



Mobile Food Establishment Plan Review Guide

January 1, 2023 Version



Step-by-Step Procedures for Obtaining a Food Service Permit for a Mobile Food Establishment

Please be aware that:

- The Plan Review Application should be submitted a **minimum of one month** prior to opening.
- All Mobile Food service establishments except MFE Type 1 (Low Risk) facilities shall have a Certified Food Protection Manager & a licensed commissary/servicing area from the initial day of operation.
- Plan reviews can be submitted electronically through email at eh@whitesidehealth.org

Step One – Initial Inquiry

- Contact Environmental Department to schedule a preliminary inspection.

Step Two – Submit Plans

The following items must be submitted before your plans will be evaluated:

- A completed Plan Review Application (page 11). If a question on the application does not apply to you, mark N/A in its spot.
- A labeled drawing of your mobile food establishment showing the location of major applications, sinks, etc.
- A copy of your planned menu.

Step Three – Review Process

- The plans will be reviewed **ONLY** after all the above required documents have been submitted.
- An incomplete Plan Review Application Packet will be returned. This will delay the approval process.
- Please allow **up to ten (10) business days** to review the plans once all required documents are received.

Step Four – Approval Process

- Any changes to the submitted plans must be pre-approved by this Health Department.
- Annual license fee must be paid before permit can be given.
- A mobile food unit determined by inspection to be in compliance with all of the listed requirements set forth in this guide.
- Proof that the operator of the unit is certified in food service sanitation.

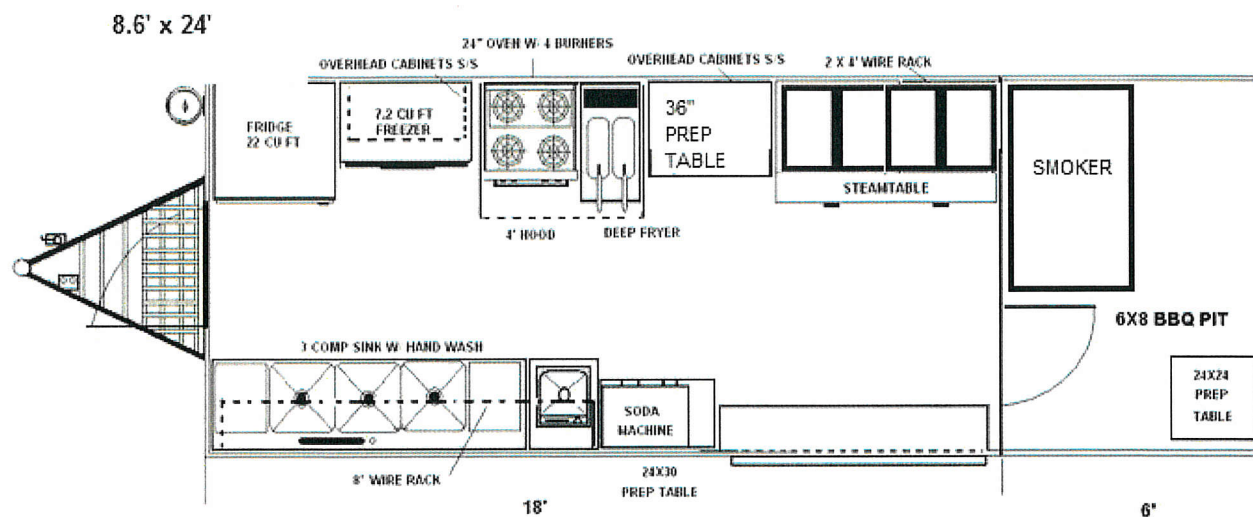
Step Five- Preliminary

- After your plans have been approved, and interior work has begun, contact this Health Department to schedule a preliminary inspection. A Pre-Opening Report will be provided to you at this inspection. Items that require correction will be noted.
- When the establishment is finished and all equipment is in place and operational, a final inspection shall be scheduled. All equipment must be on and functioning properly during the inspection. If the establishment meets code and no major corrections are needed, final approval to operate is given. This approval is given after all other approvals are made, such as building inspection, fire inspection and plumbing inspection.
- Please allow at least **one week** to schedule preliminary or final inspection.

Sample

Mobile Food Establishment Floor Plan

Please include (at minimum): Major appliances; sinks; coolers; utility sinks.



Mobile Food Establishment Requirements

What is a mobile food Establishment?

Mobile food establishment shall mean either a licensable motorized vehicle or trailer equipped with an on-board food preparation facility which complies with these requirements*. Mobile food units shall be operable, duly licensed and bear current registration in accordance with Section 20-30 of the Whiteside County Public Health Code.

