

BELMONT COUNTY HEALTH DEPARTMENT



68501 Bannock Road
St. Clairsville, Ohio 43950
Phone: 740-695-1202 Fax: 740-695-8890

Introduction To Mobile Food Units



Table of Contents

I. Concession Trailers/Trucks	3
II. Knockdown Concessions	4
III. Frozen Food Trucks	5
IV. Mobile Cookers	6
V. Pushcarts	7
VI. Soft Serve Ice Cream Truck	8
VII. Checklist for Mobile Food Services	9

Each section includes information on:

- Type Definition
- Basic Requirements
- Related Regulations/Exceptions
- Concession Identification

I. CONCESSION TRAILERS/TRUCKS

Type Definition

Concession Trailers/Trucks are completely self-contained units. There is mechanical refrigeration, a complete plumbing system including a hot water tank, and plenty of storage space for multiple day events.

Basic Requirements

• **Concession Trailers / Trucks that prepare or cook food for customers should contain the following:**

1. Commercial cooking equipment and commercial refrigerators/freezers that are not moved from concession
2. A three-compartment sink that is large enough to accommodate immersion of all utensils and equipment and **must be washed/rinsed/sanitized in the concession.**
3. A handwashing sink.
 - Must be separate from the three-compartment sink
 - Cannot be used for any other purpose than handwashing
4. A water system with a fresh water tank & waste water tank
 - Waste water tank must be at least 15% larger than fresh water tank.
 - Waste water must be disposed of in an approved manner and never dumped in a storm sewer.
5. Water system that can handle the hot water needs of the mobile unit.
 - A minimum of 5 gallons of water is recommended.
6. Adequate storage for food & dry goods.
7. Walls, floor, and ceiling must be smooth and easily cleanable.
8. All the food handling regulations that pertain to a restaurant are exactly the same for a Mobile Food Concession.



Food to be served must be prepared in the concession on site. No food preparation will be allowed from a home and brought to the concession for sale.

Exceptions

• **There are three exceptions to the Food Safety Regulations that do not completely pertain to a Mobile Food Concession. These exceptions are:**

1. No restroom is required.
2. A ventilation hood may not be required. Facility should check with the local fire department to verify if hood is required.
3. A grease interceptor is not required.

Concession Identification

• **An ID must be at least 3" tall and 1" wide, placed anywhere on the concession, and contain the following information:**

1. Company Name
2. City, State, Zip Code
3. Area Code and Phone Number

II. KNOCKDOWN CONCESSION

Type Definition

A Knockdown Concession is exactly what the name implies. It must be built and knocked down for each event. At first glance, it may seem like the easiest way to get into the mobile concession business. However, they actually require the most work of all the mobile types. Remember, all the regulations for a normal food service business apply.



Basic Requirements

1. A Knockdown Concession is not allowed to stand on a soft surface such as the grass or bare ground due to dust, dirt, or possibly mud. You must have some type of floor.
2. All commercial cooking equipment and commercial refrigerators and/or freezers are required.
3. There must be a three-compartment sink that is large enough to handle all items that **must be washed/rinsed/sanitized in the concession**. There must also be a separate sink for handwashing.
 - Sinks must be set-up for each event.
 - Hot water under pressure must be provided to each sink. A minimum of 5 gallons of hot water is recommended.
4. There also must be a system in place at each event to dispose of the wastewater from the hand sink and three-compartment sink.
5. Some type of roof is required to protect food from dust, dirt, rain, and occasional birds flying directly overhead.
6. Adequate storage for food/dry goods.
 - A stock truck can provide additional storage space. However, additional storage space will be inspected for cleanliness or any other conditions that may apply.
7. All the food handling regulations that pertain to a restaurant are exactly the same for a Knockdown Mobile Food Concession.



Food to be served must be prepared in the concession on site. No food preparation will be allowed from a home and brought to the concession for sale.

Exceptions

- There are three exceptions to the food safety regulations that do not completely pertain to a Mobile Food Concession. These exceptions are:
 1. No restroom is required.
 2. A ventilation hood may not be required. Facility should check with the local fire department to verify if hood is required.
 3. A grease interceptor is not required.

