Mobile Food Facility Construction Guide



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Examples:

Prepackaged Carts: carts selling prepackaged ice cream and chips. These types of carts are limited to selling prepackaged foods only.



Unpackaged Carts: carts selling churros, pretzels, popcorn, shaved ice, hot dogs and coffee/cappuccino. These carts can serve unpackaged food with limited food preparation.



Trucks/Trailers: catering trucks, lunch trucks, hot trucks, chef trucks or any **fully enclosed** vehicle used for numerous food preparation activities. All food preparation, cooking and storage must occur inside the vehicle or at an approved commissary.

What are the Steps for Obtaining an Environmental Health Permit?

1. Decide on a TYPE OF MFF (Mobile Food Facility).
2. Contact the local ZONING/PLANNING DEPARTMENT for permit or business license.
3. Contact CA Housing and Community Development (HCD) for Occupied MFF (see page 9).
4. Submit PLANS and pay the appropriate plan check fees.
5. After the plans are approved, CONSTRUCT the MFF.
6. Obtain a COMMISSARY AGREEMENT from an approved commissary.
7. Complete all PAPERWORK and pay annual Environmental Health PERMIT FEES.
8. Call for an INSPECTION APPOINTMENT after the MFF is constructed.

Links to Environmental Health Resources

Food - Imperial County Public Health Department

Environmental Health Forms - Imperial County Public Health Department

Unpackaged Compact Mobile Food Operation Guide

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Definitions

1. **Assembly**: a collection of parts brought together.

2. **Auxiliary Conveyance (AC):** a means of transport for the warewashing and/or handwashing sinks used in conjunction with the unenclosed mobile food facility (MFF).

3. **Commissary:** a food facility that services MFFs, Mobile Support Units (MSUs), or vending machines where any of the following occur:
   a. Food, containers, or supplies are stored.
   b. Food is prepared or prepackaged for sale or service at other locations.
   c. Utensils are cleaned.
   d. Liquid and solid waste are disposed of, or potable water is obtained.
   e. Permitted Mobile Food Facilities are stored during hours of non-operation

4. **Compact Mobile Food Operation (CMFO)** means a mobile food facility that operates from an individual or from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance.

5. **Food compartment:** a physical barrier to protect food from the outside environment that completely encloses and protects unpackaged food, food-contact surfaces and the handling of open food, including, but not limited to, an air pot, blender, bulk dispensing system, covered chafing dish, and covered ice bin. Another example would be a Plexiglas box with tight-fitting doors, which effectively protects food from contamination, facilitates safe food handling and minimizes exposure to the environment by completely enclosing and protecting unpackaged food, food-contact surfaces and the handling of open food.

6. **Limited food preparation:** food preparation that is restricted to one or more of the following:

   a. Heating, frying, baking, roasting, popping, shaving of ice, blending, steaming or boiling of hot dogs, or assembly of unpackaged food.

   b. Dispensing and portioning of non-potentially hazardous food or food or dispensing and portioning for immediate service to a customer of food that has been temperature controlled until immediately prior to portioning, and dispensing.

   c. Holding, portioning, and dispensing of any foods that are prepared for satellite food service by the onsite permanent food facility or prepackaged by another approved source.

   d. Holding, portioning, and dispensing of any foods that are prepared by a catering operation.

   e. Slicing and chopping of food non-potentially hazardous food or produce that has been washed at an approved facility or slicing and chopping on a heated cooking surface during the cooking process.

   f. Cooking and seasoning to order.

   g. Juicing or preparing beverages that are for immediate service, in response to an individual consumer order, that do not contain frozen milk products.

   h. Hot and cold holding of food that was prepared at an approved permanent food facility.

i. Reheating food that was previously prepared at an approved permanent food facility and held at proper hot and cold temperatures.

Limited food preparation does not include any of the following:

a. Slicing and chopping potentially hazardous food other than produce unless it is on the heated cooking surface.
b. Thawing.
c. Cooling of cooked, potentially hazardous food.
d. Grinding raw ingredients or potentially hazardous food.
e. Washing food.
f. Cooking of potentially hazardous foods for later use.
g. Handling, manufacturing, freezing, processing or packaging milk, milk products requiring a California Food and Agricultural Code license.

7. **Menu change**: a modification of a food facility's menu that would require a change in the food facility's food preparation methods, storage, equipment, or storage capacity previously approved by Environmental Health. These changes may include, but are not limited to, the addition of potentially hazardous foods to a menu, installation of new food preparation or storage equipment, or increasing storage capacity.

8. **Mobile Food Facility (MFF):** any vehicle used in conjunction with a commissary or other permanent food facility upon which food is sold or distributed at retail. Mobile food facility does not include a "transporter" used to transport packaged food from a food facility or other approved source to the consumer, a unit on a skid or any other unit, which is not easily moveable.



