



Kenton-Hardin County Health Department 175 W. Franklin St., Suite 120 Kenton OH 43326

Office: 419-673-6230 Fax: 419-673-8761 email: khhd@co.hardin.oh.us

Mobile Food Guidance Document

This packet is to help inform potential mobile food operators of basic requirements for the licensing of a mobile operation. A mobile food service operation is a movable vehicle or portable structure that routinely changes location, except that if the operation remains at any one location for more than forty consecutive days, the operation is no longer a mobile food service operation. A mobile food establishment is essentially a restaurant on wheels. It must meet all rules of the Ohio Uniform Food Safety Code. Also like any other food establishment, Mobile food service operations must meet all local and state regulations. For your convenience, a basic list is attached of agencies you may want to check with before opening.

To obtain a Mobile Food License, please fill out the application and provide the Kenton Hardin Health Department with:

- A detailed floor plan drawing of the entire operation which shows the layout, proposed equipment locations, plumbing locations, etc. (Top down view – see example)
- An equipment list with manufacturers' names and model numbers (make, model, serial number, testing designation)
- A materials and surface finish list (list of what the floors, walls, ceilings & countertops are made from)
- The proposed menu
- Water supply source, wastewater disposal system, and backflow prevention (ex: ASSE 1024)
 - If using a self-contained water supply, it must be obtained from an approved source and there must be a copy of a safe water test. (Private well water must have a safe bacterial sample)
- Food Grade Hose

When these documents are submitted and approved, you will be required to schedule an appointment for a Pre-licensing Inspection with Kenton Hardin Health Department. The mobile unit will be inspected and approved or not approved. If not approved, a follow up inspection can be requested once the corrections are made. After a successful inspection an operator may pay for a mobile license.

Here is a short list of important requirements that are looked for in a mobile unit. This is not a comprehensive list but hits on some significant needs in a mobile unit. They are as follows:

- Commercial cooking equipment (ex: NSF, ETL, or like testing agency designation)
- 3 compartment sink- large enough to handle all items that must be washed/rinsed/sanitized
- Hand wash sink with hot/cold water supply – under pressure.
- Prep sink for prepping vegetables/thawing foods, if needed
- Water system that can handle the hot/cold water needs of the operation
- Adequate wastewater storage
- Backflow prevention device (ASSE 1012 or 1024)
- Hot and cold holding units (hot holding units are not permitted for cooking food)



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MOBILE FOOD ESTABLISHMENT PLANNING GUIDELINES

Facility review is required when planning to build or alter a food operation. This packet contains information and forms for facility review. The requirements that are included in this packet are based on the Ohio Uniform Safety Code 3717-1-09 Ohio Administrative Code (OAC).

Submit the completed packet at least 15 days before you plan to open the Mobile.

THE FOLLOWING INFORMATION MUST BE SUBMITTED TO THE HEALTH DEPARTMENT.

- Facility Review Application
- Listing of Food/Menu Items
- Surface Finishes
- Equipment List
- Floor Plan showing general layout (example included)

Please feel free to contact the Health Department if you have any questions or need additional information, Monday - Thursday from 8:30am to 4:30pm and Friday 8:30am to 2:30pm.

FACILITY REVIEW APPLICATION

Fee may be determined when application is requested or returned

Date: _____

Is the Operation: New _____ Remodel / Conversion _____

Name of Operation _____

Address _____

Operation Phone Number _____

Name of Operator or Buyer _____

Mailing Address _____

Phone Number _____

Projected Start Date _____

Hours Meals Served	Breakfast	_____
	Lunch	_____
	Dinner	_____

Water Source Public _____ Private _____



KENTON-HARDIN
HEALTH DEPARTMENT



Public Health
Prevent. Promote. Protect.

