

# Massillon City Health Department



## Mobile Food Units

Ohio Law requires that anyone who intends to prepare, serve, or sell food from a movable vehicle, portable structure, or watercraft that routinely changes location, obtain a Mobile Food Operation License. Ohio Law also requires that every Mobile Food Operation comply with the applicable sections of the Ohio Administrative Code (O.A.C. 3717-1).

A mobile food unit is defined as an operation that:

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

## **LICENSING PROCESS**

The procedure for obtaining a mobile food license from the Massillon City Health Department requires that you:

- (1) Read and complete this entire packet.
- (2) Submit a detailed drawing of your proposed mobile unit. An example of the drawing can be found on page 7. The drawing of the unit must detail the equipment layout (i.e. handwashing sink, 3- compartment sink, mechanical refrigeration, etc.).
- (3) Submit manufacturer specification sheets or equipment list showing equipment is approved and listed with an approved testing agency (NSF or equivalent).
- (4) Submit a complete menu and/or list of all foods that are to be served from the mobile.
- (5) Once your submission has been reviewed, you will be contacted by an Environmental Health Specialist with the Massillon City Health Department to schedule an inspection of the mobile. The license will not be issued until the inspection shows that you are in compliance with the Ohio Uniform Food Safety Code.
- (6) At the inspection, the mobile unit must be fully operational – utilities and equipment must be connected and properly working.
- (7) Once approved, you can obtain your license.

***\* You must submit everything to the Massillon City Health Department at least 10 business days in advance of your first expected operating date. We are unable to accommodate last minute reviews and inspection requests.***

***\* Please consult with other governing agencies such as Liquor Control, Code Enforcement, Zoning, Fire Departments, etc. for additional permitting that may be required in each jurisdiction you visit before you set up.***

***How do I know which health department to go to for my Mobile license?***

The mobile is licensed by the local health department where the business headquarters is located. The business headquarters is the address on the tax paperwork. The operator of a mobile that comes to Ohio from another state must obtain their license from the local health department where they plan to first sell food from their unit.

***Do I have to obtain a Mobile license from each health department that has jurisdiction where I set my mobile up?***

No. The license you obtain from the local health department where your business headquarters is located is valid anywhere in the State of Ohio (as long as all other local regulations are followed).

***What types of foods may be served from my mobile?***

Any food may be served as long as all of the equipment on the floor plan and the menu are consistent with the information on the back of the license. All food must be from an approved source, prepared on the mobile food service operation, and no preparation or cooking may be conducted at home.

***Can I sleep in my mobile when I'm not cooking or prepping food in it?***

Under no circumstances may a mobile be used as sleeping or living quarters.

***Can I put additional coolers or freezers outside of my mobile to give me more space?***

Yes. As long as the equipment is approved and inspected, and it is indicated on the diagram on the back of your license, you can utilize space outside of your mobile.

***I was inspected and got my mobile licensed this past May. Why does my license expire on March 1<sup>st</sup> instead of giving me an entire year?***

Regardless of when you come in for inspection and licensing, your mobile license is valid until March 1<sup>st</sup> of each year, and license fees are not prorated.

***I've always gotten my mobile licensed by the Massillon City Health Department, but I've recently moved outside of the health jurisdiction. Can I still get my license from Massillon?***

No. You must get your mobile licensed from the jurisdiction where it is based. Proof of address is required to be submitted annually to the Massillon City Health Department, and under no circumstances will your mobile be licensed by Massillon if the base of operation is located outside of the Massillon City Health jurisdiction.

## **NEW MOBILE UNIT PLAN REVIEW APPLICATION**

This must be completed and submitted for review prior to your licensing inspection. Contact the Massillon City Health Department if you make any equipment or menu changes after your mobile unit is approved.