Prepackaged Carts/CMFO: carts selling prepackaged ice cream and chips. These types of carts are limited to selling prepackaged foods only.



Unpackaged Carts/CMFO: carts selling churros, pretzels, popcorn, shaved ice, hot dogs and coffee/cappuccino. These carts serve unpackaged food with limited food preparation.



Trucks/Trailers: catering trucks, lunch trucks, hot trucks, chef trucks or any **fully enclosed** vehicle used for food preparation activities. All food preparation, cooking and storage must occur inside the vehicle or at an approved commissary.

9. **Mobile Support Unit (MSU):** a vehicle, used in conjunction with a commissary or other permanent food facility, that travels to and services MFFs as needed to replenish supplies, including food and potable water, clean the interior of the unit, or dispose of liquid or solid wastes.

10. **Single Operating Site Mobile Food Facility (SOS)** means at least one, but not more than four,

unenclosed mobile food facilities, and their auxiliary units, that operate adjacent to each other at a single location (restricted to produce, prepackaged food, and limited food preparation).

11. **Satellite food service** means a remotely located food service operation that is conducted on the same property as, in reasonable proximity to, and in conjunction with and by, a fully enclosed permanent food facility. Satellite Food service located within a fully enclosed permanent food facility shall be temporary by nature.

Introduction

This construction guide is for any person wanting to construct, remodel or permit a **mobile food facility (MFF)**. This guide provides an overview of how to get a MFF health permit, which includes the plan check and permitting process, operational procedures and an outline of the structural details that the **California Retail Food Code (CRFC)** requires. CRFC is also known as **Cal Code**. Chapter 10, starting with section 114294, provides the specific requirements which apply to MFFs/MSUs. Chapters 1 to 8, inclusive and Chapter 13 also apply unless specifically exempted.

MFF and MSU Permitting Process Overview

Health Permit: A health permit is required (CRFC section 114381) prior to food operation. A MFF or MSU plan review and approval by this agency, if required, must be completed for each vehicle before a MFF or MSU permit is issued to ensure that the current health requirements are met.

If the MFF can be 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 CA Department of Housing and Community Development (HCD) located at: 3737 Main St. Ste. 400, Riverside, CA 92501 Phone: 1-800-952-8356 (option 2, then option 4).

To obtain an operating permit, an MFF or MSU is required to be built according to the approved plans, (if plans were submitted); pass inspection, obtain a commissary (if needed) and pay permit fees.

Which Food Vehicles Must Submit Plans: MFF plans must be submitted for the vehicle types mentioned below when any of the following situations apply:

(1) Facilities that have never been permitted in California.
(2) Remodeling
(3) A change in the menu, equipment or operation.
Note: In the event of a change in menu, plans may or may not be required, please contact our office to discuss the proposed menu change. It may also be necessary to provide plans if the MFF health permit has lapsed or expired.

Food Vehicle Types:

(1) MFFs (i.e., trucks, trailers, carts/CMFOs)

(2) MSUs

(3) Single Operating Site (SOS) MFFs

(4) MFFs that use an auxiliary sink conveyance (as allowed in CRFC section 114314)

Food vehicles/MFFs (i.e., trucks, trailers, carts) which serve only non-perishable prepackaged food may not require a plan review. Contact our office for more information.

Plan Check Process Overview

Plan Submittal: Before beginning any construction or remodeling submit two (2) copies of detailed plans/blueprints and specifications to the Environmental Health office (see below for plan specifics). An architect, draftsperson, contractor, or owner may prepare the plans. All plans must be drawn in a professional manner and include all applicable requirements of this construction guide.

Initial Plan Review: Plans that are submitted will be reviewed and approved as submitted or rejected in 20 working days. Rejected plans will be issued a correction report. In order for plans to be approved, they must include all the information regarding structural requirements that are listed in this guide. The plans must be drawn to scale (e.g., 1" = 1'), using non-erasable ink or print (no pencil). Plans shall include:

1. Complete menu.
2. Finish schedule with detailed information on the materials for food contact surfaces, counter tops, food compartments, walls, ceilings, floors and base coves.
3. Top view of the MFF or MSU. Include equipment layouts.
4. All four (4) interior sides and exterior side views of the MFF or MSU. Include equipment elevation layout.
5. A complete plumbing diagram including:
    a. Potable water tanks (indicate volume and dimensions, length x width x depth) make and model. Include the access port for inspection and cleaning.
    b. Potable water inlets (indicate type/fitting).
    c. Overflow lines.
    d. Wastewater tanks (indicate volume and dimensions, length x width x depth).
    e. Waste tank drain valves and backflow prevention devices.
    f. Water heater (indicate type and size in gallons) make and model.
    g. Water pumps(s) make and model(s).
    h. Hand wash sinks (length x width x depth indicated).
    i. Utensil wash sink with two metal integral drainboards (indicate length x width x depth). Provide make and model.
    j. Ice bins (indicate volume and dimensions – length x width x depth).
    k. Include waste tank (volume and dimensions – length x width x depth) for the ice melt.
6. Complete equipment specifications, including make and model and elevation views. Indicate sanitation certification or classification by an American National Standards Institute (ANSI) accredited certification program.
7. Food compartment(s) and doors in their open position.
8. Gas and electrical lines and electrical outlets.
9. All other component details (such as utensils, insulation, counters, shelving, storage areas, food preparation areas, etc.).
10. Mechanical exhaust ventilation plans for units with cooking equipment.
11. Type, size and location of fire extinguisher for units with heating or cooking equipment.
12. Power source (include specifications).

13. Approval insignia by the **California Department of Housing and Community Development (HCD)** for an occupied vehicle with power, gas or electrical.
14. Size and location of any pass-through windows.
15. Identification signage on one side for a non-motorized and two sides for a motorized MFF or MSU.
16. A commissary agreement letter shall be submitted prior to issuance of a permit.
17. Unenclosed MFFs or CMFOs handling open food shall develop and follow approved written operational procedures for food handling and the cleaning and sanitizing of food-contact surfaces and utensils. An approved copy shall be kept on the MFF during operation.
18. Written operational procedures for:
    a. Unenclosed MFF handling open food – detail the food handling, the cleaning and sanitizing of food contact surfaces and utensils.
    b. Water tanks without accessible inspection ports – details of the procedure to clean and sanitize the potable water tank.
    c. A remodel or a change in menu, equipment or operations from the original approval.

Approval or Denial: If the plans do not contain all the information or do not meet the requirements, the plans may have to be revised before approval is granted. Once your plans meet all the requirements, they will be stamped as approved. You will be given back one set of the originals that you submitted. **It is only after you receive the approval of your plans that you can begin construction**.

Modification of Plans: Any changes to plans after approval must be reviewed and re-approved by this Agency prior to being implemented.

Final Inspection: Upon completion of 100% of the construction, including all finishing work, call our office to schedule a construction inspection. Before the inspection, the client will need to fill out an MFF health permit application, pay annual permit fees, and provide proof of the **HCD** certification. You will also need to apply and pay for a commissary permit.

Issuance of Permit: Once your food vehicle has passed the inspection, you will be issued a Health Permit. The permit holder is responsible for obtaining approvals from local jurisdictions (i.e., city planning and business licenses) prior to operation.

A. IMPORTANT OPERATIONAL INFORMATION

A1. COMMISSARY/MSU REQUIREMENTS

MFFs MUST OPERATE FROM AN APPROVED COMMISSARY OR IN CONJUNCTION WITH AN MSU, WHICH OPERATES FROM AN APPROVED COMMISSARY.

I. Unless serviced by an MSU or operating at a community event (where potable water and liquid waste disposal facilities are available for MFFs requiring potable water), MFFs shall report to the commissary or other approved facility **daily.** MFFs shall be cleaned and serviced at least once daily during an operating day. Note: An MSU may be used with an MFF conducting limited food preparation. MFFs operating at Imperial Sand Dunes may be in one place no more than 5 days.

II. MFFs shall be stored at or within a commissary or other location approved by the enforcement agency.

III. MSUs shall be operated from and stored at a designated commissary and shall be subject to permitting and plan review. MSUs shall report to a commissary or other approved food facility for cleaning, servicing, and storage at least daily. Note: A private residence is not an approved food facility and therefore cannot be used as a commissary or for food operations such as food preparation, food storage or MFF and/or MSU storage.

IV. Commissary Exceptions: Prepackaged food items such as chips, ice cream, or canned sodas if the items are stored on the vehicle only. No private living units may be used to store food, utensils or equipment.

A2. FOOD SAFETY CERTIFICATION / FOOD HANDLER CARD

MFFs that prepare, handle, or serve unpackaged potentially hazardous food shall have an owner or employee who has successfully passed an approved and accredited Food Safety Certification exam. No person can act as the certified person for more than one food facility; other employees shall obtain food handler cards.

A3. HOUSING AND COMMUNITY DEVELOPMENT (HCD) CERTIFICATION

If the Occupied MFF has 110-volt electrical, plumbing, a gas appliance/equipment, or a mechanical generator or compressor, it must have a certification insignia issued by the **California Department of Housing and Community Development (HCD)**. Proof of HCD certification is required before inspection and permitting. **HCD** may be contacted at **1-800-952-8356 (option 2, then option 4)**.