Concession Identification

- An ID must be at least 3" tall and 1" wide and contain the following information:
 1. Company Name
 2. City, State, Zip Code
 3. Area Code and Phone Number

III. FROZEN FOOD TRUCKS

Type Definition

A Frozen Food Truck is a mobile motorized or non-motorized concession on wheels that contains a commercial freezer. All product is frozen and prepackaged. Examples of Frozen Food Trucks include, but are not limited to, frozen meats and ice cream. This does not include soft serve ice cream trucks.



Basic Requirements

1. The frozen foods must be received frozen and are prepackaged
 - Foods must come from a commercial distributor.
 - Frozen food being held in storage before its sale to the public is prohibited from being stored inside a residence.
2. Freezers holding the food for sale must be commercial grade.
3. This is the only type of Concession in which no plumbing system is required. No hand wash is sink required on a Frozen Food Truck.

Frozen food being held in storage before its sale to the public is prohibited from being stored inside a residence.



Related Regulations

1. The Frozen Food Concession is legal to sell its product anywhere within Ohio (as long as local regulations are satisfied).
 - There may be local regulations that limit where and when this type of Frozen Food Truck operates.

Concession Identification

An ID must be at least 3" tall and 1" wide and contain the following information:

1. Company Name
2. City, State, Zip Code
3. Area Code and Phone Number

IV. MOBILE COOKERS/BBQ PITTS

Type Definition

A Mobile Cooker is virtually an oven on wheels. The cooking unit is mounted to the frame and **must stay on site with the concession**. Food cooking, preparation, and sales must take place at the event.

Basic Requirements

1. The Mobile Cooker/BBQ Pit type concessions must have all the infrastructure of a Concession Trailer or Knockdown.
 - If the concession unit is large enough to house cooking equipment, refrigeration system, full plumbing system (including three-compartment sink, hand washing sink, hot & cold running water, and waste water holding tank), and adequate storage space, an auxiliary trailer or knockdown may not be needed.
2. Most Mobile Cooker type concessions require an auxiliary unit due to infrastructure needs.



Food to be served must be prepared on the concession. No food preparation will be allowed from a home and brought to the concession for sale.

Related Regulations

- There may be local regulations that limit where and when this type of unit operates.

Concession Identification

- An ID must be at least 3" tall and 1" wide, placed anywhere on the concession, and contain the following information:
 1. Company Name
 2. City, State, Zip Code
 3. Area Code and Phone Number

V.Pushcarts

Type Definition

Pushcarts come in two varieties, those in which the operator stands on the ground, or those in which the operator stands inside the cart. Typically, there is no electric or mechanical refrigeration associated with a pushcart.



Basic Requirements

1. Pushcarts usually have a fixed grill or flat top that is manufactured into the body of the cart.
 - Warmers and cold storage are also part of the body of the cart
2. Pushcarts normally have limited infrastructure and no electricity associated with their operation. ✓
 - Water supply and dry storage are also very limited
3. Because of the limited infrastructure, pushcarts must work out of a commissary.
 - A commissary is nothing more than a licensed food service.
 - A restaurant or grocery store are common commissaries
 - **The pushcart must begin and end each working day at the commissary.**
4. Although the sinks are small, there must still be a hand washing sink and a three-compartment sink.

Food to be served must be prepared on the concession. No food preparation will be allowed from a home and brought to the concession for sale.

Commissary Agreement

An agreement must be signed by the pushcart owner and the commissary owner on a yearly basis before the Mobile Food License is issued. This agreement basically states that the commissary owner knows, and agrees to let the pushcart owner work from their facility. The commissary owner must agree to have the commissary open for use whenever the pushcart owner needs to use it. This agreement allows the pushcart owner to use the infrastructure of the commissary that the pushcart lacks.



Related Regulations

1. All food handling regulations that pertain to a restaurant are exactly the same for a mobile pushcart food concession.
2. Pushcarts are referred to as "restricted mobiles".
3. There may be local regulations that limit where and when this type of pushcart concession operates.

Concession Identification

An ID 3" tall and 1" wide and contain the following information:

1. Company Name
2. City, State, Zip Code
3. Area Code and Phone Number

VI. Soft Serve Ice Cream Trucks

Type Definitions

A soft serve ice cream truck traditionally has a soft serve ice cream machine on board with all the favorite toppings.