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FACILITY

NAME: _____
 ADDRESS: _____
 PHONE: _____
 PNONE: _____ FAX: _____

LICENSE HOLDER

NAME: _____
 ADDRESS: _____
 PHONE: _____
 PNONE: _____ FAX: _____

GENERAL INFORMATION

Water (Circle One) Private or Public

MATERIALS

Food Contact Surfaces (counters, prep areas) _____

 Floors _____

 Walls _____

 Ceilings _____

 Baseboards _____



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EQUIPMENT (list or attach all cut/spec sheets)

<u>Name/Type of Equipment</u>	<u>Manufacturer</u>	<u>Model Number</u>	<u>NSF or ANSI?</u>



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MENU/FOODS & DRINKS (list or attach)

Please list the foods that are going to be cooked, sold, served, etc.

Suppliers of Food

Items That May be Reheated:

Items that may be made on site and cooled. Examples include potato salad, macaroni salad, large batches of soup, etc.

LISTING OF GENERAL REQUIREMENTS AND REGULATIONS

General rule of thumb for FSO/RFE equipment and surfaces: Smooth, Non-absorbent, and Easily Cleanable

Plumbing Requirements (per food safety code only)

1. Three compartment sink-The dishwashing sink must have compartments that are capable of submerging the largest equipment or utensils. The sink must also have one drain board on each end. Drain boards must be adequately sized for proper handling of soiled utensils prior to washing and clean utensils following sanitization. Sink should be National Sanitation Foundation rated (NSF) and freestanding. A commercial dishwasher must also meet NSF requirements.
 - a. If a dishwasher is installed it is not required to also install a three compartment sink, but it is highly recommended. All equipment must fit through the dishwasher.
 - b. The dishwasher must have a visual means to verify that detergents and sanitizers are delivered and there must be a visual or audible alarm to signal if these items are not being dispensed.
 - c. There must be a pre-wash sink and/or spray hose before the dishwasher.
2. Hand wash sink – There must be a separate sink used solely for washing hands. This unit can be a small wall mounted porcelain unit, as long as it is adequate for proper hand washing.
 - a. Sink must be supplied with warm water (100F), hand soap, disposable towels, and a sign instructing employees to wash their hands.
 - b. Shall be convenient and accessible to employees in food preparation and dishwashing areas.
 - c. In a large facility a sink in food preparation areas, dishwashing areas, and kitchen entrances and exits may be required.
3. Food prep sink – In an establishment that will use large amounts of foods that must be washed, a sink used solely for food washing is needed. For example, produce area of grocery store, or an operation that serves subs or salads. Sink must be free standing, contain one drain board, and be NSF rated.

Lighting

1. Provide a minimum of 10ft candles at thirty inches above floor in walk-in coolers and dry storage.
2. Provide 20ft candles at buffets, salad bars, retail areas, reach-in coolers.
3. Provide 20ft candles at thirty inches above floor in areas used for: hand washing, ware washing, or restrooms.
4. Provide 50ft candles in an area where employees work with knives, grinders, etc. (when safety is a factor)
5. Shielding or shatter-resistant bulbs shall be provided for all lighting in storage, preparation and service areas (except in dining and packaged food areas).

Flooring, Walls and Ceiling

1. Flooring, walls, and ceilings in all food preparation and food storage areas of the facility, must be smooth, durable and easily cleanable.
2. Suggestion: Quarry tile, FRP board, plastic coated tile.
3. Cove base must be installed at all floor to wall junctures in kitchen, dishwashing areas, etc.

Equipment

1. All equipment must be rated by NSF or like agency.
 - a. This includes all coolers, ranges, ovens, grease hoods, sinks, etc.
 - b. Exceptions to this rule are few: hand wash sink and very small appliances.
2. Equipment should be:
 - a. Easily moveable (for cleaning purposes) or
 - b. Fixed in a position that allows for cleaning on all sides and underneath or sealed to adjoining equipment and walls
3. All cold holding units must maintain 41F or lower at all times and be equipped with a thermometer. There will be no homestyle refrigerators.
4. All hot holding units must maintain 135F or higher at all times.

