

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 requirements of the mobile food unit rules. This packet is also intended to evaluate your proposed operation to help you provide the safest food possible to the general public. This document is a companion to the mobile food unit rules and must be completed as part of the plan review process.

This packet contains 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 itinerary and operating schedule
- Memorandum of commissary or warehouse usage/verification
- The mobile food unit rules

Please complete the attached documents and submit them with the required plan review fee to Lane County Environmental Health. Approval from the 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 or warehouse usage/verification, if necessary.
5. A list of your operating location(s) and approximate time schedule, if applicable. If the unit operates on a designated route, you must specify your itinerary. Attach a completed mobile food unit itinerary and operating schedule.

Please contact us if you have any questions during this process

Lane County Environmental Health
125 E 8th Ave
Eugene, OR 97401

Tel 541 682 4480
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APPLICANT'S CHECKLIST FOR MOBILE FOOD UNITS

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

Date Completed	Task
_____	Submit plan review application, plans, a completed plan review packet and the required fee.
_____	Plans approved by Lane County Environmental Health. Wait for approval prior to beginning constructions. You will receive a response within 10 business days.
_____	Obtain any required approvals from other agencies, i.e. planning, zoning, building codes (*see below)
_____	Submit a license application with the required fee, along with a memorandum of commissary or warehouse usage/verification, and a mobile food unit itinerary and operating schedule, if applicable.
_____	Call your Environmental Health Specialist to schedule a preoperational inspection (at least one week prior to the date you intend to open)
_____	After completing all the steps and your application has been approved, you may open

*NOTE: If plan review by the Prefabricated Structures Section of the Building Codes Division is required for your unit, submit a copy of this sheet with the signed approval below to document approval by the health department. Plan review and approval by the Prefabricated Structures Section must be completed and verified before a license to operate will be issued by the health department.

Health Department Approval _____ Date _____

Food handler cards are required for all persons working in a mobile food unit or base of operation. You can take your test in person at the Environmental Health office, current testing schedule is: Monday to Friday 10am to 11:30 am, and 2pm to 4pm
Books are available to study in our lobby.
Please bring Picture ID, and the fee is \$10 cash or check (with a CHECK GUARANTEE CARD)
Or study and take your test online with a credit card at www.lanecounty.org You will also need a printer to print your card.

MOBILE FOOD UNIT PLAN REVIEW APPLICATION

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. Please contact Lane County Environmental Health for an inspection prior to the start of operation to determine compliance with the reviewed plans and specifications and with the requirements of the mobile food unit rules. Incomplete plans may be returned for completion.

Name of Business _____
 Address _____
 City/Zip _____

Name of Owner _____
 Address _____
 City/Zip _____
 Phone _____

Contact Person _____
 Address _____
 City/Zip _____
 Phone _____

Type of construction:
 New Construction Major Remodel Previously Licensed

Class (Circle one) I II III IV

Are you proposing to operate without a base of operation? _____

Plan review approval should be sent to Owner Contact person

Expected date that the unit will be ready for preoperational inspection _____

 Signature Date

Note: The fee must accompany this application.
 Make check payable to Lane County Environmental Health.
 Currently plan review fee costs \$185.00

FOR OFFICE USE:		
Date _____	Receipt _____	Amount _____

GENERAL INFORMATION

A mobile food unit is defined in OAR 333-162-000 (31) as "...any vehicle that is self-propelled, or which can be pushed or pulled down a sidewalk street or highway, on which food is prepared, processed or converted, or which is used in selling and dispensing food to the consumer." There is no size limit to mobile food units, except they must meet the following basic requirements.

- The unit must be a vehicle and not required a special permit from the Oregon Department of Transportation to be moved.
- Mobile food units must be mobile at all times during operation. There is no requirement to move the unit at specific intervals, however, the unit must be on wheels at all times and have no permanent connections to any utility service (including water, sewer, or electric)
- The unit and all operations and equipment must be integral to the unit. This does not preclude the use of a barbecue with a class IV unit, nor the use of 12 cubic feet on any class of 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 sell only intact prepackaged foods and dispense non-perishable beverages. No dispensed ice is allowed. No preparation or assembly of food items is allowed.

