



**Portage County Combined  
General Health District**

999 East Main Street  
Ravenna, Ohio 44266

[www.portagehealth.net](http://www.portagehealth.net)



Portage County Health District 330-296-9919

Fax 330-297-3597

Portage County WIC 330-297-9422

Columbiana County WIC 330-424-7293

*Rebecca Lehman, MPH, MPA, CHES, Health Commissioner*

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# Portage County Mobile Food License Plan Review Application

\* Licensing Fee is due pending approval \*  
Please allow up to 30 days for plans to  
be reviewed once submitted

## MOBILE FOOD OPERATIONS

A mobile unit is defined as a unit that is operated from a movable vehicle, portable structure or watercraft and that routinely changes location; it does not remain at any one location for more than forty (40) consecutive days. Ohio law requires that every person, who intends to prepare, serve, or sell food from a movable vehicle, portable structure or watercraft that routinely changes location, obtain a mobile food license. Every mobile unit must comply with the Ohio Administrative Code (OAC 3717-1).

It is important that all mobile food operators understand proper food handling procedures and sanitation. This is especially true for persons who have not worked in the food industry. For **high-risk mobiles**, Person in Charge Training is required. The mobile risk level will be determined based on the menu during the plan review.

### License Process

- The application for a Mobile Food License must be completed for the health department wherein the operator stores and/or maintains the unit. A mobile license is valid throughout the State of Ohio. If the operator has more than one mobile unit, each unit shall be licensed separately.

To obtain an application for a license, the following must be completed and submitted to the Portage County Health District (PCHD):

1. Complete the “Portage County Mobile Food License Plan Review Application” packet.
2. Obtain approval from PCHD prior to building/purchasing unit.
3. Contact PCHD to schedule a pre-license inspection with the inspector assigned to the physical address where the business is located. The “Mobile Food Unit Checklist” can be used to ensure all the requirements are completed.
4. At the inspection, the mobile unit must be fully operational. Utilities and equipment must be connected and properly working.
5. Upon approval, complete the mobile license application provided by PCHD.
6. Submit license application and fee to office either in person or by trackable mail. The mobile will not be licensed until application and payment is received and the application processed.

Please consult with other governing agencies such as zoning, building, and fire departments for additional permitting that may be required.

A person in charge must be on site during all hours of operation. Please list your person(s) in charge:

1. \_\_\_\_\_
2. \_\_\_\_\_

Please be advised that if all sections of this application are not complete, the application will be returned for you to provide the additional required information. Please contact PCHD if you need further clarification.



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### MOBILE PLAN REVIEW APPLICATION

☐ New Facility ☐ Alteration: ☐ Change of Owner (Check One)

☐ FSO ☐ RFE (Check One)

**Operation Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**City/Village/Township** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Contact Person** (for plan review approval response)

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **E-mail Address** \_\_\_\_\_

### Menu and Source

#### Approved Food Sources:

- Grocery stores
- ODA Registered Home Bakeries
- ODA Approved Cottage Foods
- Prepared foods from a facility that holds an ODA Processing License
- Raw shell eggs from a Registered Egg Producer

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\*Foods shall not be prepared at your home.

\*All raw fruits and vegetables must be thoroughly washed in potable water before being served, cut, or combined with other ingredients.

Below please list each individual food item and source (including ice) and transportation methods for all foods offered:

\*Please be advised all food must be hauled inside an enclosed vehicle or trailer.

Food	Source	Food Transportation
<i>Ex: Bagged Ice</i>	<i>Giant Eagle</i>	<i>Cambro, insulated bag</i>

Continue on additional sheet if necessary.

Packaged foods must be labeled as follows:

- Common name of food
- Complete list of ingredients
- Flavor(s) or chemical preservatives
- Weight of contents
- Name and address of manufacturer, packer, or distributor

## Equipment Specifications

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All equipment shall be **commercial grade** (approved by NSF or equivalent) and must be pre-approved by the Licensor. Provide equipment specification sheets (or digital links to products) when available.