*Push carts are not considered mobile food units and, therefore, shall operate from, and as part of, a permitted food service establishment: Push carts which offer only prepackaged non potentially hazardous foods are not required to be permitted.

Do all Mobile Food Establishments need a Food Safety License?

Yes. All food Establishments operating in Whiteside County must have a Retail Food Service Permit issued by the Whiteside County Health Department.

What regulations apply to Mobile Food Establishments?

- Whiteside County Health and Public Welfare (Chapter 20).
- Illinois Department of Public Health Food Service Sanitation Code.
- FDA 2017 Food Code
- Any other applicable local or state ordinances or code, including City or Township ordinances, Zoning Codes, Plumbing Code, Fire Code, etc.

TYPES OF MOBILE FOOD ESTABLISHMENTS (MFE)

MFE Type 1 (Low Risk)

- Commercially processed packaged food in its' original package (Receive-Store-Hold).
- The local regulatory authority may require the MFE to operate in conjunction with a Servicing Area/Commissary.

Examples of food offered: Packaged Ice Cream, Single Serving Size Packaged Snacks

MFE Type 2 (Medium Risk)

- Unpackaged food.
- Food Preparation with no cook step (Store-Prepare-Serve).
- Preparation for same day service (Store-Prepare-Cook-Serve).
- Reheating of a commercially processed food item (Store-Reheat-Hold-Serve).
- Based on the regulatory authority, may be required to return to a Servicing Area and may operate in conjunction with a Permanent Food Establishment or Commissary.

Examples of food offered: Hot dogs, Grilled Sandwiches, Salads, Shaved Ice, and Kettle Corn

MFE Type 3 (High Risk)

- Complex food preparation (Store-Prepare-Cook-Cool-Reheat-Hot Hold-Serve).
- Includes food that must be prepared pursuant to a Hazard Analysis Critical Control Point (HACCP) Plan or Variance.

Based on the regulatory authority, may be required to return to a Servicing Area and may operate in conjunction with a Permanent Food Establishment or Commissary.

SUBMITTING AND REVIEWING MOBILE FOOD ESTABLISHMENT PLANS

No person, firm, or corporation should be allowed to operate a mobile food establishment (MFE) where food or beverages are served to the public without a permit or license from the regulatory authority.

The plans and specifications for an MFE unit should include all the information necessary, such as outlined in this document, to demonstrate conformance with, and an understanding of, food safety provisions within the Food Code. The regulatory authority may determine that a variance and/or a HACCP plan is necessary based on the type of proposed operation, proposed menu items or proposed equipment, or may restrict the menu based upon the limitations of the MFE unit – the same as for any other food establishment operation.

Prior to giving approval to and issuing a permit for an MFE unit, the local regulatory authority is responsible for performing a pre-operational plan review and one or more pre-operational inspections. The pre-operational review provides the regulatory authority the opportunity to discuss areas of concern with the applicant and should be conducted prior to the issuance of a permit.

SERVICING AREA/COMMISSARY

The regulatory authority may require that a Mobile Food Establishment operate in conjunction with a servicing area /commissary.

A servicing area/commissary must be operated in compliance with the Food Code and applicable regulations. A copy of the current license/permit and most recent inspection report for the servicing area that will be used by the MFE must be provided to the regulatory authority with the MFE application, if applicable.

The servicing area/commissary shall be a fixed facility – not a temporary establishment, nor a mobile type establishment or a personal residence. The servicing area/commissary may provide a variety of services to the MFE such as: storage and preparation facilities for food products (including refrigeration and cooking facilities); the supply of potable water; the availability of adequate plumbing and waste disposal; storage and cleaning facilities for equipment and utensils; storage and maintenance of other supplies; and personnel resources. The servicing area/commissary must be of such size and scope as to accommodate its own operation, as well as those of the MFE.

The servicing area/commissary can be as simple as a storage location for packaged food or as complex as a licensed catering kitchen; however, this will depend on the type of Mobile Food Establishments it is providing a service to.