Class II –These units may dispense unpackaged foods. However, no cooking, preparation or assembly of foods is allowed on the unit.

Class III –These units may cook, prepare and assemble food items. However, no raw to finish cooking of animal foods is allowed on the unit.

Class IV –These units may serve a full menu.

Please keep in mind that because mobile food unit design is related to the menu served, any change in the menu must be approved by the health department. Failure to obtain approval for a menu change may result in closure of your unit.

Prior to licensure by the health department, there may be other agencies from which you will be required to obtain approvals. These include, but are not limited to planning (zoning), Building codes (Structural, electrical, plumbing, prefabricated structures), Fire Marshall, or City or County authorities.

In particular, mobile food units in which the operator occupies the inside of the unit and the unit stays in one location for more than 30 days must undergo a plan review and receive approval from the Prefabricated Structures Section of Building Codes Division. You must have written approval from this agency before a license to operate will be issued by the health department. Please contact Jack Abernathy at (503) 378-2833 to obtain this approval. Health department approval does not imply that your unit meets other agency codes. 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 mobile food unit rules for all the requirements. These can be accessed on the web at:

<http://egov.oregon.gov/DHS/ph/foodsafety/regs.shtml>

MOBILE FOOD UNIT PLAN REVIEW WORKSHEET

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. Describe how and where foods will be cooked and prepared. Will any foods be prepared in advance? If so please describe. _____

4. Describe how foods will be cooked and prepared. Will any foods be prepared in advance? If so please describe. _____

5. How will hot and cold food temperatures be maintained in the unit? _____

6. Where is the commissary or warehouse located? Please submit a completed memorandum of commissary or warehouse usage/verification if you are using a restaurant licensed by someone other than yourself. List the approximate time of day you will be using your commissary or warehouse. _____

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?

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

9. What is the power source for the mobile food unit? If electricity is required, how will the electrical supply be connected to the unit. Describe how foods will be transported to and from the unit and how hot and cold holding temperatures will be maintained during transit._____

10. What type of hand washing system will be used on the unit? (5 gal minimum)_____

11. Describe how dishes and utensils will be washed. If dishes are washed on the unit there is a 30 gallon minimum of water required._____

12. Describe how garbage will be stored and where it will be thrown away. What methods of insect and rodent control will be used?_____

13. Where is your restroom facility located?_____

14. Describe the type of overhead protection provided for your unit (ceilings, awnings, umbrellas)_____

15. Where will the unit be cleaned? If you plan to wet mop the unit, where will you dispose of mop water?_____

MOBILE FOOD UNIT GENERAL REQUIREMENTS AND LIMITATIONS

A mobile unit can serve menu items in its' own classification and those to the left of it on the chart. For example, a class III unit may also sell items allowed under class I and II. Please see mobile food unit rules for full requirements.

	Class I	Class II	Class III	Class IV
Water Supply required	NO	YES	YES	YES
Hand washing system required	NO	YES (5 GALLON MINIMUM)	YES (5 GALLON MINIMUM)	YES (5 GALLON MINIMUM)
Dish washing sinks required	NO	NO ³	NO ³	YES (30 GALLON MINIMUM)
Assembly or Preparation allowed	NO	NO	YES	YES
Cooking allowed	NO	NO	YES ⁴	YES
Barbecue operation allowed	NO	NO	YES-REHEATING OF FOODS ONLY	YES
Restroom required	YES	YES	YES	YES
Examples	PREPACKAGED SANDWICHES/ DISPENSED SODA	SERVICE OF UNPACKAGED FOOD ITEMS	BENTO ESPRESSO HOT DOGS	NO MENU LIMITATIONS

¹ The hand washing system may consist of a container which provides flowing water.

² The hand washing system must be plumbed to provide hot and cold running water.

³ Must provide a minimum of 30 gallons of water for dishwashing, if provided.

⁴ May cook only foods which are not potentially hazardous when raw (rice, onions, pasta, etc.)