



Monterey County Health Department

Division of Environmental Health Bureau

Consumer Health Protection Services

MOBILE FOOD FACILITY (MFF) PLAN CHECK REQUIREMENTS

Name of Mobile Food Facility: _____

Owner of Mobile Food Facility: _____

Physical Address of Owner: _____

Contact Person for Plan Check: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

MONTEREY COUNTY OFFICE USE

SR00 _____ AR: _____ Received by: _____

Date Paid: _____ IN: _____ Check #: _____ Amount Paid: \$ _____

Review Completed on: _____ (Date) By: _____

Approved Rejected Revision Requested

Comments: _____

Salinas Office
1270 Natividad Road
Salinas, CA 93906
831-755-4505

Monterey Office
1200 Aguajito Road, Suite 007
Monterey, CA 93940
831-647-7654

King City Office
200 Broadway Ave, Suite 70
King City, CA 93930
831-386-6899

Website: www.mtyhd.org/CH



Monterey County Health Department

Division of Environmental Health
Consumer Health Protection Services

MOBILE FOOD FACILITY (MFF) APPLICATION INFORMATION SHEET

Contact Name: _____ Phone #: _____

Vehicle/Cart Name (dba): _____ License Plate #: _____

Please note: Permit stickers are issued during the scheduled initial permitting inspection and annual permit renewal inspections. MFFs are not permitted to operate without a valid permit sticker. To schedule a permit renewal inspection, please submit the commissary agreement form(s), route sheet, copy of the menu & DMV vehicle registration. Also, if modifications have been made to an existing MFF, submit a drawing of the changes and the manufacturer specification sheets for the new equipment, as the changes will be evaluated in a Plan Check Review for a fee. **Depending on the modifications, Plan Review, applicable fees, and a new HCD insignia may be required before the permit can be issued.**

ATTENTION REGARDING UNOCCUPIED CORN/POTATO ROASTERS/PIZZA TRAILERS

If you are operating corn/potato roasters/pizza trailers, you **do not** fall under the MFF guidelines and must apply for a TFF annual permit. Operation of a corn/potato roaster requires a secondary tent with an installed refrigerator. The secondary tent must be used as the storage unit for raw corn, potatoes and condiments. The secondary tent and the roaster must be inspected and approved by this Department. Roasters will be permitted to operate at approved community events and at swap meets, only.

I'M APPLYING FOR A MOBILE FOOD FACILITY PERMIT AND I HAVE A: (Check the two boxes that apply.)

All occupied vehicles must obtain an insignia from the Department of Housing and Community Development (HCD) prior to scheduling an inspection with this department.

- A) Non-motorized cart. (Non-Occupied vehicle)
 Fully enclosed vehicle: truck, trailer or van. (Occupied vehicle)**

AND

- B) Newly built vehicle/cart and not permitted in another county in California. **(Plan Check is required)**
 Vehicle/cart which will be built/fabricated. **(Plan Check is required)**
 Vehicle/cart which operates in another county in California.*
 Vehicle/cart is currently permitted with Monterey County. (Change of Ownership)

*Submit copy of City or County's Environmental Health permit or inspection report - VIN# must be included.

CHECK ONE OF THE FOLLOWING and SUBMIT THE FOLLOWING DOCUMENTS:

- No food preparation:**
➤ All items are prepackaged foods or whole uncut produce and seafood only.
(EXAMPLES: Prepackaged ice cream trucks/carts, Produce vehicles.)
- Permit Application
 - Approved Facility/Commissary Agreement Form (Produce vehicles exempt)
 - Menu (include ingredients)
 - Copy of Vehicle Registration OR Permanent Trailer Identification Card
 - Route/Location Sheet

Limited food preparation: means food preparation that is restricted to one or more of the following

- Includes juicing or preparing beverages that are for immediate service, in response to an individual consumer order
- Includes most push carts which have a food compartment.
- Includes shaving of ice, blending of beverages, that do not contain frozen milk or dairy products
- Includes heating, steaming or boiling of hot dogs/tamales, frying churros.
- Includes heating, frying, baking, roasting, popping. Or assembly of non-prepackaged food
- **Does not include hot holding of non-prepackaged potentially hazardous foods (except for roasting of corn on the cob, steamed or boiled hot dogs and tamales in the original, inedible wrapper).**
(EXAMPLES: Vehicles which serve snow cones, hot dogs, popcorn, coffee, churros, precut fruit, pastries, roasted corn on a cob)

- Permit Application
- Approved Facility/Commissary Agreement Form
- Menu (include ingredients)
- Copy of Vehicle Registration OR Permanent Trailer Identification Card
- Route/Location Sheet

Full food preparation – Occupied Vehicle (Food Truck/Trailer/Van):

- Includes full food service operations.
- Includes cooking, heating, hot holding, cooling and reheating of potentially hazardous foods (PHFs), extensive handling and assembly of PHFs.
- Hot holding items other than hot dogs, tamales or corn on the cob.
(EXAMPLES: Most full-service catering food trucks, trailers and vans)

OR

Full food preparation – Non-occupied Vehicle (Food Cart):