Fill in chart below for all equipment. Provide sizes and photos as needed. Utilize additional sheets as needed.

Equipment	Make	Model Number
<i>Example: Prep cooler</i>	<i>True</i>	<i>425-917</i>

# Water Supply

Please indicate your approved water source:

- ☐ Municipal \_\_\_\_\_
- ☐ Well water (approved by PCHD)
  - Bacterial Request Form and Fee is required in advance for water testing
- ☐ Well water (approved by Ohio Environmental Protection Agency)
- ☐ Commercially bottled water from \_\_\_\_\_

\*If a hose is used to connect with the water supply, it must be an approved food grade hose, with a backflow prevention device (ASSE 1012 or ASSE 1024).



## Hand Washing

Mobile units shall have at least one sink for handwashing only.

Hand sinks shall have:

- Hot water (at least 85°F)
- Cold water
- Soap
- Single use towels
- Handwashing sign

Soap and paper towels must be available at the hand washing station for easy access.



## Equipment and Utensil Washing

Mobile units shall have a three-compartment sink to properly clean dishes:

1. Wash with hot water (at least 110°F) and approved detergent
2. Rinse with clear, clean water
3. Sanitize with an approved sanitizer
4. Air dry

\*Sinks must be large enough to wash the largest piece of equipment or utensil.

Please indicate your approved chemical sanitizer:

- ☐ Chlorine at 50-100 ppm
- ☐ Quaternary ammonia at 200 ppm

\*Test strips that correspond with the selected sanitizer are required for checking concentration. Test strips must not be expired.

\*Wiping cloths must be stored in a designated container of sanitizing solution between uses.

## Wastewater

All liquid wastes must be properly disposed in a public sanitary sewer or other approved method of disposal. Storm drains are not approved for wastewater disposal.

Please indicate your approved method of disposal:

- ☐ Sanitary sewer
- ☐ Designated dump station
- ☐ OEPA Approved System
- ☐ Blue Boy (wastewater container)
- ☐ Other \_\_\_\_\_



\* If a wastewater hose is used, it must be clearly distinguishable from the freshwater hose.

\*Toilet facilities must be available on site of the event, during all hours of operation

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# Food Safety

Cooking Temperatures – cooking foods to the wrong temperatures may cause foodborne illness!

Temperature	Foods
135°F	Commercially processed, ready to eat food that will be held hot; all foods that are held hot after meeting initial required cooking temperature
145°F	Whole seafood, beef, pork, lamb (steaks and chops), roasts (4 minutes), eggs that will be served immediately
155°F	Ground meat, seafood, or ostrich meat; injected, marinated, or tenderized meats; eggs that will be held hot for service
165°F	Poultry (chicken, turkey, duck, fowl), stuffing made with potentially hazardous (TCS) foods like meat stocks or broths, dishes made from previously cooked foods

\*A metal stem thermometer (range 0°F to 220°F) must be used to measure temperatures. A digital thermometer with a thin metal tip is required for foods such as thin hamburger patties and fish filets.

Please list all cooking/hot holding equipment below and the foods that will be prepared on each:

Equipment	Food	Cooking	Hot Holding
<i>Ex: Grill, fryer</i>	<i>Hamburgers, hot dogs, chicken</i>	<i>X</i>	

## Cooling and Cold Holding

**Cooling** is a food processing technique that is used to reduce the temperature of a food from one processing temperature to another or to a required storage temperature.

Will you be cooling any foods (including the items listed above)? ☐ Yes ☐ No

If so, please indicate the foods and cooling method below:

Method	Food(s)
Ice bath	
Ice wand	
Shallow pan	
Blast chiller	
Other	

\*Cool all hot foods from 135° F to 70° F within 2 hours, then from 70° F to 41° F within 4 hours.