B. STRUCTURAL REQUIREMENTS – ALL

B1. GENERAL REQUIREMENTS

I. The business name or name of the operator, city, state, ZIP Code, and name of the permit holder, if different from the name of the food facility, shall be legible, clearly visible to consumers, and permanently affixed on the consumer side of the mobile food facility and on a mobile support unit. Motorized mobile food facilities and mobile support units shall have the required identification on two sides.

The business name shall be in letters at least 3 inches high. Letters and numbers for the city, state, ZIP Code, and permit holder name, if different from the business name, shall not be less than one inch high. The color of each letter and number shall contrast with its background.

II. Equipment, including, but not limited to cooking equipment, the interior of cabinets, and compartments, shall be designed and made of materials that result in smooth, readily accessible, and easily cleanable surfaces. Unfinished wooden surfaces are prohibited. All equipment, food and supplies are to be located on the MFF. Non-portable equipment (more than 80 pounds) shall be an integral part of the MFF. Handwashing sinks and warewashing sinks for unenclosed mobile food facilities shall be an integral part of the primary unit or on an approved auxiliary conveyance that is used in conjunction with the mobile food facility.

III. Construction joints shall be tightly fitted and sealed with no gaps or voids. Silicone sealant or equivalent waterproof compounds are acceptable, if the gap is smaller than one-quarter inch and applied smoothly to prevent the entrance of liquid waste or vermin. All sealant, solder and weld joints located in the food contact areas shall be smooth and approved for food contact surfaces. Spaces around pipes, conduits or hoses that extend through cabinets, floors or outer walls shall be sealed to be smooth and easily cleanable.

IV. All food-related and utensil-related equipment and plumbing, including pumps, accumulators and filters shall be certified or classified for sanitation by an American National Standards Institute (ANSI) accredited certification program. In the absence of applicable ANSI certified sanitation standard, the equipment design, construction and installation are subject to approval by the jurisdiction.

V. Plumbing fixtures, pumps and filters shall be installed according to the manufacturer's specifications.

B2. EQUIPMENT INSTALLATION

I. For ease of cleaning, equipment shall be spaced apart or sealed together. There shall be a minimum of four inches of unobstructed space beneath counter-mounted equipment or between the sides of adjacent equipment.

II. Threads, nuts, or rivets shall not be exposed where they interfere with cleaning. Threads, nuts, or rivets that interfere with cleaning shall be sealed or capped.

III. All floor-mounted equipment shall be sealed to the floor, or it shall be raised at least six inches off the floor by means of an easily cleanable leg and foot. (This does not apply to portable equipment or machinery.)

IV. Electrical appliances shall meet applicable Underwriter's Laboratory standards.

V. Gas fired appliances shall meet applicable ANSI standards.

B3. LIGHTING AND POWER SUPPLY

I. Light bulbs and tubes shall be covered and completely enclosed in plastic safety shields or the equivalent and installed so as not to constitute a hazard to employees or food (such as no exposed wires).

II. Adequate electrical power shall be provided to power all appliances and accessories.

III. Generators must be mounted to the mobile food facility away from food preparation or storage compartments.

B4. POTABLE WATER TANKS AND PLUMBING

I. Water tanks and plumbing shall be constructed of food grade material as approved by an ANSI accredited testing organization for potable water. Materials used in the construction of water tank systems shall be safe, durable, corrosion-resistant, non-absorbent, and finished to have a smooth, easily cleanable surface. The water system is to be designed and constructed so as not to contaminate the water supply, food, utensils or equipment.

II. Water tank interiors shall be smooth, free of recesses and crevices, and capable of draining completely.

III. Tanks shall be adequately vented so that water will easily flow. Water tank vents shall terminate in a downward direction and shall be covered with 16-mesh per square inch screen or equivalent when the vent is in a protected area or a protective filter when the vent is in an area not protected from windblown dirt and debris.

IV. Water tanks need to be adequate in size to provide sufficient potable water for food preparation, handwashing and warewashing. Minimum potable water tank capacities include:

	Handwashing Sink	**Warewashing Sink**	**Total Tank Capacity**
MFFs with:	Potable Water Tank Capacity (gallons)*	Potable Water Tank Capacity (gallons)*	Potable Water Tank Capacity (gallons)*
No food preparation	N/A	N/A	N/A
Limited Food Preparation	5	15**	20**
Full food preparation	5	25	30

*Water tank capacities are minimum and may be satisfied with one or more potable water tanks.

**When a warewashing sink is required.

V. Potable water inlets shall be easily accessible, protected from contamination and designed to preclude attachment to a non-potable service connection, e.g., quick disconnect. A "V" fitting type thread on a water inlet or outlet is not allowed unless a hose is permanently attached.

