



COUNTY OF ONSLOW
Onslow County Health Department
Environmental Health Division

MEMORANDUM

To: All Architects, Owners and/or Managers of a Foodservice Establishment

From: Walter Doyle, REHS
Environmental Health Director

Subject: Mobile Food Unit Plan Review Application

The attached Mobile Food Unit Plan Review Application must be submitted along with the plans and specifications for review. Incomplete applications will not be processed. **A \$ 75.00 plan review fee must accompany the returned application.**

The intent of the application is to answer questions that are not provided on the plans regarding the operation of the Mobile Food Unit and to provide the health department with the operational procedures when the Mobile Food Unit begins permitted operation.

Please feel free to copy this application for future use when submitting plans.

Feel free to call me at 910-938-5851 or email Environmental_Health@onslowcountync.gov, if you have any questions and/or comment.

Permit authorizes a Mobile Food Unit to operate in unincorporated areas of Onslow County. Please contact the appropriate municipality and/or land owners for operating permissions.

Please Enclose the Following Documents

- ___ Completed Plan Review Application
- ___ Menu
- ___ Affidavit of Property location to be used (one for each service area)
- ___ Commissary Verification Form
- ___ Set up location schedule (including days/times of operation)
- ___ Floor plan drawn to scale (1/4 inch = 1 foot) of commissary facilities (refrigeration, storage, utensil wash, can wash, etc) used by the Mobile Food
- ___ Floor plan of Mobile Food Unit must be to scale (1/4 inch = 1 foot) and include equipment location, plumbing schematic including location of hot water heater, potable water tank, wastewater holding tank, and sewer vent
- ___ Finish schedule for surfaces such as: body of unit, floors, walls, ceilings, countertops, light shields, etc.
- ___ Manufacturer's specification sheets for all food service equipment (cooking, cooling, hot holding Equipment, water pump, water heater, etc)
- ___ \$75 check made payable to "Onslow County Health Department" for plan review of Mobile Food Unit and commissary facilities

Applicant retains the final two pages titled: General Requirements for Pushcarts and Mobile Food Units and Specific Requirements for Mobile Food Units

PLAN REVIEW APPLICATION FOR MOBILE FOOD UNITS

A Mobile Food Unit is a vehicle mounted food service establishment designed to be readily moved. It has a potable water system under pressure that furnishes hot and cold water for all food preparation, utensil cleaning and hand washing. This system must be activated by a potable water supply pump. The use of gravity does not provide adequate water pressure. A hand washing lavatory with hot and cold water, soap and single service towels must be provided as well as a single compartment sink large enough to submerge, wash and rinse cooking utensils with splash back protection and drain boards. Water heating facilities must also be provided. Mobile Food Units must comply with *NC Rule Governing the Food Protection and Sanitation of Food Establishments 15A NCAC 18A.2600 Section .2670 General Requirements for Pushcarts and Mobile Food Units and .2672 Specific Requirements for Mobile Food Units*. Mobile Food Units must operate in conjunction with a commissary (permitted restaurant).

A plan review with required support documentation is required for Mobile Food Units and their accompanying commissary to ensure compliance with state rules and regulations. Once all required documentation, including the application, Mobile Food Unit and commissary plans, specifications for the unit and all equipment have been reviewed and approved, an operations permit may be issued. Completion of this application indicates that the applicant understands and intends to comply with the provisions of all related sanitation laws, rules, and regulations. It is understood that:

- Any permit issued may be suspended or revoked by the Onslow County Environmental Health for failure to comply with the requirements of the regulations.
- Prior to initiating operation, the operator must notify the Onslow County Environmental Health, in writing of all sites and times of operations the Mobile Food Unit will operate. Notify the Onslow County Environmental Health, in writing, of route changes as they occur.
- The Mobile Food Unit must report to the approved commissary daily for supplies and servicing.
- Supplies for the Mobile Food Unit cannot be stored at a private residence
- No food can be prepared at home or in any other non-permitted kitchen.
- Potentially hazardous foods (those that can grow bacteria) must be held at the proper temperatures. A stem thermometer (registers from 0 to 220 degrees Fahrenheit) is required to measure temperatures.
- Only single-service (throw away plates, forks, etc.) items can be used.
- All equipment must meet ANSI/NSF sanitation standards.

1. Cooking equipment (fryers, grills, etc): _____

2. Cold holding equipment (refrigerators, freezers, etc): _____

3. Hot Holding equipment (steam tables, hot lamps, etc): _____

III. Food Sources - order/purchase frequency:

****Attach additional sheets if necessary****

Food

Source

Order/purchase frequency

Proteins: _____

Eggs/Dairy: _____

Fruits/Vegetables: _____

Dry goods: _____

IV. Commissary Schedule

1. What time of day will you be at the commissary for initial servicing of Mobile Food Unit?

2. What time of the day will you return to the commissary for cleaning, and servicing including disposal of all wastes?

V. Utilities:

1. Power supply: Electrical power is required in order to maintain refrigeration, other equipment, and lights at operational standard at all times. *A separate power source, such as an onboard generator, may be required unless otherwise demonstrated that the designed electrical system can support commercial use and business volume.*