STRUCTURAL REQUIREMENTS FOR MOBILE FOOD ESTABLISHMENTS

Equipment and Surfaces:

- All equipment must be commercial grade and NSF approved
- Enough refrigeration or freezer units must be available to keep food TCS items at 41°F or less at all times.
- Enough cooking and hot holding units must be available to cook and hot hold foods. Equipment used at the MFE for hot holding must be capable of maintaining TCS foods at 135° F or above.
- If proper temperatures cannot be attained using the equipment on the MFE, then cooking must occur at the servicing area/commissary and will not be allowed on the MFE.
- All surfaces must be smooth, easily cleanable, and non-absorbent. All exposed wood must be sealed. Shelving must be free from rust and chipping paint.
- Walls and ceiling must be in good repair, smooth, light colored, easily cleanable and nonabsorbent. Examples of acceptable floors are vinyl composition tile, commercial grade linoleum, or similar finish. Pass-through windows may be installed in the walls and may require screening to prevent the entrance of insects.
- For self-contained MFEs, walls are required to protect against the elements, wind-blown dust and debris, insects or other sources that may contaminate food, food- contact surfaces, equipment, utensils, or employees.
- All lighting must be shielded to protect food and surfaces from the possibility of contamination due to broken glass.
- Working surfaces and food preparation areas must have at least 20 foot candles of light.
- Ventilation is required to keep establishments free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes. Fire suppression systems may also be required; please consult your

local fire department for those requirements.

HANDWASHING FACILITIES:

- At least one handwashing sink must be located on all MFE's.
- Each handwashing sink must be provided with suitable hand cleaner, individual disposable towels, and a waste receptacle. A handwashing sign is to be posted at the handwashing sink.
- Handwashing facilities shall be equipped to provide potable water at a minimum temperature of at least 100°F through a mixing valve or combination faucet.

GARBAGE:

- An adequate number of non-absorbent, easily cleanable garbage containers must be provided at the MFE.
- Garbage containers must be rodent-proof, non-absorbent, and covered when not in use.
- Grease must be disposed of properly and shall not be dumped onto the ground surface or into the sanitary sewer system.
- Final disposal facilities for garbage, grease, and other waste materials must be identified, approved by the regulatory authority, and used.

WAREWASHING FACILITIES:

- A three compartment sink with drain boards, utensil racks or tables for soiled and clean equipment is required.

WATER SUPPLY, CAPACITY AND WASTEWATER DISPOSAL

1. WATER

- An adequate supply of potable water shall be available on the MFE for cooking and drinking purposes; for cleaning and sanitizing equipment, utensils, and food-contact surfaces; and for hand washing.
- Water must come from an approved public water source or an approved well water source.

2. WATER SYSTEM

- The water supply system and hoses carrying water must be constructed with approved food-contact materials and must be installed to preclude the backflow of contaminants into the potable water supply.
- All hose and other connections shall be installed, handled and stored so that no contamination is created.
- If approved by the regulatory authority, water supplied to an MFE need not be under pressure.

3. WASTEWATER DISPOSAL

- Equipment and facilities that generate liquid waste must be disposed of in an approved manner.
- Wastewater shall be disposed in an approved wastewater disposal system.
- Wastewater must be removed from an MFE at an approved waste servicing area or by a sewage transport vehicle.
- Wastewater may not be dumped onto the ground surface, into waterways, or into storm drains, but shall be collected and dumped into an approved receptacle.

OPERATIONAL REQUIREMENTS FOR MOBILE FOOD ESTABLISHMENTS

PERSONNEL

1. PERSON IN CHARGE

- The MFE must have a person in charge present during all hours of its operation. The person in charge shall be responsible for the overall operation of the MFE and for compliance with all health code requirements in accordance with the current Food Code.
- The menu and manner for transportation, storage, cooking, preparation, and service of the food and beverage items must be provided to the regulatory authority for evaluation and approval.
- Any changes to the menu must be submitted to and approved by the regulatory authority prior to their service.
- All food and beverage items to be offered at the MFE must be identified and approved by the regulatory authority during the application process and prior to an evaluation being conducted of the structural components of the MFE.

2. HANDWASHING

Food employees shall clean their hands and exposed portions of their arms immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles and as often as necessary to remove soil and contamination and to prevent cross contamination.

3. NO BARE HAND CONTACT

Employees preparing food may not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli paper, spatulas, tongs, single-use gloves or dispensing equipment.

4. FOOD DEFENSE

- The MFE must be secured to prevent unauthorized access to food, equipment, utensils, and related items.
- Self-service operations at MFEs must be supervised at all times.
- Unauthorized personnel shall not be allowed at or in the MFE.

FOOD SOURCE AND TEMPERATURE CONTROL

1. APPROVED SOURCE

- The source of food on an MFE must be in compliance with the current Food Code. All meat and poultry must come from USDA or other acceptable government regulated approved sources.
- Home canned foods are NOT allowed nor shall there be any home cooked or prepared foods offered at the MFE.
- Ice for use as a food or a cooling medium shall be made from potable water.
- A private home may not be used for the storage of food or related items. Food and related items can only be stored on the secured MFE unit, at the servicing area, or at a Permanent Food Establishment.
- There shall be no preparation of ice or other food items at a home or other unregulated location.