Basic Requirements

1. Commercial refrigerators/freezers that are not moved from the concession.
2. A three-compartment sink that is large enough to handle all items that **must be washed/rinsed/sanitized in the concession.**
3. A hand washing sink that is separate from the three-compartment sink.
4. Water systems that can handle the hot water needs of the concession.
 - A minimum of 5 gallons of water is recommended
5. Adequate storage for food & dry goods.
6. An adequate waste water storage tank. Waste water tank must be at least 15% larger than the fresh water tank.



Related Regulations

1. Soft serve ice cream concessions fall under the same regulations as a concession trailer/truck.
2. There may be local regulations that limit where and when this type of concession operates.

Concession Identification


An ID must be at least 3" tall and 1" wide, placed anywhere on the concession and contain the following:

1. Company Name
2. City, State, Zip Code
3. Area Code and Phone Number

VII. CHECKLIST FOR MOBILE FOOD SERVICES

1. Hot/Cold running water, under pressure, to all sinks.
2. Proper backflow prevention valve(s) installed (If connecting to public water supply. **(ASSE 1012, ASSE 1024, or dual check valve are recommended)**)
3. All refrigeration units must have operable thermometers.
 - Temperature on all refrigeration units must be held at 41 °F or below.
4. Probe thermometer shall be available at unit to check cooking and cooling temperatures.
 - Hot foods must be held at 135 °F or above during hot storage, display, and transportation.
 - Cold foods must be held at 41 °F or below during cold storage, display, and transportation.
5. Fresh water & waste water tanks. Waste water tank must be at least 15% larger than the fresh water tank.
6. Sanitizer and appropriate test strips readily available.
7. Soap and paper towels provided at hand-washing sink.
8. Food properly covered and stored. (Including refrigerated and storage trucks)
 - All raw foods must be stored below or away from ready to eat/fully cooked foods.
9. All pressurized air tanks (CO2) must be chained.
10. Food grade approved hose for potable water.
11. Covered garbage containers must be provided.
12. New mobile units licensed after September 1, 2024 must have at least one person have a Person in Charge Ohio food safety certification.
13. There must be a layout of the unit and menu provided to display on the back of the mobile license
 - **While in operation the mobile unit must be set up the same as the back of the license.**
 - **Only foods listed on the back of the license may be prepared/sold.**



	STEAK	REST TIME AND ALLOW TO REST FOR AT LEAST 3 MINUTES	145 °F
	POULTRY	BREASTS, WHOLE BIRD, LEGS, THIGHS AND WINGS, GROUND POULTRY AND STUFFING	165 °F
	PORK		145 °F
	GROUND MEAT		160 °F
	FISH AND SHELLFISH		145 °F
	FULLY COOKED HAM		165 °F
	LEFTOVERS		165 °F
	CASSEROLES		165 °F

FOR THE SPECIFIC RULES GOVERNING FOOD SERVICE OPERATIONS, PLEASE REFER TO CHAPTER 3710-21 OF THE OHIO ADMINISTRATIVE CODE.

<http://codes.ohio.gov/oac/3701-21>

PLEASE CONTACT THE BELMONT COUNTY HEALTH DEPARTMENT AT LEAST TWO (2) WEEKS PRIOR TO EVENT TO REQUEST AN APPLICATION. (740) 695-1202, YOUR APPLICATION SHALL INCLUDE A LAYOUT DRAWING OF THE UNIT WITH ALL EQUIPMENT LABELED ON DRAWING AND A MENU

BELMONT COUNTY HEALTH DEPARTMENT



68501 Bannock Road
St. Clairsville, Ohio 43950
Phone: 740-695-1202 Fax: 740-695-8890

MOBILE FOOD LICENSE

A mobile food unit is defined as an operation that:

- Is operated from a movable vehicle or portable structure
- Routinely changes location
- Does not remain at any one location for more than forty (40) consecutive days

Ohio law requires every person who intends to prepare or serve food from a mobile food unit shall make application for a license to the board of health of the health district in which the operator's business headquarters are located. If the business address is located outside of Ohio, the application for license must be obtained from the health jurisdiction in which the operator's first event in Ohio is located for the licensing year.