- Includes heating, frying, baking, roasting, popping,
- Includes cooking and seasoning to order.
- Includes slicing and chopping on heated surface during the cooking process ONLY.
- Includes cooking potentially hazardous foods to order.
- No cooking or cooling of potentially hazardous foods for later use.
- No washing of foods outside of commissary.
- No reheating or hot holding of potentially hazardous foods (except for steamed or boiled hot dogs and tamales in original, inedible wrapper).
- Does not include hot holding of potentially hazardous foods (except for roasting corn on the cob, steamed or boiled hot dogs, and tamales in original, inedible wrapper).
- No thawing or reheating of potentially hazardous foods.
- No grinding of raw ingredients or potentially hazardous foods.
- No handling, manufacturing, freezing, processing, or packaging of milk, milk products, or products resembling milk products subject to licensing under Division 15 (Section 32501) of the Food and Agriculture Code
(EXAMPLES: hot dog carts and taco carts)

- Permit Application
- Approved Facility/Commissary Agreement
- Menu (include ingredients)
- Copy of Vehicle Registration/Permanent Trailer Identification Card
- Route/Location Sheet
- Standard Operating Procedures (SOPs)

Plan Check Guidelines for Mobile Food Facilities

I. PLAN SUBMISSION

- A.** Two (2) sets of plans shall be submitted and approved for any new or remodeled Mobile Food Facility (MFF) or Mobile Food Preparation Unit (MFPU) prior to construction. MFFs or MFPUs that have been previously permitted may be accepted as approved without plans as deemed appropriate by the Monterey County Environmental Health Bureau. **See MFF General Construction Guidelines for more information about construction requirements.**
- B.** A plan check fee must be paid at the time of plan submittal. California Retail Food Code (CRFC) Section 114380 requires our office to complete the plan review process within twenty (20) working days. The plans will either be approved with conditions or returned for corrections and resubmittal. A correction letter or an approval letter will be provided.
- C.** Complete, easily readable plans must be drawn to scale (e.g. 1/4" = 1 ft.) on white paper with dark ink, blueprints, or other standard floor plans.
- D.** Drawings shall show all four (4) sides and the top view of the MFF and a complete plumbing diagram.
- E.** The location and type of each of the following, if applicable, shall be shown on the plans:
1. Potable water tanks; volume and dimensions, length x width x depth indicated.
 2. Potable water inlets and overflow lines. Indicate type.
 3. Wastewater tanks; volume and dimensions, length x width x depth indicated.
 4. Waste tank drain valves.
 5. Water heaters type and size in gallons indicated.
 6. All MFFs with food preparation **must** have a three compartment warewashing sink with integral drainboards on both ends. Indicate sink compartment length x width x depth (each compartment must accommodate cleaning of the largest utensil/equipment **and** be at least 12"W x 12"L x 10"D or 10"W x 14"L x 10"D).
 7. Handwash sink dimensions and location stated (handwashing sink must be at least 9"W x 9"L x 5"D). Location of wall mounted liquid soap and paper towel dispensers shown.
 8. All associated plumbing and backflow prevention devices.
 9. Each piece of food service equipment (i.e. grill, fryer, refrigerator, shelving, etc.) and placement.
 10. All equipment specifications, including weight, manufacturer, make and model number shall be indicated either separately or on the plan. All equipment shall be listed as certified or classified for sanitation by an ANSI accredited certification program, such as, NSF or equivalent.
 11. If ice is intended for consumption, then plans must show ice bin, including volume and dimensions, length x width x depth indicated.
 12. Finish schedule for food contact surfaces, counter tops, food compartments, walls, floors and ceilings.
 13. Food compartment(s) and doors in their open position. Size and location of any pass-through windows.
 14. Gas and electrical lines.
 15. All other component details, such as utensils, tray inserts, insulations, counters, shelving, storage areas, and food preparation areas, etc.
 16. Identification signage that is permanently affixed on the customer side of a MFF and on two sides of a motorized MFF. The identification must include the business name (at least 3" high), the name of the

permittee if different from the business name (at least 1" high), the city, state and zip code of the permittee (at least 1" high).

17. Fire protection equipment; type and location indicated. (i.e. automatic fire-suppression system, 10 BC-rated fire extinguisher, etc.)
18. Power source. Indicate size. (i.e. generator, battery, etc.)
19. Mechanical ventilation for units with cooking equipment beneath a roofed enclosure, which must meet California Mechanical Code requirements.
20. Overhead protection during operation and how the MFF is stored or enclosed after the hours of operation for Mobile Food Facilities that operate at a single site. Approval by the local building authority for the proposed enclosure and signage will be required.

F. The following items shall accompany the plans:

1. A commissary agreement letter, if available at that time, must accompany the plans (otherwise to be submitted prior to final issuance of permit.)
2. Full Menu.
3. Standard Operation Procedures (SOPs) for MFFs with full food preparation. Procedures must include food handling, water refilling, wastewater disposal, and the cleaning and sanitizing of food-contact surfaces, food equipment and utensils.
4. Permit Application. (otherwise to be submitted prior to final issuance of permit.)
5. Mobile Food Vendor Agreement Form. (otherwise to be submitted prior to final issuance of permit.)
6. Worker's Compensation Authorization Form. (otherwise to be submitted prior to final issuance of permit.)

Occupied MFF General Construction Guidelines

PLEASE READ: The code requirements vary according to the type of food operation proposed. Therefore, these are guidelines only. These guidelines are intended for full food prep vehicles and not for hot dog, shaved ice, coffee, or other similar carts. We do not recommend constructing a food trailer, truck, or other type of food vehicle based solely on these guidelines. Construction or remodel plans must be submitted for review and approved prior to construction. A plan review fee will be charged when the plans are submitted. See Plan Check Guidelines for more information about the plan review requirements. Contact our office at (831) 755-4505 for more information.

