is the source of drinking water for use on the unit? Describe how water will be transported to the unit and how the water system is constructed. What is the size of the fresh water storage tank (Chapters 5-1, 5-2, 5-3)?

8. How will wastewater be removed from the unit? Describe how wastewater will be transported from the unit to the approved wastewater disposal location. What is the size of the wastewater storage tank (Chapter 5-4)? (The volume of the waste tank must be 10 to 15 percent greater than the volume of the potable water storage tank.)

9. What is the power source for the mobile food unit? Describe how foods will be transported to and from the unit and how hot and/or cold holding temperatures will be maintained during transit (3-501.16).

10. What type of handwashing system will be used on the unit (5-203.11 & 6-301)? (A minimum of five gallons must be provided for handwashing.)

11. Describe how dishes and utensils will be washed. If dishes and utensils are washed on the unit, a minimum of 30 gallons of water must be provided for this purpose (Chapter 4).

12. Describe how garbage will be stored and where it will be thrown away. What methods of insect and rodent control will be used in your unit (screens, garbage cans with tight fitting lids) (6-202.15, 6-501.111 & 6-501.112)?

13. Where is your restroom facility located (6-302, 6-402.11(E) & OAR 333-162-0020(4))?

14. Describe the type of overhead protection provided for your unit (ceilings, awnings, umbrellas) (OAR 333-162-0680).

15. Where and how will the unit be cleaned? If you plan to wet mop the unit, where will you dispose of mop water (5-203.13(B) & OAR 333-162-0930)?



## MEMORANDUM OF COMMISSARY/WAREHOUSE USAGE

The following licensed food service establishment, known as \_\_\_\_\_, license number \_\_\_\_\_, located at \_\_\_\_\_, hereby agrees to provide access for usage as a commissary or warehouse to \_\_\_\_\_ to operate their mobile food unit. This commissary or warehouse is to be used for all preparation and/or storage of food items, dishwashing, unit servicing or any other purposes as required by the local public health authority.

This agreement between the above-mentioned two parties is valid for the **current licensing year only** and must be renewed after that date. However, in the event that this agreement is terminated, the mobile food unit must immediately cease operations until another commissary or warehouse agreement is secured and provided to the health department. This agreement become void if the food service establishment does not have a current license to operate.

Please indicate the following:

- The food service establishment agrees to be responsible for commissary or warehouse activities under the existing food service license.
- The food service establishment requests the mobile food unit owner to obtain a separate license for the commissary in the name of the mobile food unit owner.

### Signed by:

Food Service Facility Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Mobile Food Unit Facility Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_