How to Obtain a Mobile Food License

1. Before operating a new mobile food unit, you must submit a **Mobile Plan Review Application** to the Belmont County Health Department. Please allow up to 30 days for plan review.
2. Once the mobile plan review application has been reviewed, you will be contacted by an Environmental Health Specialist with instructions to pay for the mobile license.
3. Once you have paid for the license, an Environmental Health Specialist will contact you to schedule a pre-licensing inspection.
4. At the time of the pre-licensing inspection, the mobile food unit must be fully operational. Utilities must be connected and properly working, and all equipment must be present and set up as shown on the mobile layout.
5. Upon successful completion of the pre-licensing inspection the food license will be issued.

If you have any questions, please contact the Belmont County Health Department.

BELMONT COUNTY HEALTH DEPARTMENT



MOBILE PLAN REVIEW APPLICATION

INSTRUCTIONS: Complete all sections of this application and submit to the Belmont County Health Department for approval. Please allow up to 30 business days for review.

NAME OF MOBILE: _____

NAME OF LICENSE HOLDER (LEGAL OWNER): _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

MAILING ADDRESS IF DIFFERENT THAN ABOVE: _____

PHONE NUMBER: _____ EMAIL: _____

Type of Mobile

☐ Food Truck or Trailer

☐ Knock-Down Tent/Canopy

☐ Other (Describe): _____

MENU: List *all* food and beverages that will be served. (Use additional pages if needed or attach menu)

FOOD SUPPLIERS: List *all* sources where food will be purchased.

FOOD PREPARATION: Please indicate whether any of the following food processes will be done in the mobile food unit.

***All food must be prepared on the mobile food unit or in a licensed food facility. With the exception of approved Cottage Foods and Licensed Home Bakeries, food is prohibited from being made at home and served from the mobile unit.**

☐ **THAWING:** Check all thawing methods that apply.

☐ Under refrigeration

☐ Under running water less than 70 °F (21 °C)

☐ Microwave (as part of the cooking process)

☐ Cooked from frozen state

☐ Other (describe): _____

☐ **COOLING**

• List all foods that may be cooled: _____

• Indicate how foods will be properly cooled to 41 °F within 6 hours (135 °F to 70 °F within 2 hours and 70 °F to 41 °F within an additional 4 hours): _____

☐ **REHEATING**

• List all foods that will be cooked, cooled, and then reheated: _____

• Indicate how and where foods that are cooked, cooled, and then reheated for hot holding be reheated so that all parts of the food reach a temperature of at least 165 °F for 15 seconds within 2 hours?
Indicate type of unit used for reheating: _____

☐ **HOT/COLD HOLDING**

- List all foods that will be hot held: _____

- Indicate how hot foods will be maintained at 135 °F or above during holding for service: _____

- List all foods that will be cold held: _____

- Indicate how cold foods will be maintained at 41 °F or below during holding for service: _____

☐ **PREPPING FOOD (A prep sink with an air gap may be required)**

- List all foods that will be washed, rinsed, etc. prior to cooking: _____

- Indicate how and where foods will be washed: _____

☐ **CATERING: All food must be prepared on the mobile unit or at a facility that is licensed as Risk level 4. The food then could be served at a function or event for a charge determined on a per-function or per-event basis.**

- Indicate how hold foods will be maintained at 135 °F or above at the function or event: _____

- Indicate how cold foods will be maintained at 41 °F or above at the function or event: _____

☐ **PREPARING OR STORING FOOD AT A LOCATION OTHER THAN THE MOBILE UNIT**

- Name/Address of approved location: _____

WATER STORAGE

Will the water supply be self-contained (water storage tanks)? ☐ Yes ☐ No

- If yes, how big is the fresh water storage tank? _____ gallons
- If no, how will fresh water be supplied to the mobile? _____

PLEASE NOTE: If you plan to connect to the water supply on location or at an event, whether or not your mobile is self-contained, you will be required to have an **ASSE 1012, ASSE 1024** or dual check-valve backflow prevention device. In addition, a potable (food grade) water hose is needed.

What is the size of the waste water storage tank? _____ gallons

NOTE: Waste(s) must be sized at least 15% larger than the fresh water storage tank(s) to accommodate additional waste.