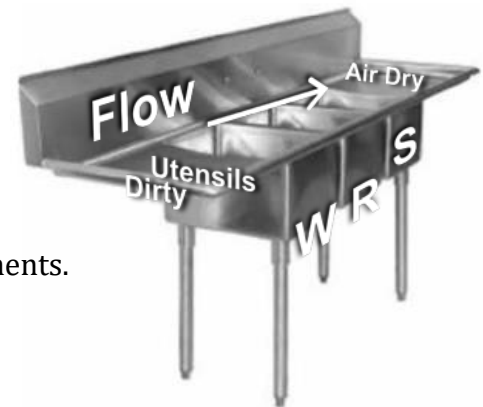
Handwashing Sink

- Sink should be at least 9"x9"x5"
- Hot and cold running water
- Mixing faucet
- Soap and paper towels in dispensers that are mounted to wall.
- These dispensers shall be installed on the vehicle
- Splash guard if sink is installed next to food preparation surface or equipment or food/utensils storage
- Must be available during all periods of food handling and sales



Three Compartment Utensil Washing Sink

- Each metal sink compartment must be 12"x12"x10" OR 14"x10"x10" OR bigger if needed to accommodate the largest utensil washed.
- On each side of the three compartments are integral metal drainboards that are at least the horizontal surface area of a sink compartment (12"x12" or 14"x10"). The two drainboards shall be sloped to the sink compartment.
- A 1/2" lip around the perimeter of drainboards and three compartments
- Hot and cold running water
- Mixing faucet with a swivel spigot to reach and fill all compartments.
- First compartment = **W**ash. Soap and hot water
- Second compartment = **R**inse. Hot water
- Third compartment = **S**anitize. Chemical sanitizer and water



Hot Water Heater

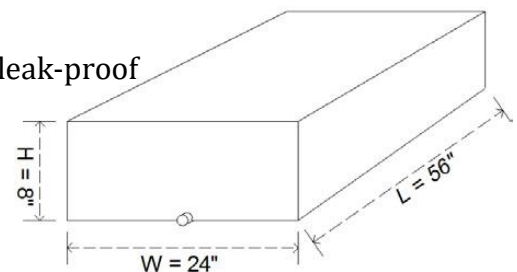
- Must be at least 4 gallons (if electric, you need to provide a generator)
- Must generate at least 120°F hot water at three compartment sink faucet.
- Must generate at least 100°F hot water at handwash sink faucet.
- Must be operational during all periods of food handling, sales, and independently of vehicle engine

Fresh Water Tanks

- 5 gallons or larger for hand washing sinks
- 25 gallons or larger for three compartment utensil washing sink (combined 30 gallons minimum for vehicles with both hand and utensil washing sinks)
- Tank must be enclosed. Preferably located inside the trailer.
- Tank must be made for potable water
- Fittings and areas where pipes enter the tank(s) must be sealed and leak-proof

Wastewater Tanks

- Wastewater tank is 50% bigger than the freshwater tank(s).
- If freshwater tank is 30 gallons, then wastewater tank must be 45 gallons (*example: 30 gallons + 15 gallons = 45 gallons*)
- Wastewater tank must be an additional capacity of 1/3 the drink ice bin. May be a separate tank.



$$L \times W \times H = 56" \times 24" \times 8" = 10752 \text{ cubic"} \\ 10752 \text{ cubic"} / 231 = 46.5 \text{ gallons}$$

- Tank must be sloped to the drain so it drains completely
- Drain must close completely and not leak
- Fittings and areas where pipes enter the tank(s) must be sealed and leak-proof (to find capacity in gallons: measure tank exterior LxWxH in inches, then divide by 231. Refer to diagram above for example).

Water Pump

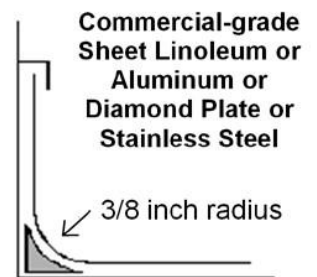
- Water pump must provide at least 1 gallon per minute flow to all sinks.
- Must be operational during all periods of food handling and sales.

Equipment

- Must be NSF listed or equivalent (commercial grade) including sinks, preparation tables, cooking, heating, hot holding, refrigeration units, slicers, blenders, food processors and other food or drink appliances or equipment.
- Large equipment must be installed on vehicle
- If storing potentially hazardous foods cold on vehicle during operation, mechanical refrigeration is required.
- Must be smooth, easily cleanable, durable, and non-absorbent
- Multiple clean and sanitized utensils must be stored in the vehicle's cabinet, compartment, or drawer that will protect them from contamination.

Floors

- Floor-mounted equipment must be sealed to ground or up on legs that are at least 6"
- Floors must continuously cove up the walls or equipment 4" with a 3/8" minimum radius coving at the floor/wall juncture.
- Floor material must be durable, easily cleanable, non-absorbent, slip resistant. No residential-grade linoleum.