Food Contact Surfaces

1. Definition: A surface of equipment or a utensil with which food normally comes into contact or a surface of equipment or a utensil which food may drain, drip, or splash.
2. Characteristics: Smooth non-absorbent, easily cleanable, free of difficult-to-clean corners, and free of breaks and seams.

Non-Food Contact Surfaces

1. Definition: Surfaces of equipment not intended for contact with food but which are exposed to splash and food debris. Area shall be designed so that it is free from unnecessary ledges, projections, or crevices and shall be made of such material and in such repair that facilitates cleaning to keep in sanitary condition.

Application for a License to Conduct a: (check only one)

Food Service Operations

INSTRUCTIONS:

Retail Food Establishment

1. Complete the application.

2. Sign and date the application.

3. Make your payment to: **Kenton Hardin Health Dept**

Phone: 419-673-6230

4. Return to: **175 W Franklin St, Suite 120
Kenton, OH 43326**

Website: hardinhealth.org

khhd@hardinhealth.org

*There is a mandatory penalty fee of \$50 or 25% of the renewal fee, whichever is lesser for operating a food service operation or retail food establishment after the deadline (Chapter 3717 of the Ohio Revised Code).

Before this license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of Facility:			Name of License Holder:		
Address:					
City:	State	Zip	Email:		
Phone Number:		Fax Number:		Check if applicable <input type="checkbox"/> Catering <input type="checkbox"/> Seasonal	
Name of Individual certified in food protection (if any) and their certificate number (use back for additional names)					

Mailing address for annual renewal if different than above:

Name of parent company or owner			Phone number:		
Address					
City:	State:	Zip	Email:		

I hereby certify that I am the license holder, or the authorized representative of the temporary food service operation or temporary retail food establishment indicated above:

SIGNATURE

DATE

Licensors to Complete Below:

Category			
License Fee:	Late Fee:	State Amount:	Total Amount Due:

Application approved for license and certified as required by Chapter 3717 of the Ohio Revised Code.

By:	Date:	Audit No.:	License No.:
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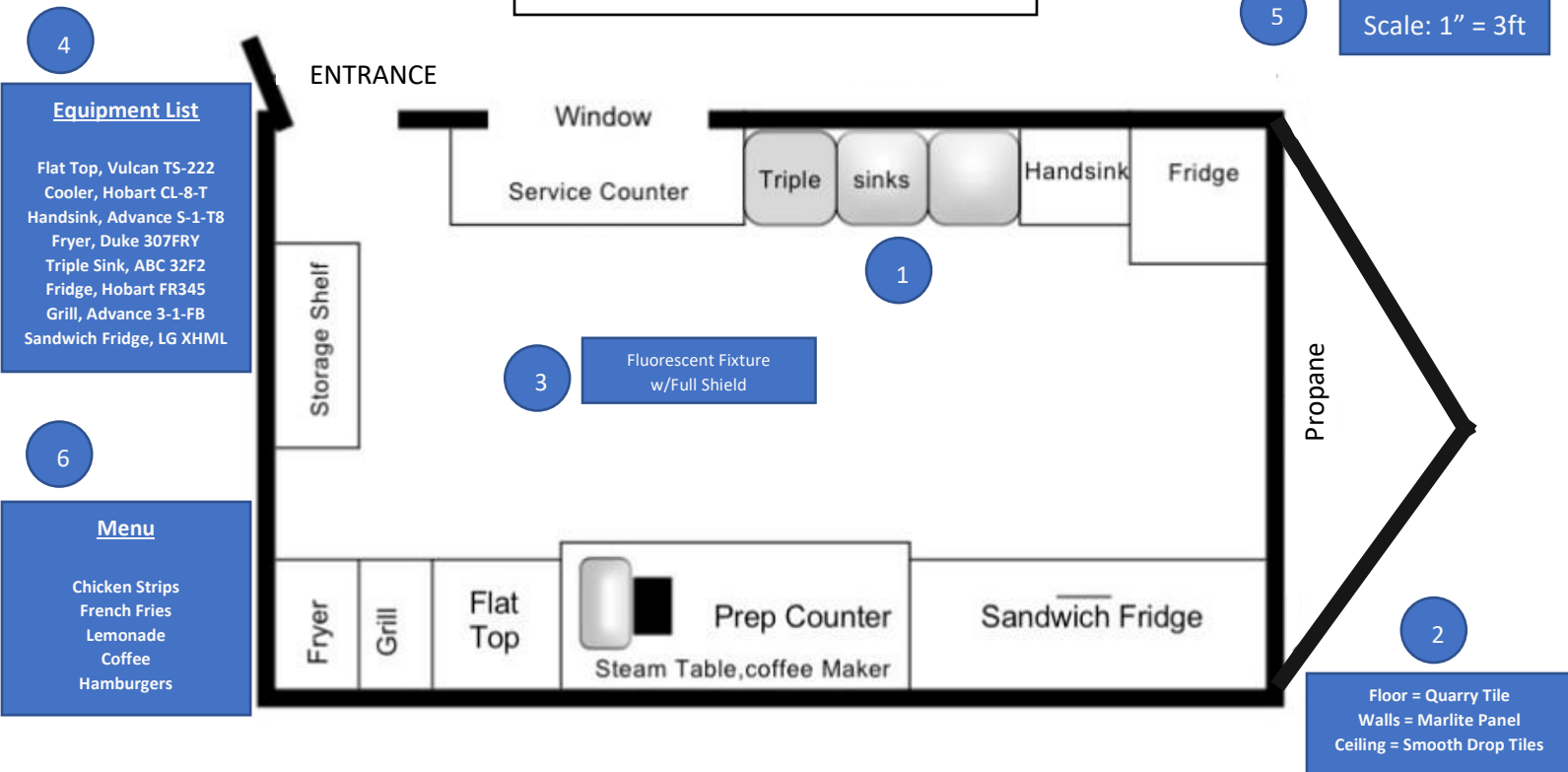
Application approved by license as required by Chapter 3717 of the Ohio Revised Code.