WATER SOURCE

What is the source of the water supply? ☐ Public ☐ Private

*If you plan to use water from your home and you have well water, a water sample must be collected by the Belmont County Health Department prior to operation.

What is the water heater capacity? _____ gallons

*The hot water supply must be adequately sized to provide hot water to all sinks. A minimum of 5 gallons of water is recommended.

WATER DISPOSAL

Describe how and where waste water will be disposed: _____

SINKS

Will the following sinks be installed and supplied with hot and cold running water?

- Handwashing sink with soap, paper towels, and adequate splash prevention ☐ Yes ☐ No
- Food prep sink (Required if menu items need washed, rinsed, etc.) ☐ Yes ☐ No
- Three-compartment sink: ☐ Yes ☐ No
 - Three-compartment sink must be large enough to submerge the largest pot, pan, utensil, etc.
 - What type of sanitizer will be used? _____
 - Appropriate sanitizer test strips must be readily available

EQUIPMENT

Will equipment be commercial-grade and recognized by one of the following testing agencies? ☐ Yes ☐ No

EXAMPLES OF ACCEPTABLE FOOD EQUIPMENT TESTING AGENCY SYMBOLS:

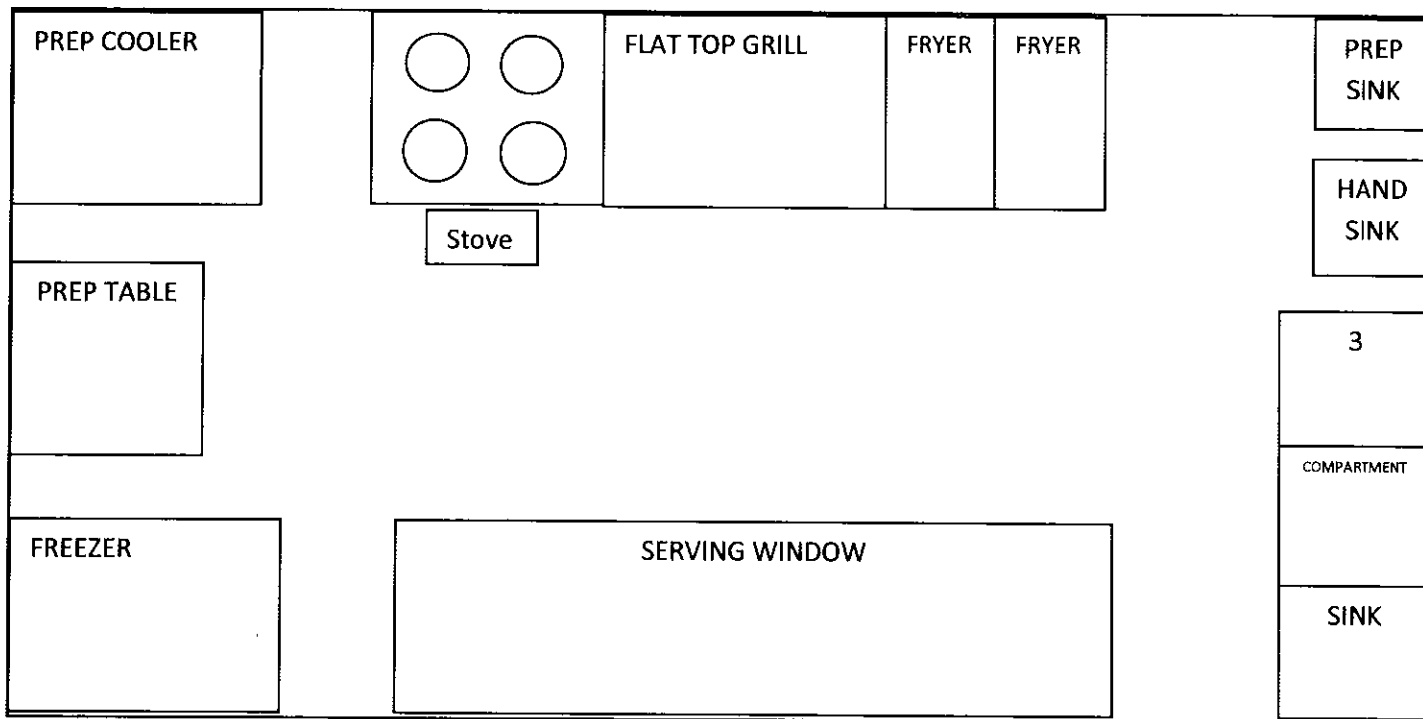


Please list **ALL** equipment that will be used in the mobile unit. Attach additional pages or equipment spec sheets if needed.