Walls and Ceiling

- Openable windows screened and self-closing
- Smooth, easily cleanable, heat proof around heat producing equipment, non-absorbent, durable
- Doors to exterior must be self-closing and kept closed
- Must prevent vermin entrance and harborage

Safety Exit

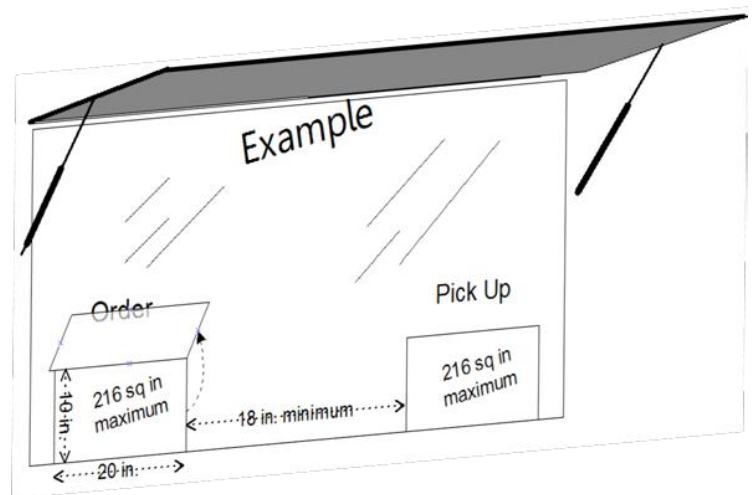
- Safety exit must be at least 2' x 3'.
- Located on the opposite side of the vehicle from the main entrance
- Must be able to be opened without tools or special knowledge.

Service Window(s)

- Openable windows limited to 216 square inches maximum
- Openable windows must be self-closing
- Cannot be any closer together than 18"

Aisle Height and Width

- 74" minimum from floor to ceiling
- 30" minimum walkway and access to equipment



Mechanical Ventilation

- All cooking equipment (griddles, stove burners, fryers, grills, woks, ovens, etc.) must be installed under an exhaust hood equipped with an automatic fire-suppression system
- The hood must extend 6" beyond the cooking surface
- The hood must have grease baffles for equipment that emits grease-laden vapors
- The hood must be constructed so that every interior and exterior surface can be thoroughly cleaned
- Accumulated grease or condensation must not be able to drip back into food or on the work surfaces below
- Grease baffles must be readily removable, cleanable, and replaceable if not able to be cleaned in place.
- Hood must have ALL baffles in place during operation.
- Joints and seams shall be tight
- Gutters, if installed, must have grease collection receptacles
- Ducting shall have tight seams, sufficient clean outs, properly sloped, and cleanable
- Refer to HCD for further requirements and technical questions
- Residential hoods or fans are not acceptable
- Hood fans must be on any time the cooking equipment under the hood is on

Exterior Identification

- Business name must be in letters at least 3" tall
- City, State, ZIP, Name of Permittee must be in letter at least 1" tall
- Lettering must contrast with background
- Lettering must be legible
- Identification must be on both sides of mobile food facility

Refrigeration Units and Electrical Generator

- Must be commercial NSF listed or equivalent
- Mechanical refrigeration units that extracts heat from and regulates refrigerated air blown into an enclosed insulated compartment.
- Glass door refrigerators are generally for prepackaged bottled beverages only and will not be allowed for storage of potentially hazardous foods (meat, fish, poultry, dairy, etc.). Data plate inside unit will usually have a statement printed on it that it is for prepackaged bottled beverages.
- All parts including door seals must be in good condition
- **Cold plates or cold holding via ice or dry ice is NOT allowed for potentially hazardous foods**
- Refrigerator must maintain internal temperature of foods at or below 41°F or below at all times. Any cold plates must be removed from unit before a permit will be issued.
- A properly sized electrical generator must be installed on the mobile food vehicle itself. It may not be placed in the tow vehicle or on the ground. Refrigeration unit must be on, functioning, and holding foods at or below 41°F any time potentially hazardous foods are kept inside, including when it is stocked, traveling, stopped for sales, etc. Therefore, the refrigeration unit must be connected and run from a generator that is mounted and installed on the vehicle.
- Generators mounted on the exterior of the vehicle may not interfere with or obstruct any lighting required by the motor vehicle code or license plates.
- HCD re-insignia is required for any conversion from a cold plate to mechanical refrigeration or installation of an electrical generator.

Food Handling

- All preparation, service, and storage operations of the mobile food facility must take place on the vehicle. No outside tables are allowed except for beverage dispensing at community events.
- No ladling of beverages is allowed outside of the mobile food facility
- Internal temperature of all potentially hazardous foods held hot after cooking or reheating must be maintained at 135°F or above at all times

General Construction

- Adequate counter space provided
- Adequate storage for all food, ingredients, drinks, food packaging, linens, clean utensils, etc. provided (shelves, cabinets, bins, drawers, refrigeration units, steam tables, etc.)
- All storage of food, ingredients, drinks, food packaging, linens, clean utensils, etc. must be 6" above the floor
- Interior surfaces (floor, walls, coving, ceilings) and equipment are smooth, easily cleanable, durable, and non-absorbent
- **No unfinished wooden surfaces**
- All openable windows must be screened with 16x16 mesh per square inch including ceiling windows
- Joints and seams must be tightly fitted and filled smooth with waterproof silicone sealant or equivalent waterproof compound
- Non-portable equipment installed to be an integral part of the primary unit
- Space around pipes, conduits, or hoses that extend through cabinets, floors, or walls shall be sealed.
- Equipment in which spillage is likely to occur shall have a drip tray fitted so that spillage drains into a waste tank
- Potable water hose for filling potable water tank. (white with a blue stripe, specifies "potable water")
- Non-portable equipment that is installed must be spaced apart a minimum of 4" or sealed together for easy cleaning
- Threads, nuts, or rivets must not interfere with cleanability of surfaces otherwise must be sealed or be capped

Safety Requirements

- First-aid kit provided inside vehicle in a convenient area in an enclosed case
- Secure utensil storage to contain them during transport of in case of an accident
- Coffee urns, deep fryers, steam tables, etc., with secure lids to prevent spillage in accident
- Shatterproof light covers
- LPG equipment installed according to applicable fire authority standards and HCD requirements
- A properly charged and maintained minimum 10 BC-rated fire extinguisher must be mounted, and an automatic fire-suppression system installed over cooking equipment
- A labeled (one-inch high letters) *Safety Exit* that is at least 2'x3' opposite the main entrance, that can be opened without tools or special knowledge.
- Heat generating appliances properly insulated to avoid heat related injury.