As Per AGR 1269 (Rev. 12/01)

As Per HEA 5319 (Rev. 12/01)

**Diagram & Requirements
for
Mobile Food Service Plan Submission**

Scale: 1" = 3ft



Drawing must be 1/2 page in size

- 1 Indicate layout of all food service equipment. Draw pieces in their exact locations. (Sinks, coolers, freezers, cooking equipment, etc.)
- 2 Indicate all finishes to be installed on the floors, walls & ceilings.
- 3 Indicate exact location of lighting fixtures.
- 4 Provide a list of all equipment to be installed, including the make and model numbers. (Example: Grill – Advance 3-1-FB)
- 5 Indicate scale: Plans must be drawn reasonably to scale and fit on a 1/2 page of paper (5" 1/2 in. x 8/12 in.)
- 6 Provide a menu indicating all foods to be served from the facility.



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For your convenience, we have included a list of contacts and agencies that you may need to contact when applying for your new food license:

1. Plumbing Inquiries- Commercial
Erie County Health Department-
Plumbing Inspector
420 Superior Street
Sandusky, OH 44870
419-626-5623 Ext. 209

**2. Ohio Department of Commerce
Plumbing Inquiries-Non- Commercial**
<http://www.com.state.oh.us/>

Division of Liquor Control
6606 Tussing Rd. Reynoldsburg, OH 43068
614-644-2360

Division of Industrial Compliance
6606 Tussing Rd. PO Box 4009
Reynoldsburg, OH 43068
614-644-2223

Division of State Fire Marshall
8895 East Main St. Reynoldsburg, OH 43068
614-644-2223

**3. Ohio Environmental Protection
Agency** <http://www.epa.state.oh.us>

Northwest District Office
347 N. Dunbridge Rd. Bowling Green, OH 43068
419-352-8461

For Water Supply:
www.epa.state.oh.us/ddagw/DrinkingandGroundWaters

For Sewage:
www.epa.state.oh.us/dsw/SurfaceWater