<u>TYPE OF EQUIPMENT</u> (COOLER, WARMER, FREEZER)	<u>MANUFACTURER</u>	<u>MODEL NUMBER</u>

MOBILE LAYOUT

Provide a diagram of the mobile layout indicating the location of equipment and sinks, food prep and storage areas, serving windows, doors, and any outdoor equipment or serving areas (if applicable). Attach additional pages if needed.



FOOD HANDLING

Describe what measures will be taken to prevent bare-hand contact with ready-to eat foods:

EMPLOYEE HYGIENE

Will hair coverings such as hats, hair nets, or visors be worn during food prep? ☐ Yes ☐ No

Will jewelry on the wrists and arms be limited to plain band ring? ☐ Yes ☐ No

STORAGE

Is adequate space provided for the storage of food, equipment, and utensils? ☐ Yes ☐ No

Is there a designated storage space for personal belongings (cell phones, keys, purses)? ☐ Yes ☐ No

Is there a separate area to store chemicals away from food? ☐ Yes ☐ No

LIGHTING

Is adequate lighting (at least 50-foot candles) installed in food prep areas? ☐ Yes ☐ No

Are lights shielded over food storage, preparation, display, or service areas? ☐ Yes ☐ No

SURFACE FINISHES

Are all surfaces smooth, non-absorbent, and easily cleanable? ☐ Yes ☐ No

Are walls, floors, and ceilings securely attached, sealed, and free of gaps or holes? ☐ Yes ☐ No

Will temporary roofing and flooring be available if food prep is done outside? ☐ Yes ☐ No

THERMOMETERS

Do all hot and cold holding equipment have accurate thermometers? ☐ Yes ☐ No

Is a metal probe thermometer available? ☐ Yes ☐ No

VENTILATION

Will adequate ventilation be available to eliminate excess smoke, grease, steam, and heat within the mobile unit? ☐ Yes ☐ No

PLEASE NOTE: Although not required by the Ohio Food Code, a hood system may be required by the Fire Department. Contact your local Fire Department to see if any local regulations apply to your operation.

REFUSE:

Will adequately sized trash cans with tight fitting lids be available? ☐ Yes ☐ No

Specify where trash will be disposed at the end of the day: _____

Specify where waste oil will be disposed (if applicable): _____

CONTACT INFORMATION

The following information will be posted in a visible location on the exterior of the mobile unit? ☐ Yes ☐ No

- ☐ Name of mobile unit
- ☐ City, State, & Zip Code
- ☐ Phone number including area code

*Individual lettering must be at least 3 inches high and 1 inch wide.

License Plate Number (if applicable): _____

FOOD SAFETY CERTIFICATION

List the name(s) of employees that have a Person in Charge food safety certification. *Attach copies of certificate(s)

PLEASE NOTE: Any new high-risk mobile licensed after September 1, 2024 must have at least one person in charge certified in food safety present during operation. A license will not be issued without proof of certification.

RISK LEVEL AND FEE

Mobile food operations will be licensed according to their risk level activity.

Low risk activities include holding for sale or serving pre-packaged foods that may or may not require refrigeration to maintain food safety. Examples may include selling pre-packaged meat, fresh eggs, novelty ice cream, or food items prepared in a licensed Home Bakery.

High risk activities include receiving, holding, cooking, cooling, and reheating foods at proper temperatures along with any assembly of unpackaged foods that require temperature as a safety measure. Examples may include selling fresh-squeezed lemonade, BBQ meats, fresh-cut fries, or sandwiches.

Contact the Belmont County Health Department at 740-695-1202 if you have any questions about the risk level of your mobile unit.

<u>RISK LEVEL</u>	<u>FEE</u>
LOW RISK	\$115.50
HIGH RISK	\$203.00

Statement: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from this Health Regulatory Authority may nullify final approval.

Signature: _____ Date: _____

Printed Name: _____

(Owner or Responsible Individual)

Rev 5/25