Non-Food Related Items

- Tires, automotive equipment, automotive tools, shall not be stored inside the food preparation areas or food facility storage areas.
- No pesticides may be stored in vehicle.
- Compressors (except compressors that are an integral part of an NSF mechanical refrigeration unit), auxiliary engines, generators, and similar equipment shall be installed in an area separated from food preparation and food storage and is accessible only from outside the vehicle for proper cleaning

Other Requirements

- Any outdoor condiments for customer self-service must be
 - Non-potentially hazardous (no meat, fish, poultry, dairy, etc.)
 - Prepackaged and labeled at the commissary
 - Commercially packaged and labeled
 - In dispensers with self-closing covers or lids
 - In squeeze bottles or pump dispensers
 - Located on vehicle, no detached tables or carts
- Valid vehicle registration must be provided at inspection appointment
- **Must operate within 200 feet travel distance of an approved toilet facility if stopped to operate for more than one hour**

Food Safety Knowledge

- At least one owner or operator must provide a Certified Food Manager's certification
- All other employees must have the California Food Handler Card within 30 days of hiring date.

HCD Insignia (for occupied vehicles, which are vehicles that you step inside to operate)

- If the MFF is occupied and has 110 volt electrical, plumbing, a gas appliance and equipment, or mechanical generator or compressor, it must have a certification insignia issued by the California Department of Housing and Community Development (HCD).
- Insignia sticker present or a recently signed-off Form 415 from HCD for work completed after original insignia
- The HCD office that services the Monterey County area is:

State of California Department of Housing and Community Development
Division of Codes and Standards
Northern Area Office
9342 Tech Center Drive #550
Sacramento, CA 95826
Phone: (916)255-2501 or (800)952-8356

Operation from Commissary

- Mobile food facilities must operate from a **permitted commissary** and must provide a completed **Commissary Authorization Form** at time of permit fee payment and inspection.
- Must store the vehicle at the commissary (may not park vehicle at your home).

It is the responsibility of the Operator to ensure that operation of the Mobile Food Facility follows additional city, county and/or state ordinances and/or regulations. Check with the appropriate city in which the Mobile Food Facility will operate.

Push Cart Construction Checklist

The Operator of the Mobile Food Cart must adhere to the following requirements:

1. Only steamed/boiled hotdogs, steamed/boiled corn, tamales, and approved prepackaged foods may be sold. The sale of other potentially hazardous foods (chili, cheese, beans, salsa, etc.) is **STRICTLY PROHIBITED!**
2. All food must be held, stored, and served from the cart. Tables are **STRICTLY PROHIBITED!**
3. A refrigeration unit capable of holding food at 41°F or below must be installed on the Mobile Food Cart.
4. The Mobile Food Cart must have a hand washing station with hot water that maintains 100°F during hours of operation.
5. All food and supplies must be from an approved source. No food products or supplies may be stored at your home. **No food can be prepared at your home.**
6. All equipment, cabinets and compartments must be smooth, readily accessible, and easily cleanable.
7. Equipment and utensils must be constructed of non-toxic materials. Wood is not allowed.
8. Food equipment must be cleaned and sanitized regularly.
9. Only food may be sold from the Mobile Food Cart. The sale of cigarettes, toys, and fireworks is **PROHIBITED!**
10. The use of outdoor barbecues, grills or any other outdoor cooking equipment is **STRICTLY PROHIBITED!**

Push Carts (non-occupied vehicles, non-motorized vehicle)			
Yes	No	N/A	NO FOOD PREPARATION
			Identification on both sides of cart. Lettering for Business Name must be 3 inches minimum. City, Zip Code, Name of Permittee must be 1 inch minimum. Lettering must contrast with backgrounds and be legible
			Structure is made of a smooth, easy to clean, durable, and non-absorbent material. <u>No unfinished wood surfaces</u>
			Full menu of food products
			Adequate food storage for all food products
			Power source: provide specification sheet.
Yes	No	N/A	ADDITIONAL REQUIREMENTS FOR FOOD PREPARATION
			Handwashing sink should be at least 9 x 9 x 5 inches in depth, with hand soap and paper towel dispensers mounted on wall with splashguards if sink is installed next to food prep surface
			Hand sink shall have a mixing faucet with hot and cold running water
			Valid food safety certificate for all food handlers
			Fresh water tank storage of 5 gallons minimum
			Adequate hot holding temperature of 135°F and above for potentially hazardous foods
			Hot water heater must be at least 4 gallons. If electric, need to provide a generator. Must generate at least 100°F at hand washing sink faucet.
			Capacity of a wastewater tank is 50% bigger than the freshwater tank(s), at least a minimum 7.5 gallon wastewater tank. <i>(example: 5 gallons + 2.5 gallons = 7.5 gallons)</i>
			Sneeze guards for food products and food prep areas
			Three compartment sink, if applicable. Provide specification sheet.