\* Foods may be held between 41° F and 135° F under the following conditions:

- Initial temperature must be below 41°F or above 135°F
- Labeled with time removed from hot or cold holding.
- Discarded after 4 hours.
- A written procedure must be available which describes the Time in Lieu of Temperature (TILT) process

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## Cold Holding

The following foods must be held **under mechanical refrigeration ONLY** at or below 41°F:

- |                       |                      |                  |
|-----------------------|----------------------|------------------|
| • Meat products       | Cooked vegetables    | Eggs             |
| • Potato dishes       | Dairy products       | Sliced tomatoes  |
| • Protein rich plants | Raw sprouts          | Cut leafy greens |
| • Cream/custard       | Sliced melons        | Fish/shellfish   |
| • Batter              | TCS Foods not listed |                  |

**\*Thermometers** are required in all refrigeration equipment.

Please list all cold holding equipment to be used:

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## Unit Materials: Floors/Walls/Ceilings/Lights

Floors, walls, and ceilings are necessary. The materials must be smooth, impermeable, and easy to clean.

Please indicate the materials of your floors, walls and ceiling:

Surface	Material(s) to be used
Floors	
Walls	
Ceilings	

\*All foods, utensils, and equipment must be:

- Stored 6 inches off the ground.
  - Protected from dirt, dust, precipitation, customers, insects, and vermin.
- \*Facility must be clean and in good repair. No unnecessary items and litter are permitted.
- \*Chemicals and personal items must be stored away from food.
- \*Operations at night must have adequate lighting. Lights must be shatter resistant or shielded.
- \*Garbage containers must be covered and lined with trash bags. All solid waste must be properly disposed after the event or as needed during the event.

### Power Supply (check all that are applicable)

☐ Generator      ☐ 110 electric(on site)      ☐ 220 electric (on site)

Will electrical service be available/required for the length of the event including overnight?

☐ Yes      ☐ No

What type of fuel source will be needed for cooking of food?

☐ Propane      ☐ Kerosene      ☐ Firewood      ☐ Electric

How will food be properly secured and protected during an overnight event?

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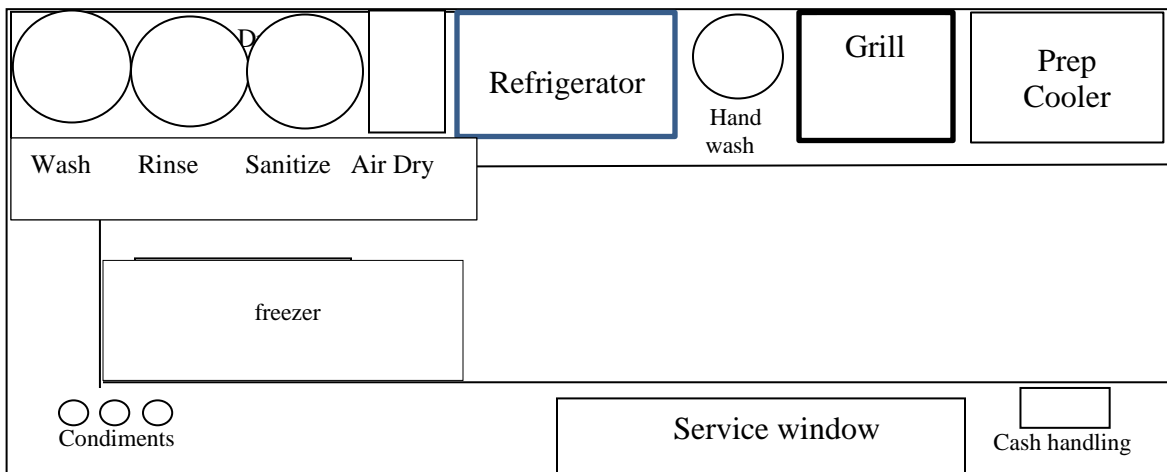
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# Handling and Hygiene

Only people in good health shall prepare or serve food. Please refer to the *PCHD Employee Health Policy Agreement* for further information (available at [www.portagehealth.net](http://www.portagehealth.net)).