VI. When not in use, hose inlet and outlet openings must be protected (such as a cap and keeper chain, quick disconnect, or closed cabinet).

VII. Overflow pipe openings shall be protected from the entrance of dust, insects and other contamination.

VIII. If potable water tanks are removable, they can be no larger than 10 gallons (80lbs). If the tanks are removable, they should be labeled 'potable' or 'waste.'

IX. Connections to the potable and waste tanks shall be of a different type or size to eliminate contamination of the potable water supply (including backflow prevention). Waste and potable hose connections shall not be interchangeable.

X. Liquid waste hoses shall not be the same color as the hoses used for potable water.

XI. Potable water tanks shall have an access port for inspection and cleaning. The access port shall be in the top of the tank and flanged upward at least ½ inch, equipped with a port cover assembly that is provided with a gasket and a device for securing the cover in place and flanged to overlap the opening, and sloped to drain. Tanks that are not accessible for inspection may comply with this requirement by submitting written operational procedures for the cleaning and sanitizing of the potable water tanks. These operational procedures shall be reviewed and approved by this agency prior to implementation and an approved copy of the procedures shall be kept on the MFF during hours of operation. Mobile_Food_Facilities_Operational_Procedures 9.2026.docx

B5. WASTEWATER TANKS

I. All waste lines shall be connected to wastewater tanks with watertight seals.

II. Any potable or wastewater tank mounted within an MFF or MSU shall have an air vent overflow installed that will prevent flooding of the interior of the facility.

III. A water tank vent shall terminate in a downward direction and shall be covered with (1) a 16-mesh per square inch screen or equivalent when the vent is in a protected area or (2) a protective filter when the vent is in an area that is not protected from windblown dirt and debris.

IV. Wastewater tank capacities shall be adequate to match the level of food handling activity. Minimum wastewater tank capacities include:

(1) 150% or (or 1½ times) the potable water supply tanks

(2) Add 15% of the potable water tank capacity used to prepare food or beverages

(3) In addition, add 33% of the total ice bin volume

(4) Additional wastewater capacity may be required where wastewater production is likely to exceed the tank capacity.

V. Wastewater tanks may be removable (portable), but no greater in size than 10 gallons (80lbs) to be considered suitably portable. If tanks are removable, they should be labeled 'potable' or 'waste.'

VI. Wastewater tanks shall have a discharge valve located to facilitate complete draining of the tank. Wastewater tanks shall have a shut-off valve.

VII. Liquid waste lines shall not be the same color as hoses for potable water.

B6.HANDWASHING SINK

I. Handwashing sink requirements:

A handwashing sink (separate from the utensil-washing sink) is required if an MFF sells unpackaged food. MFFs limited to handling only prepackaged foods, whole produce, or the bulk dispensing of non-potentially hazardous beverages, do not require a handwashing sink. MFFs handling unpackaged whole fish and aquatic invertebrates do require a handwashing sink.

II. Handwashing sink structural requirements:

a. The handwashing sink shall be a minimum size of 9 inches wide, 9 inches long and 5 inches deep.

b. The handsink is to be unobstructed and easily accessible.

c. A minimum water heater capacity of ½ gallon, or a tankless water heater, shall be provided for MFFs that only use the water for handwashing and no warewashing. The water heater must operate independently of the vehicle engine.

d. Dispensers for hand soap and sanitary single-towels or a heated-air hand drying device, shall be at, or adjacent to handwashing facilities.

B7. WAREWASHING SINKS

I. Warewashing sink requirements:

a. MFFs where unpackaged food is cooked, blended, or otherwise prepared shall provide an approved warewashing sink with at least three compartments with two integral metal drainboards. Sections b and c specify the exemptions to this requirement.

b. MFFs that are not required to provide a warewashing sink include those that only handle steamed or boiled hot dogs, tamales in the original, inedible wrapper, handle only non-potentially hazardous foods that require no preparation other than heating, baking, popping, portioning, bulk dispensing, assembly, or shaving of ice. These MFFs shall wash and sanitize all utensils and equipment daily at the approved commissary or other approved food facility and provide and maintain an adequate supply of spare preparation and serving utensils in the MFF as needed to replace those that become soiled or contaminated (114313b).

c. Unenclosed MFFs limited to the preparation of beverages (including potentially hazardous beverages), for immediate service in response to an individual customer order, such as coffee carts, shall provide one of the following (114313c):
    1) An approved three-compartment sink.
    2) An approved two-compartment sink (must meet specific operational requirements of batch washing as detailed in section 114099.3e of the CRFC).
    3) An approved one-compartment sink with at least one integral drainboard, and an approved three-compartment sink in reasonable proximity to the MFF that is readily accessible at all times, and an adequate supply of spare preparation and serving

utensils to replace those that become soiled. This warewashing sink does not replace the need for a handwashing sink.