Electrical system wattage _____

If equipped with onboard generator, what size h. p. _____

Fuel source and location of generator on unit _____

2. Water Supply:

Municipal Name: _____

Well

Location and method of filling tank_____

Potable water tank: Size (Length x width x depth) _____

Capacity/gallons_____ Construction Material_____

***Note: A food grade potable water hose that can reach from the commissary water supply to the Mobile Food Unit water inlet connection must be provided.**

Hot water heater manufacturer, model, and number of gallons_____

Note: Attach manufacturer's specification sheet for water pump and hot water heater

3. Wastewater Disposal:

Municipal Name:_____ Septic

Waste water holding tank: Size (Length x width x depth) _____

Capacity/gallons_____ Construction Material_____

Location and method of wastewater disposal? _____

Type of sewer vents on unit: _____ Vents to exterior _____ Vents to interior by an air admittance valve

Note: Sewage storage tank must be at least 15 percent larger capacity than the water supply tank.

STATEMENT: I hereby certify that the information provided within this application is accurate and I fully understand that any deviation from this application without prior written permission from Onslow County Environmental Health will prevent issuance of an operational permit for the Mobile Food Unit. I understand that this application will be returned to me if incomplete and will delay processing. I also understand that multiple inspections of the Mobile Food Unit and commissary may be required and that if the Mobile Food Unit and/or commissary are not in compliance with the *NC Rules Governing the Food Protection and Sanitation of Food Establishments 15A NCAC 18A.2600*, an operational permit will not be issued. Approval of these plans and specifications by Onslow County Environmental Health does not indicate compliance with any other federal, state, or local code, law, or regulation that may be required; and does not cover any aspects of construction regulated by other jurisdictions.

In the event the agreement for the commissary usage is terminated, the Mobile Food Unit must immediately cease operations. The Mobile Food Unit may resume operations only after another commissary, approved by Onslow County Environmental Health, has been located and another Commissary Verification Form and Affidavit of Property use has been submitted to Onslow County Environmental Health.

Print Name: _____
(Mobile Food Unit Owner or Responsible Representative)

Date: _____

Signature: _____
(Mobile Food Unit Owner or Responsible Representative)

AFFIDAVIT OF PROPERTY USE

A Mobile Food Unit owner must have consent to operate the mobile food on location property.

Name of Mobile Food Unit: _____

Operator of Mobile Food Unit: _____

Operator's mailing address: _____

Operator's cell phone number: _____ Email address: _____

Set up locations for Mobile Food Unit

Statement of property owner:

By signing on the line(s) below, I hereby state that I am the owner of the property and I have authorized the above mentioned mobile food to set up, use my property, and have access to a restroom facility on the premises.

Name of service location/ Address:	Operational Days/Times:
Owner's Name:	
Owner's Signature:	
Date Signed:	

Name of service location/ Address:	Operational Days/Times:
Owner's Name:	
Owner's Signature:	
Date Signed:	

Name of service location/ Address:	Operational Days/Times:
Owner's Name:	
Owner's Signature:	
Date Signed:	

Name of service location/ Address:	Operational Days/Times:
Owner's Name:	
Owner's Signature:	
Date Signed:	

****Use additional sheets if necessary****

COMMISSARY VERIFICATION FORM

To be completed by the Mobile Food Unit operator:

Check one:

- New Commissary Application Change of Commissary

Mobile Food Unit Name: _____

Owner/Operator Name: _____ Phone Number: _____

Mailing Address: _____

To be completed by commissary permittee /owner:

Name of Restaurant Serving as Commissary: _____

Name of Commissary Owner / Permittee (Print): _____

Commissary Address: _____

Commissary Phone Number: _____ Commissary Permittee/Owner Phone Number: _____

Email: _____

As the permittee or operator of the restaurant facility noted above, I agree to serve as a commissary for the Mobile Food Unit named above. I understand that as a commissary for the Mobile Food Unit, I must allow the Mobile Food Unit to return for servicing on a daily basis for supplies, cleaning, and servicing, including replenishing on-board water supply and disposal of all solid and liquid wastes. I understand that supplies for the Mobile Food Unit cannot be stored at a private residence; therefore, I agree to allow all supplies for the Mobile Food Unit to be stored on my premises. **This agreement shall remain in effect as long as I am the permittee or owner of the restaurant, unless rescinded by notifying the Mobile Food Unit operator and Onslow County Environmental Health, in writing.**

I, the commissary owner/permittee, can and will provide the necessary facilities for the above mentioned Mobile Food Unit at my permitted facility as checked below:

****Note**** *Items in bold and underlined must be checked*

- Food preparation** **Refrigerated/freezer storage**
 Dry food storage **Utensil wash**

Sewage disposal facilities

Toilet/handwashing facilities

Potable water supply

Supply storage

Commissary permittee/owner print/sign

Date

Note: In the event the agreement for the commissary usage is terminated, the Mobile Food Unit must immediately cease operations. The Mobile Food Unit may resume operations only after another commissary, approved by Onslow County Environmental Health, has been located and another Commissary Verification Form and Affidavit of Property use has been submitted to Onslow County Environmental Health.