- Hair restraints and clean clothes are required for all food handlers.
- Food handlers must wash hands frequently (including after smoking, eating, drinking, using the restroom, handling trash, cleaning, handling money and handling raw foods).
- Food handlers may not contact exposed ready-to-eat food with their bare hands but shall use suitable utensils such as tongs, spatulas, deli/bakery tissues or single use gloves (latex gloves are prohibited).
- Only food workers are allowed in the unit.
- Live animals are prohibited from the unit.
- Smoking and use of tobacco products are prohibited in and around the unit.

## Floor Plan



A detailed drawing of your proposed food unit is **required**. Utilize the space below to draw your floor plan.

Note: Please keep all writing and information inside the box.

A large, empty rectangular box provided for the user to draw their proposed food unit floor plan.



## Mobile Food Unit Checklist

Name of Mobile Unit: \_\_\_\_\_

Name of Operator: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

	An adequate supply of hot and cold water under pressure is provided for handwashing and the cleaning of equipment and utensils.
	An ASSE 1012 or ASSE 1024 backflow prevention device is installed on the potable (fresh) water supply inlet.
	A holding tank with lid for the collection and disposal of wastewater into a public sanitary sewage system is provided.
	A handwashing sink with hot (at least 85°F) and cold water is provided and supplied with soap, paper towels, and a sign stating food employees must wash hands.
	A three compartment sink with hot (at least 110°F) and cold water large enough to accommodate the cleaning and sanitizing of equipment and utensils is provided.
	A chemical sanitizer such as chlorine bleach or quaternary ammonia is provided.
	Test strips for use with sanitizer of choice are provided. Test strips are not expired.
	Finished materials used on floors, walls, and ceilings are durable, smooth, and easily cleanable.
	Working surfaces, where foods are prepared and utensils are washed, are illuminated to a minimum of 50 foot candles.
	Containers with tight fitting lids are provided for refuse disposal.
	All multi-use equipment and utensils are durable, smooth, and easily cleanable, and meet standards of a recognized food equipment testing agency (NSF or equivalent).
	Adequate natural or mechanical ventilation (such as vents, fans, or windows) are provided.
	A numerically scaled thermometer is provided in the warmest part of each refrigerator. Cold time/ temperature controlled for safety foods must be maintained at or below 41°F.
	A numerically scaled thermometer is provided in the coldest part of each hot hold unit. Hot time/ temperature controlled for safety foods must be maintained at or above 135°F.
	A metal stem, numerically scaled (0-220°F) food thermometer is provided. A thin tip digital probe thermometer is available for checking thin foods.
	All single service straws, knives, forks, and spoons, etc. are wrapped or are dispensed from a covered dispenser.
	All food, water or ice, that is processed, prepared, or served, is from an approved source.
	All food that is stored, prepared, displayed and served is reasonably protected from contamination by using serving utensils, packaging, food shields, or other protective barriers.
	Disposable (nonlatex) gloves are provided.
	Hair coverings are provided.

	A person in charge is present during operating hours. This person has knowledge of safe food preparation and handling.
	Employees have signed "Employee Health Policy Agreements".
	A written vomit/fecal cleanup procedure is provided with proper equipment.
	There is a "Food Choking" poster in the unit.
	A "Time in Lieu of Temperature" procedure is written for foods held at room temperature.
	A push cart is covered with custom fitted tarp.
	Entire unit is completely mobile, and is hauled inside an enclosed, licensed vehicle or trailer.
	The name of the mobile unit, city of origin, and telephone number are displayed on the exterior of mobile unit, with individual letters measuring 3 inches high by 1 inch wide.
	Equipment is adequate for menu served.
	Drawing matches unit layout.
	Employees are in good health.
	Equipment utilized next to the unit is documented.
	License Plate #:

Menu:


Notes:


☐ PIC Training Required High Risk Mobile

Backflow Preventer#:

Name of Inspector:

Date:

For access to food safety posters, visit our website at:  
[www.portagehealth.net](http://www.portagehealth.net)

Updated: 3/17/25