II. Warewashing sink structural requirement

a. An unobstructed and easily accessible warewashing sink (with at least two integral metal drainboards) must be on the MFF, or for unenclosed MFFs (i.e. carts), on the primary unit or on an auxiliary sink conveyance next to the unenclosed MFF (i.e. cart).

b. The dimensions of each sink compartment shall be large enough to accommodate the cleaning of the largest utensil and be either of the following: at least 12 inches wide, 12 inches long, and 10 inches deep; or at least 10 inches wide, 14 inches long, and 10 inches deep.

c. Each drainboard shall be at least the size of one of the sink compartments. The drainboards shall be installed with at least one-eighth inch per foot slope toward the sink compartment and fabricated with a minimum of one-half inch lip or rim to prevent the draining liquid from spilling onto the floor.

d. The sink shall be equipped with a mixing faucet and shall be provided with a swivel spigot capable of servicing all sink compartments.

e. A water heater or an instantaneous heater capable of heating water to a minimum of 120° F interconnected with a potable water supply shall be provided and be able to operate independently of the vehicle engine. Cold running water shall also be supplied.

f. A water heater with a minimum capacity of four gallons shall be provided for MFFs conducting food preparation. (Exception: MFFs equipped with a 3-gallon water heater prior to January 1, 2014.) For MFF'S that only utilize the water for handwashing purposes, a minimum one-half gallon-capacity water heater shall be provided.

g. The warewashing sink for an unenclosed MFF shall be protected from bird and insect droppings, dust, precipitation, and other contaminants, and kept clean. At a minimum, unenclosed MFFs shall be equipped with approved overhead protection. This overhead protection shall be made of wood, canvas, or other materials that protect the sinks from bird and insect droppings, dust, precipitation, and other contamination. Additional structural requirements may be necessary to ensure these requirements are adequately met. Factors for consideration include location and local environmental conditions.

h. The handwashing sink shall be separated from the warewashing sink by a metal splashguard with a height of at least six inches that extends from the back edge of the drainboard to the front edge of the drainboard. The corners of the barrier shall be rounded. No splashguard is required if the distance between the handwashing sink and the warewashing sink drainboard is 24 inches or more.

B8. GAS-FIRED APPLIANCES

I. All new and replacement gas-fired appliances shall meet applicable ANSI standards. All new and replacement electrical appliances shall meet applicable Underwriters Laboratory standards. However,

for units subject to Part 2 (commencing with Section 18000) of Division 13, these appliances shall comply with standards prescribed by Sections 18028, 18029.3, and 18029.5. (CRFC 114301(d)

II. All liquefied petroleum equipment shall be installed to meet applicable fire authority standards, and the fire authority shall approve this installation. However, for units subject to Part 2 (commencing with Section 18000) of Division 13, this equipment and its installation shall comply with standards prescribed by Sections 18028 and 18029.5 (CFRC 114323(d)).

B9. VENTILATION

I. Mechanical exhaust ventilation equipment shall be provided over all cooking equipment as required to remove cooking odors, smoke, steam, grease, heat, and vapors effectively.

II. All mechanical exhaust ventilation equipment shall be commercial and installed and maintained in accordance with the California Mechanical Code, and for occupied MFFs, certified and approved by the California **HCD**.

III. To comply with California Mechanical Code, the following shall be kept in good working order: cooking equipment, hood canopy, ducts, fans, and fire suppression system.

B10. FOOD COMPARTMENTS

I. All open food must be protected on MFFs. Food preparation (except limited food preparation) must be conducted within a fully enclosed food facility (such as an approved commissary with a kitchen). Limited food preparation must be conducted within a fully enclosed food facility or within food compartment(s), which are adequately sized for the intended operation of the MFF.

II. Food compartment means an enclosed space (such as a Plexiglas box with doors on the employee's side) in which all unpackaged food activity occurs, and which protects all food contact surfaces. The food compartment has all the following characteristics:

a. The space is defined by a physical barrier from the outside environment that completely encloses all unpackaged food, food-contact surfaces, and the handling of open food.
b. All access openings are equipped with tight-fitting closures, or one or more alternative barriers that effectively protect the food from contamination, facilitate safe food handling, while minimizing exposure to the environment.
c. It is constructed from materials that are nontoxic, smooth, easily cleanable, and durable and are constructed to facilitate the cleaning of the interior and exterior of the compartment.