2. TEMPERATURE MEASURING DEVICES

- Temperature measuring devices, appropriate to the operation, must be used for monitoring temperatures for the types of TCS foods prepared and held at the MFE as specified in the Food Code.
- Regular calibration of the temperature measuring devices shall be accomplished to ensure accurate food temperature measurements.

FOOD EQUIPMENT AND UTENSIL REQUIREMENTS, STORAGE & HANDLING

1. CROSS CONTAMINATION

- Cross contamination prevention shall be in accordance with the current Food Code.
- Food shall be protected from cross contamination during transportation, storage, preparation, holding, and display by separating different types of raw animal foods from ready-to-eat foods.
- Equipment and utensils (including knives, cutting boards, and food storage containers) must be thoroughly cleaned and sanitized after being used for raw animal foods and before being used for ready-to-eat food.)

2. DRY STORAGE

- Storage shall be in compliance with the current Food Code.
- All food, equipment, utensils, and single-service items shall be properly stored including storage which is at least 6" off the ground or floor, protected from contamination, and provided with effective overhead protection.

3. FOOD DISPLAY

- All food shall be protected from customer handling, coughing, sneezing or other contamination by wrapping, the use of food shields or other effective barriers.
- Condiments must be dispensed in single-service type packaging, in pump-style dispensers, or in protected squeeze bottles, shakers, or similar dispensers which prevent contamination of the food items by food workers, patrons, insects, or other sources.

CLEANING AND SANITIZING

Warewashing shall be done in compliance with the current Food Code. Equipment food-contact surfaces and utensils shall be cleaned and sanitized when changing from working with raw foods to working with ready-to-eat foods; between uses with raw fruits and vegetables and with TCS food; before using or storing a food temperature measuring device; and if used with TCS food shall be cleaned throughout the day at least every 4 hours; and at any time during the operation when contamination may have occurred.

PREMISES

1. TOXIC MATERIALS:

- Poisonous or toxic materials are to be properly labeled and stored so they cannot contaminate food, equipment, utensils, and single-service and single-use articles.
- Only those chemicals necessary for the food operation shall be provided.

2. PESTS

The MFE must be maintained free of insects, rodents, and other pests.

WHITESIDE COUNTY HEALTH DEPARTMENT

1300 W 2nd Street, Rock Falls, IL 61071

Phone-815-772-7411 FAX-815-772-4723

-PRE-OPENING INSPECTION CHECKLIST FOR MOBILE UNITS-

Establishment Name _____ NO. _____

Address _____ Phone # _____

Owner's Name _____ Phone # _____

Owner's Address _____

Type of Menu _____

| | | | | |
|------------------------------|-----------------------------|--|-------|---------|
| Mobile Food Vending Unit | | | | |
| Construction: | | | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Mobile unit is constructed of corrosion-resistant durable materials | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Counters and tables are designed and fabricated for durability and are resistant to denting, buckling, pitting, chipping and crazing | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Mobile unit has easily cleanable floors, walls and ceilings | | |
| | | Floors | Walls | Ceiling |
| Food Prep Area | | | | |
| Food Service | | | | |
| Food Storage | | | | |
| Other | | | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | All lighting is shielded or protected and provides at least 20 foot candles of light | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Effective control measures are used for insect and rodents | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Mobile unit is equipped with insect-proof windows and doors | | |
| Plumbing: | | | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Hand wash sink with soap, paper towels and signage provided | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Hot and cold running water is provided to all sinks | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Hot water heating device is provided and capable of producing hot water and must meet water supply demands of the mobile food vendor operation | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 3 compartment sink with drain boards or counter space is provided in the unit | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Liquid waste storage tank is 15% larger than water storage tank | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Water inlet is located (protected) so that it will not be contaminated | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Liquid waste servicing connection is of different size than water connection | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Plumbing is constructed of approved materials | | |
| Equipment: | | | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Equipment is installed so as to be easily cleanable | | |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Equipment is in clean and working condition | | |

| | |
|--|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Adequate facilities are available for refrigerated food storage |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Thermometers are available (Both food and equipment) |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Adequate facilities are available for keeping potentially hazardous foods at 135 F or above |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Ice used for human consumption is stored separately from food or food containers |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Equipment NSF Approved |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Test strips available |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Garbage cans lidded and waterproof and large enough to hold not more than one day's worth of accumulated waste provided |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Mobile unit is operated out of an approved, licensed commissary |

Commissary that will be used by mobile unit:

Name: _____

Address: _____

Phone #: _____

Certified Personnel: _____

Copy of the current license/permit: Yes No

Copy of CFPM: Yes No N/A

Report Received by _____ Date _____

Owner or Operator

By _____

Inspector

Approved _____ Disapproved _____

PLAN REVIEW APPLICATION FOR FOOD ESTABLISHMENTS

| TYPE OF APPLICATION: <input type="checkbox"/> Vehicle <input type="checkbox"/> Trailer <input type="checkbox"/> Conversion <input type="checkbox"/> Other: | | Projected Start Date: _____ Projected Completion Date: _____ | | | | | | | | | | | | | |
|--|---|---|-----------------------|-----------------------------------|---------------|--------------------|-----------------------|-------|---------|--------------------------|-------|---------|------------------------|-------|----------|
| MOBILE FOOD ESTABLISHMENT INFORMATION | | | | | | | | | | | | | | | |
| Name of Establishment: | | | Phone Number: | | | | | | | | | | | | |
| Establishment Address: | City: | State: | ZIP: | | | | | | | | | | | | |
| OWNERSHIP INFORMATION | | | | | | | | | | | | | | | |
| Name of Owner: | | | Date of Birth: | | | | | | | | | | | | |
| Address: | City: | State: | ZIP: | | | | | | | | | | | | |
| Email: | Phone Number: | | | | | | | | | | | | | | |
| FOOD OPERATION INFORMATION | | | | | | | | | | | | | | | |
| Hours/Days of Operation <input type="checkbox"/> Sun: _____ <input type="checkbox"/> Mon: _____ <input type="checkbox"/> Tues: _____ <input type="checkbox"/> Wed: _____ <input type="checkbox"/> Thurs: _____ <input type="checkbox"/> Fri: _____ <input type="checkbox"/> Sat: _____ | <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; padding: 5px;"><u>Rates:</u> * Subject to Change</th> <th style="text-align: left; padding: 5px;"><u>Permit</u></th> <th style="text-align: left; padding: 5px;"><u>Plan Review</u></th> </tr> <tr> <td style="padding: 5px;">MRE Type 1 (Low Risk)</td> <td style="padding: 5px;">\$125</td> <td style="padding: 5px;">\$62.50</td> </tr> <tr> <td style="padding: 5px;">MRE Type 2 (Medium Risk)</td> <td style="padding: 5px;">\$175</td> <td style="padding: 5px;">\$87.50</td> </tr> <tr> <td style="padding: 5px;">MRE Type 3 (High Risk)</td> <td style="padding: 5px;">\$225</td> <td style="padding: 5px;">\$112.50</td> </tr> </table> | | | <u>Rates:</u> * Subject to Change | <u>Permit</u> | <u>Plan Review</u> | MRE Type 1 (Low Risk) | \$125 | \$62.50 | MRE Type 2 (Medium Risk) | \$175 | \$87.50 | MRE Type 3 (High Risk) | \$225 | \$112.50 |
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| MRE Type 1 (Low Risk) | \$125 | \$62.50 | | | | | | | | | | | | | |
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| MRE Type 3 (High Risk) | \$225 | \$112.50 | | | | | | | | | | | | | |
| The following documents must be submitted along with this application: <input type="checkbox"/> Proposed menu or complete list of food and beverages to be offered <input type="checkbox"/> <i>Standard Operating Procedures or HACCP plans may be required.</i> <input type="checkbox"/> List of Certified Food Protection Managers <input type="checkbox"/> Plans must be clearly drawn and include these items below: <ul style="list-style-type: none"> • Provide equipment layout and specifications, clearly numbered and cross-keyed with the equipment list. • Identify handwashing, warewashing, and food preparation sinks. | | | | | | | | | | | | | | | |
| By signing, I certify that the above information is correct and I fully understand the following: <ul style="list-style-type: none"> • The plan review expires one year from the date of approval. If construction or remodeling is not started within that time, it may be necessary to resubmit for a new review of the plans. • Any changes or alterations to plans must have prior approval by the Whiteside County Health Department. • Approval of these plans by the Whiteside County Health Department does not indicate compliance with any other code, law, or regulation that may be required. It further does not constitute endorsement or acceptance of the completed establishment. • A final inspection of the establishment with equipment in place and operational, will be necessary to determine if it complies with the Illinois Department of Public Health Food Service Sanitation Code, before operations can begin. | | | | | | | | | | | | | | | |
| Signature: | | Date: | | | | | | | | | | | | | |
| Print Name: | | Title: | | | | | | | | | | | | | |

| | |
|---|--|
| Office Use Amount Paid \$ _____ | Group _____ Fee \$ _____ Plan Review Fee \$ _____ Total \$ _____ Date Paid _____ Permit # _____ |
|---|--|