Occupied Vehicle Construction Checklist

Fully enclosed vehicle; truck/trailer/van (occupied vehicle)			
Yes	No	N/A	NO FOOD PREPARATION
			Identification on both sides of vehicle. Lettering for Business Name must be 3 inches minimum. City, Zip Code, Name of Permittee must be 1 inch minimum. Lettering must contrast with backgrounds and be legible
			Structure is made of a smooth, easy to clean, durable, and non-absorbent material. No unfinished wood surfaces.
			Full menu of food products
			Adequate food storage for all food products
			Power source: provide specification sheet.
			Maximum food service openings of 216 square inches with 16x16 mesh screens. Openable windows must be self-closing and cannot be closer than 18 inches.
			Shelving must be 6 inches above the floor
			Floor mounted equipment must be sealed to ground or up on legs that are at least 6 inches
			Aisle height must be 74 inches minimum from floor to ceiling and 30 inches minimum wide
			Floors, walls, ceilings, shall be made of a smooth, non-absorbent, easy to clean and durable material
			Floors must cove up the walls at least 4 inches and be integral with a 3/8 inch minimum radius coving at the floor/wall juncture
			Safety exit must be at least 2'x 3'. Located on the opposite side of the vehicle from the main entrance. Must be able to be opened without a special tools or knowledge.
Yes	No	N/A	ADDITIONAL REQUIREMENTS FOR LIMITED FOOD PREPARATION
			Valid food safety certificate for all food handlers
			Handwashing sink should be at least 9 x 9 x 5 inches in depth with hand soap and paper towel dispensers mounted on wall with splashguards if sink is installed next to food prep surface
			Fresh water tank storage of 5 gallons minimum
			Adequate hot holding temperature of 135°F and above for potentially hazardous foods
			Hot water heater must be at least 4 gallons. If electric, need to provide a generator. Must generate at least 100°F at hand washing sink faucet.
			Sneeze guards for food products and food prep areas
			Three-compartment sink at least 12 x 12 x 10 inches <u>OR</u> 14 x 10 x 10 inches or bigger for each compartment with two integral drainboards
			Drain board must be the same size as a one compartment sink with a minimum 1/2 inch lip or rim, and sloped at 1/8 inch per foot slope toward sink compartment
			25 gallons of water minimum or larger for 3-compartment sinks (total of 30 gallons minimum for both hand and 3-comp sinks)
			Capacity of a wastewater tank is 50% bigger than the fresh water tank(s)
			Wastewater tank must have an additional capacity of 1/3 the drink ice bin. May be a separate tank.
			Tank(s) must be sloped to the drain to drain completely for cleaning
			Water pumps must provide at least 1 gallon/minute flow to all sinks
Yes	No	N/A	ADDITIONAL REQUIREMENTS FOR FULL FOOD PREPARATION
			All cooking equipment (griddles, stove burners, fryers, grills, woks, ovens, etc.) must be installed under an exhaust hood equipped with an automatic fire-suppression system. The hood must be for commercial use and not a residential hood.
			The hood must extend 6" beyond the cooking surface
			The hood must have grease baffles for equipment that emits grease-laden vapors. Accumulated grease or condensation must not be able to drip back into food or on the work surfaces below
			The hood must be constructed so that every interior and exterior surface can be thoroughly cleaned.
			Grease baffles must be readily removable, cleanable, and replaceable if not able to be cleaned in place. Hood must have ALL baffles in place during operation.
			Refer to HCD for further requirements and technical questions



COMMISSARY AGREEMENT Mobile Food Facility (MFF)

New Renewal

Date Verified: _____ OA initials: _____

This form is to be submitted with proposals for a Vehicle, Trailer, or Cart. Any foods sold or given away to the public must be prepared & stored in an approved facility. Food and food supplies used in a MFF **cannot** be stored or prepared from a private home.

APPLICANT INFORMATION

Type of Facility: VEHICLE CART Other: _____ For vehicles, License Plate #: _____

Name of MFF: _____ Owner Name: _____

Owner Address: _____ City: _____ Zip Code: _____

Email: _____ Phone Number: _____ Mobile: _____

If the use of the commissary is discontinued, I will notify EHB at (831)755-4505 to make necessary changes. I understand the use of an unapproved facility for any of the operations above may lead to the revocation of my permit to operate.

This agreement expires one year from the date signed and must be completed annually.

Print Name: _____ Signature of Applicant: _____ Date: _____

*I, the above mentioned owner/operator, will operate out of the commissary noted below. The vehicle will report the commissary at least once each operating day for cleaning and servicing. I will store the vehicle and equipment at the approved food facility or another EHB approved location, **not at a residence**.*

OUT-OF-COUNTY COMMISSARY INFORMATION

Applicant must enclose a copy of a valid Environmental Health Permit and obtain REHS signature from designated county.

This department approves the above checked requirements are available at the proposed commissary/approved facility.