III. Limited food preparation shall be conducted within a food compartment or as approved by the enforcement agency. An additional food compartment is not required when adding ingredients to a beverage or dispensing them into a serving container when the beverage is prepared for immediate service in response to a customer order. However, based upon local environmental conditions, location, and other similar factors, additional structural or operational requirements or both may be required to ensure that food, food-contact surfaces, and utensils are of a safe and sanitary quality.

IV. Food preparation counter space that is adequate and suitable shall be provided proportionate to all food preparation operations.

B11. FOOD STORAGE

I. Food storage compartments shall be large enough to accommodate expected food volumes.

II. Food storage compartments shall be enclosed to protect food and food related items from contamination.

III. Food storage compartments shall not contain plumbing.

IV. Potentially hazardous foods (except for prepackaged frozen ready-to-eat foods, whole fish, and whole aquatic invertebrates) shall be stored within approved mechanical refrigeration units (cold plates are not allowed).

B12. SAFETY

I. All pressure cylinders shall be securely fastened to a rigid structure.

II. A first-aid kit shall be provided and located in a convenient area in an enclosed case.

III. MFFs that operate at more than one location in a calendar day shall be equipped to meet all the following requirements:

a. All utensils in an MFF shall be securely stored to prevent them being thrown about in the event of a sudden stop, collision, or overturn. A safety knife holder shall be provided to avoid loose storage of knives in cabinets, boxes, or slots along counter aisles. Knife holders shall be designed to be easily cleanable and manufactured of materials approved by the enforcement agency.
b. Coffee urns, deep fat fryers, steam tables, and similar equipment shall be equipped with positive closing lids that are fitted with a secure latch mechanism that will prevent excessive spillage of hot liquids into the interior of an MFF in the event of a sudden stop, collision, or overturn. As an alternative to this requirement, a coffee urn may be installed in a compartment that will prevent excessive spillage of coffee in the interior of the unit.
c. Metal protective devices shall be installed on the glass liquid level sight gauges on all coffee urns.

IV. All liquefied petroleum equipment shall be installed to meet applicable fire authority standards and approved by the fire authority. Units subject to **CA Department of Housing and Community Development (HCD)** shall comply with HCD requirements.

V. A properly charged and maintained, minimum 10 BC-rated fire extinguisher to combat grease fires shall be properly mounted and readily accessible on each MFF with heating elements or cooking equipment.

VI. All gas-fired appliances shall be properly insulated in a manner that will prevent excessive heat buildup and injury.

C. OCCUPIED MOBILE FOOD FACILITIES (OMFF) STRUCTURAL REQUIREMENTS

C1. CERTIFICATION INSIGNIA

I. If the Occupied MFF has 110-volt electrical, plumbing, a gas appliance/equipment, or a mechanical generator or compressor, it must have a certification insignia issued by the **California Department of Housing and Community Development (HCD)**. Proof of HCD certification is required before inspection and permitting. HCD may be contacted at **(951) 782-4420**.

C2. EXTERIOR REQUIREMENTS

I. Entrance doors to the food preparation area and service openings shall be self-closing.

II. Food service openings:

a. Shall be no more than 216 square inches and no less than 18 inches apart.
b. Shall be covered with solid material or a screen. If a screen is used, it must be at least 16-mesh per inch.
c. This section shall not apply to Occupied MFFs that are limited to the handling of prepackaged food and whole produce.

III. Compressor units that are not an integral part of the Occupied MFF shall be installed in an area separate from the food preparation and storage areas.

C3. INTERIOR REQUIREMENTS

I. Occupied MFFs shall have a clear, unobstructed height over the aisle-way portion of the unit of at least 74 inches from floor to ceiling, and a minimum of 30 inches of unobstructed horizontal aisle space.

II. Food preparation area, walls and ceilings shall be constructed to be impervious, smooth, and cleanable.

III. Food preparation area floors shall be constructed of approved materials and shall be impervious, smooth, easily cleanable, and slip resistant. The floor/wall juncture shall be coved with a minimum 3/8-inch radius, and the floor surface shall extend up the wall at least four inches. (Vinyl rubber top-set base is not acceptable material). Equipment shall be sealed to the floor or raised 6 inches off the floor on easily cleanable legs or feet.

IV. Except for Occupied MFFs subject to the **CA Department of Housing and Community Development (HCD),** a second means of exit shall be provided the side opposite the main exit door, in the roof, or the rear of the unit, with an unobstructed passage of at least 24 inches by 36 inches. The interior latching mechanism shall be operable by hand without special tools or a key. The exit shall be labeled “Safety Exit” in contrasting colors with letters at least one inch high. For Occupied MFFs subject to HCD, the size, latching, and labeling of the second means of exit shall comply with standards prescribed by HCD.