15A NCAC 18A .2670 GENERAL REQUIREMENTS FOR PUSHCARTS AND MOBILE FOOD UNITS

- (a) A permit shall be issued by the regulatory authority that inspects the commissary from which a pushcart or Mobile Food Unit is to operate, if the regulatory authority determines that the pushcart or Mobile Food Unit complies with the rules of this Section. The permit shall be maintained on the pushcart or Mobile Food Unit and made available to the regulatory authority upon request.
- (b) The regulatory authority that issues the permit shall be provided by the permit holder a list of counties and locations where each pushcart or Mobile Food Unit will operate.
- (c) Prior to initiating food service operations in a particular county, the pushcart or Mobile Food Unit permit holder shall provide the regulatory authority in each county in which food service operations are proposed a list of locations where they will operate. Such lists must be kept current.
- (d) Pushcarts or Mobile Food Units shall operate in conjunction with a permitted commissary and shall report at least daily to the commissary for supplies, cleaning, and servicing. Facilities, in compliance with this Section, shall be provided at the commissary for storage of all supplies. The pushcart shall also be stored in an area that protects it from dirt, debris, vermin, and other contamination. Water faucets used to supply water for pushcarts or mobile food units shall be protected to prevent contact with chemicals, splash, and other sources of contamination. Solid waste storage and liquid waste disposal facilities must also be provided on the commissary premises.
- (e) All food shall be obtained from sources that comply with Chapter 3 of the Food Code as amended by Rule .2653 of this Section.
- (f) All potentially hazardous food (time/temperature control for safety food) shall be maintained at temperatures as required in Chapter 3 of the Food Code as amended by Rule .2653. A metal stem-type thermometer accurate to 1°C (2°F) shall be available to check food temperatures.
- (g) Single service articles shall be used for serving customers. Single-service articles shall be purchased in sanitary containers, shall be stored therein in a clean, dry place until used, and shall be handled in a manner to prevent contamination.

- (h) All garbage and other solid waste shall be stored and disposed in an approved manner.
- (i) Employees shall wear effective hair restraints, clean outer clothing, and maintain good hygienic practices as specified in Part 2-4 of the Food Code as amended by Rule .2652 of this Section.
- (j) Employees shall comply with the requirements in Subpart 2-201 of the Food Code as amended by Rule 2652 of this Section.
- (k) Equipment and utensils shall meet the requirements in Parts 4-1 and 4-2 of the Food Code as amended by Rule .2654 of this Section.
- (l) The pushcart or Mobile Food Unit shall be kept clean and free of flies, roaches, rodents, and other vermin.

15A NCAC 18A .2672 SPECIFIC REQUIREMENTS FOR MOBILE FOOD UNITS

- (a) A Mobile Food Unit shall be constructed and arranged so that food, drink, utensils, and equipment will not be exposed to insects, dust, and other contamination. Protection against flies and other insects shall be provided by screening or by effective use of fans. Where food or griddles are exposed to the public or to dust or insects, they shall be protected by glass, or otherwise, on the front, top, and ends, and exposed only as much as may be necessary to permit the handling and serving of food.
- (b) A Mobile Food Unit shall have a potable water system under pressure. The system shall furnish hot and cold water for all food preparation, utensil cleaning, and handwashing. The water inlet shall be located so that it will not be contaminated by waste discharge, road dust, oil, or grease and it shall be kept capped unless being filled.
- (c) Water heating facilities shall be provided.
- (d) A handwashing sink with hot and cold water, combination supply faucet, soap, and single-service towels shall be provided.
- (e) At least a one-compartment sink shall be provided. The sink shall be of sufficient size to submerge, wash, rinse, and sanitize utensils and shall have splashback protection. Drainboards shall be provided as specified in Section 4-301.13 of the Food Code as amended by Rule .2654 to accommodate the drying of washed utensils. However, in cases where no food is prepared on the Mobile Food Unit and all utensils are effectively cleaned at the commissary, the equipment sink is not required.

(f) Sewage disposal must be provided either by means of an approved sewage disposal system or approved sewage storage tanks. Sewage storage tanks must be maintained in a manner so as not to create a health hazard or nuisance and to prevent contamination of food or water supply. Toilets are not required on the unit. Liquid waste that results from the operation of a Mobile Food Unit shall be disposed in an approved sewage disposal system or stored in a permanently installed sewage storage tank that is of at least 15 percent larger capacity than the water supply tank. Liquid waste shall not be discharged from the sewage storage tank when the Mobile Food Unit is in motion. All connections on the vehicle for servicing Mobile Food Unit waste disposal facilities shall be of a different size or type than those used for supplying potable water to the Mobile Food Unit. The waste connection shall be located lower than the water inlet connection to preclude contamination of the potable water system.

(g) A servicing area shall be established at a commissary for the Mobile Food Unit. Potable water servicing equipment shall be installed, stored, and handled to protect the water and equipment from contamination. The Mobile Food Unit's sewage storage tank shall be flushed and drained during servicing operation. All sewage shall be discharged to an approved sewage disposal system in accordance with 15A NCAC 18A .1900 or 15A NCAC 02H .0200.