REHS Name: _____ REHS Signature: _____ Date: _____

Commissary permitted and approved by _____ County. Phone Number: _____

MONTEREY COUNTY OFFICE USE

FA _____ PR _____ SR00 _____ Received by: _____

Date Paid: _____ IN: _____ Check #: _____ Amount Paid: \$ _____

Approved: Yes / No: _____

Comments: _____

_____ EHS Name EHS Signature Date

Salinas Office
1270 Natividad Road
Salinas, CA 93906
831-755-4505

Monterey Office
1200 Aguajito Road, Suite 007
Monterey, CA 93940
831-647-7654

King City Office
200 Broadway Ave, Suite 70
King City, CA 93930
831-386-6899

COMMISSARY INFORMATION

Type of Facility: Commissary Restaurant Rental Kitchen Other: _____

Commissary Name: _____ FA#: _____

Commissary Address: _____

Email: _____ Phone Number: _____ Mobile: _____

This facility will be providing the following services to my food operation (Check all that apply):

YES NO

1. Disposal of garbage and rubbish from vehicle.
2. Disposal of liquid waste from vehicle (wastewater – must dispose into sewer; cooking oil – must dispose in containers). **If No, complete Wastewater Disposal Approval & Authorized Use section.**
3. Supply of potable water for vehicle water holding tank(s).
4. Storage of food and related supplies. Storage area/shelves must be identified for dry products and for refrigerated products with MFF's business name.
5. Supply food products. **If No, provide Business Name and Address of other location:**

6. MFF is purchasing prepared food from commissary. **If Yes, provide commissary owner's food manager's certificate. Name:** _____ **Exp. Date:** _____

7. Use of utensil washing facilities.

8. Supply ice. **If No, provide Business Name and Address of other location:**

9. Use of food preparation facilities. The following foods are prepared at the commissary:

10. Overnight parking. **If No, provide the following information if MFF is stored at another commercial location: Business Name:** _____ **Address:** _____
Name of overnight parking owner: _____ **Phone Number:** _____
Signature: _____ **Date:** _____

I, the commissary owner/operator, can and will provide the necessary facilities, as indicated by the applicant, at my commissary. I acknowledge that I am ultimately responsible for the maintenance and sanitation of this commissary. In addition, I will notify EHB when this agreement is terminated.

Print Name: _____ **Signature of Commissary Owner:** _____ **Date:** _____



MOBILE FOOD FACILITY (MFF) ROUTE/LOCATION SHEET

Operator is **required** to re-submit this form within 30 days of any changes.

Name of MFF: _____

Program Record #: _____ Facility ID #: _____ License Plate #: _____

List your operation schedule in Monterey County in the spaces provided below.

Route(s) or Address(es) of the Location(s) and City	Days of Operation							Start Time	End Time
	M	T	W	TH	F	Sat	Sun		
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
7. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
8. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
9. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
10. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

In addition, my current route information/location of operation is posted on our website:

Website/Social Media: _____

Home #: _____ Mobile #: _____ Alt Mobile #: _____

I understand and agree that if I make any changes to my route or business location, I must notify the Environmental Health Bureau (EHB) within 30 days. I further understand that failure to notify EHB of any changes may result in the suspension or revocation of my Health Permit to Operate as a Mobile Food Facility.

 Owner/Operator/Authorized Agent Signature

 Print Name

 Date

Mobile Food Menu, Page 2 (or attach menu with all ingredients)
(Menú para Unidad Móvil)

Condiments (Check all that apply) Condimentos (Marque todos los que aplican):		
<input type="checkbox"/> Cheese (Please List) Queso (Listar por favor):		
<input type="checkbox"/> Guacamole	<input type="checkbox"/> Ketchup (Catsup)	<input type="checkbox"/> Mayonnaise (Mayonesa)
<input type="checkbox"/> Mustard (Mostaza)	<input type="checkbox"/> Nacho Cheese (Queso para Nachos)	<input type="checkbox"/> Pickles (Pepinillos)
<input type="checkbox"/> Relish (Pepinillo)	<input type="checkbox"/> Salsa	<input type="checkbox"/> Sour Cream (Crema)
Prepackaged Foods (Check all that apply) Alimentos Pre-empaquetados (Marque todos los que aplican):		
<input type="checkbox"/> Candy (Dulces)	<input type="checkbox"/> Chips (Papitas Fritas)	<input type="checkbox"/> Cookies (Galletas)
Other Snacks (Check all that apply) Otros Aperitivos (Marque todos los que aplican):		
<input type="checkbox"/> Churros	<input type="checkbox"/> Ice Cream (Helados)	<input type="checkbox"/> Popcorn (Palomitas)
<input type="checkbox"/> Shaved Ice (Raspados)	<input type="checkbox"/> Soft Serve Ice Cream (Helado Blando)	
Drinks (Check all that apply) Bebidas (Marque todos los que aplican):		
<input type="checkbox"/> Bottled Water (Agua Embotellada)	<input type="checkbox"/> Canned Soda (Soda Enlatada)	<input type="checkbox"/> Champurrado
<input type="checkbox"/> Coffee (Café)	<input type="checkbox"/> Horchata	<input type="checkbox"/> Hot Chocolate (Chocolate Caliente)
<input type="checkbox"/> Tea (Té)		
Produce/Fruit Vehicle (Please list) Vehículo de Produce/Fruta (Listar por favor):		
NOTE: If selling food other than whole produce (i.e. nuts, seasoning, etc.) a commissary form is required.		
NOTA: Si la venta de alimento aparte de producto entero (es decir, nueces, condimentos, etc) se requiere una forma de la Comisaría.		
Other (Please list) Otro (Listar por favor):		

I, the owner/permittee of the Mobile Food Preparation Unit noted above, agree to adhere to the above menu. I will contact the Monterey County Environmental Health Bureau if my menu and/or cooking equipment should change. I understand that if I am found to be operating with non-approved cooking equipment and/or am serving food not approved by this department, my Environmental Health Permit will be revoked and I must stop operating until permission to continue operation by this department is received.