D. SINGLE OPERATING SITE MOBILE FOOD FACILITY (SOS MFF) STRUCTURAL REQUIREMENTS

SINGLE OPERATING SITE (SOS) MFFs SHALL MEET ALL THE GENERAL MFF REQUREMENTS AS DETAILED IN THIS GUIDELINE.

D1. OPERATIONAL RESTRICTIONS

I. Limited to no more than four unenclosed MFFs and their auxiliary units that operate adjacent to each other at a single location.

II. Restricted to produce, prepackaged food, and limited food preparation.

D2. FOOD COMPARTMENTS

When within a fully enclosed structure, a food compartment is not required. However, based on environmental conditions, location, and other similar factors, additional structural or operational requirements may be necessary. Food barriers may be necessary for protection from customer droplet contamination.

D3. HANDWASHING AND WAREWASHING

When multiple MFF's operating as a Single Operating Site MFF's require handwashing or warewashing, the handwashing and warewashing sinks may be shared when conveniently located and accessible during all hours of operation. When required, the handwashing and warewashing sinks shall be provided at the SOS MFF site. The permit holder of each MFF within the SOS MFF shall be the same.

Mobile Food Operational Procedures

The permit holder of a Mobile Food Facility (MFF) handling unpackaged food shall develop and follow written operational procedures for food handling and the cleaning and sanitizing of food-contact surfaces and utensils. The following must be completed and returned to this office for approval before a permit is issued. An approved copy shall be kept on the Mobile Food Facility during periods of operation. **Any change to this form, menu, equipment, assigned commissary, or mobile support unit (MSU) will require approval by this Agency.** Use additional paper if necessary.

Name of Business	
Owner Name	
Mailing address	
Phone	Email
Address of Sales Location	
Vehicle License #	Hours of Operation
Commissary	
Commissary Address	

Whenever MFFs are stopped to conduct business for more than a one-hour period, the MFF shall be operated within 200 feet of an approved restroom.

Address of the Restroom: _____

FOOD HANDLING PROCEDURES

1. Provide a complete menu listing all food to be offered including packaged and unpackaged food, bottled beverages and condiments.

_____

_____

_____

_____

2. List each food served and indicate where and how each food item will be prepared. Include all the equipment and utensils that will be used in preparing the food.

_____

_____

_____

_____

3. Indicate where the food will be purchased.

4. Indicate where the food will be stored at the commissary.

Type of Food	Storage at Commissary
Example: Potentially Hazardous Food – milk, creamer	Refrigerator

5. Describe how potentially hazardous food (PHF) will be held on the MFF (for example: mechanical cold holding). Indicate if ice is used on the MFF.

6. Describe how food will be served from the MFF and list all the equipment and utensils to be used.

Food Item	Utensils and Equipment

CLEANING AND SANITIZING OF FOOD EQUIPMENT AND UTENSILS

7. Describe how food utensils will be cleaned and sanitized.

8. Describe how food contact surfaces will be cleaned and sanitized.

9. What sanitizer or sanitizer method will be used? Indicate if a commercial premixed solution will be used or if a sanitizer solution will be prepared. Approved sanitizer must contain one of the following chemicals at the specified concentrations. Check the sanitizer that will be used. (Note: Appropriate test strips are required.)

- ☐ Contact with a solution of 100 parts per million (ppm) available chlorine for at least 30 seconds.
- ☐ Contact with a solution of 200 parts per million available quaternary ammonium for at least one minute.
- ☐ Contact with a solution of 25 parts per million available iodine for at least one minute.

10. Describe how the MFF will be transported and protected from contamination. The MFF must return to the commissary after operating hours (if an approved MSU is not used).

11. Describe how the MFF will be protected from contamination when stored at the sales location during non-operational hours.

CLEANING AND SANITIZING OF POTABLE WATER TANKS

12. Describe how and where the potable water tank(s) on the MFF will be filled.

13. Describe how and where the wastewater from the MFF will be disposed of.

14. Describe how and where the potable water tank(s) will be cleaned.

a) Indicate the location where the freshwater tank cleaning will take place (e.g., commissary): _____

b) How is the sanitizer introduced/injected into the tank: _____

c) What sanitizer is used (e.g., unscented bleach): _____

d) Concentration (e.g., 100 ppm): _____

e) Contact time (minimum 3 hours): _____

f) Describe the tank flushing procedure before the tank is put back into service: _____

g) Frequency (How often the tanks and plumbing system/pumps, lines etc. are sanitized) (e.g., every 30 days):

Additional comments:

A copy of the approved operational procedure shall be kept on the MFF during periods of operation.

Permit Holder Signature_____ Date_____

Print Permit Holder Name_____ Title_____

For Office Use Only:

Operational Procedure Reviewed by_____

Date Approved _____ MFF ID #_____