(Yo, el propietario/titular de la Unidad de Preparación de Alimento Móvil notada arriba, acuerdo a adherir al menú notado arriba. Me pondré en contacto con el Condado de Monterey, oficina de Salud Ambiental si mi menú y/o equipo para cocinar cambiara. Entiendo que si me encontrara operando equipo de cocina no aprobado y/o sirviendo alimentos no aprobado por este departamento, mi Permiso de Salud Ambiental será revocado y debo dejar de operar hasta que se reciba de este departamento el permiso para continuar con la operación).

Signature of Mobile Food Unit Owner/Permittee Firma de Propietario/Titular de Unidad de Preparación de Alimento Móvil	Print Name Letra de Molde	Date Fecha
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Mobile Food Facility Final Inspection Checklist

This checklist will help you prepare for your final plan check inspection. Ensure that the items listed below are completed and can be verified during inspection. Remember to contact your inspector or EHB office at least 5-10 business days prior to the anticipated final inspection date to secure your appointment.

✓ Check the following items as you complete them

- APPROVED CONSTRUCTION:** All construction was completed according to the plans approved by the Environmental Health Bureau (EHB).
- OBTAINED NECESSARY APPROVALS:** HCD insignia sticker present or a recently signed-off Form 415 from HCD for work completed after original insignia. Ensure to provide valid DMV Registration for occupied vehicles.
- PLANS AVAILABLE FOR INSPECTION:** An approved set of EHB-stamped plans is available for final inspection.
- EQUIPMENT OPERABLE:** All approved equipment is in place, can be turned on, and operates properly.
- REFRIGERATION/HOT HOLDING EQUIPMENT:** All refrigeration equipment is at 41°F or below and it is equipped with an adequate thermometer. Freezers are operating at freezing temperatures. All hot holding equipment is at 135°F or above.
- HOT & WARM WATER:** Hot water of 120°F is available at 3-compartment sink and warm water from 100°F-108°F is available at hand sink.
- HAND SINKS STOCKED:** All hand sinks are stocked with handwashing soap and paper towels in dispensers.
- WAREWASHING SINK STOCKED:** Warewashing sink is stocked with detergent soap, sanitizer, and a testing method to measure the sanitizer levels.
- EXTERIOR IDENTIFICATION:** Identification signage that is permanently affixed on the customer side of a MFF and on two sides of a motorized MFF.
- CERTIFIED PERSON IN CHARGE (PIC):** PIC has a valid Food Safety Manager Certification. (Food preparation only)
- FOOD SAFETY TRAINING:** All employees have obtained a Food Handler card or completed in-house test within 30 days of hire. At least one employee must obtain Food Manager certificate if any food preparation is involved within 60 days.
- CLEANLINESS:** The facility is clean and free from vermin. All water lines are properly sealed without leaks.
- SAFETY EQUIPMENT:** Fire extinguisher and first aid kit are provided and easily accessible.

Failure to complete the above items may prevent you from obtaining final approval for your project or require rescheduling of the final inspection. For additional questions on how to prepare for your final inspection, please call EHB office at (831) 755-4505.



COUNTY OF MONTEREY HEALTH DEPARTMENT

Elsa Jimenez, Director of Health

Administration
Behavioral Health

Clinic Services
Emergency Medical Services
Environmental Health/Animal Services

Public Health
Public Administrator/Public Guardian

MOBILE FOOD VENDOR ADVISORY AND AGREEMENT

The Monterey County Health Department, Environmental Health Bureau hereby advises you, as a Mobile Food Vendor, that you must obey and abide by all applicable Health Codes, County Laws, Codes and Policies at all times while you operate. Failure to comply with this letter shall subject you to fines, immediate suspension of your health permit and closure of your business. Permits that have been suspended can be reinstated or revoked depending on the outcome of an Administrative Hearing.

California Retail Food Code (Cal Code)

You shall comply with all applicable Health Codes at all times, including operating your business in a safe and sanitary manner, reporting to a commissary daily, disposal of all waste including used cooking oil, wastewater and refuse at appropriate disposal facilities. At no time shall you be allowed to discharge any wastewater onto the ground, onto a street, a parking lot, a vacant lot, etc. You shall not operate at any stationary location for more than one (1) hour total in the unincorporated areas or within cities of Monterey County unless there is approved restroom facilities and a potable water source within 200 feet (as approved by the local Environmental Health Bureau).

Daily Storage of Vehicle

All mobile food vendors shall store their vehicles and food at an approved commissary, at a commercial location or a location approved by the Environmental Health Bureau. No mobile food vehicle can be stored at any residential home or property within any city limit or the unincorporated residences in Monterey County. Commissaries will be verified for their ability to operate as a commissary or to support more than one mobile food vendor.

Prohibited Areas of Operation

You may not operate at any time on county or state right of ways. These sites are either privately or publicly owned by the County of Monterey or the State of California. You may not operate without the possession of a valid business license or vendor's permit. A street vendor permit is required to operate within the Salinas City limits (check for City licensing at each city you plan to operate). All other limits and restrictions outlined in this advisory shall apply at all times.

Private Property and Business Locations

You may not operate on private property and/or including business locations, unless you or the property owner has an approved Use Permit from the City or County Planning & Building Department, contact 831-755-5025, that specifically allows your business to operate. All other limits & restrictions outlined in this advisory shall apply at all times.

By signing this agreement, the permit holder is stating that he/she understands and agrees to abide by this agreement and all the applicable laws to which it refers.

Mobile Food Facility Business Name

FA ID#

Printed Name

Signature of Permit Holder

Date