Name of Mobile

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Address of Mobile's Base of Operation

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Vehicle License Plate Number

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Name of Owner/Operator

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Address of Owner

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Telephone & email

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Please identify what type of mobile you are operating:

- Knock-down mobile
- Pre-Packaged, Non-perishable Push-Cart
- Push-Cart
- Self-Sufficient Vehicle or Trailer
- Vehicle or Trailer that is not Self-Sufficient

List the names of the Person(s) in Charge during hours of operation:

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Identify all sources for food items:

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List all of the food/beverage items you will be preparing/serving, or attach a menu:

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Describe how you will monitor food temperatures:

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Describe how and where you will dispose of wastewater:

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What is the source of your potable water supply? Describe how water will be delivered to the mobile unit. Specify the type of backflow prevention valve, such as ASSE-1011, and the type of food grade hose to be used, such as NSF 61:

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**Please confirm whether any of the following activities will be conducted by the mobile unit. If you answer yes, describe how the activity will be done.**

Thawing food: YES NO

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Slicing produce: YES NO

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Cooling and reheating food: YES NO

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Serving raw or undercooked food: YES NO

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Frying food: YES NO

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Storing food at a location other than the mobile unit: YES NO

*\* Include the address of storage location*

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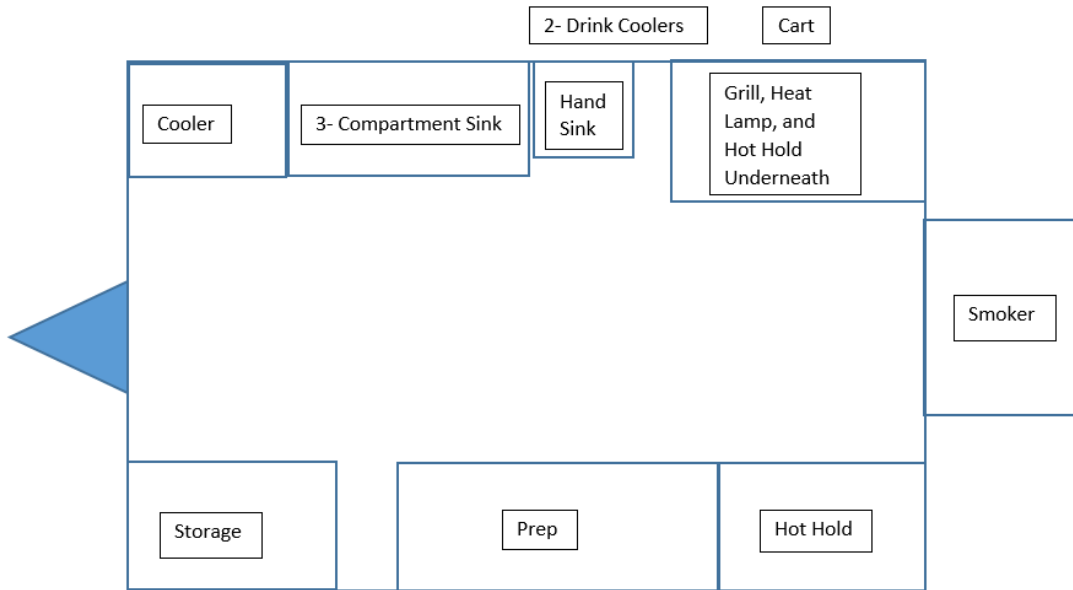
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# SAMPLE MOBILE DIAGRAM



- *Mac and cheese, mashed potatoes, and soups are cooked at commissary, transported, and held hot until served.*

## Menu

Potatoes  
 Chicken  
 Steak  
 Ground Beef  
 Pulled Pork  
 Ice Cream  
 Bottled/Canned Drinks

Peppers/Onions  
 Avocado  
 Sauerkraut  
 Ranch/Blue Cheese  
 Hot Sauce  
 BBQ Sauce  
 Cheese

Mac and Cheese  
 Cole Slaw  
 Mashed Potatoes  
 Chips/Salsa  
 Sour Cream  
 Soups  
 Salad



**Include Your Mobile Diagram Here or Attach a Separate Sheet**

**Food that is to be sold from the mobile must be prepared on the mobile or in a licensed food facility. No food is allowed to be brought from home and sold from the mobile.**

- ✓ Your three-compartment sink must include drain boards and be large enough to accommodate the largest piece of equipment.
- ✓ At least one separate hand sink with hot water, soap, and paper towels must be available for handwashing.
- ✓ A food preparation sink will be required if food is washed, rinsed, thawed, etc.
- ✓ The hot water tank must be large enough to supply water to all sinks.
- ✓ The gray water tank(s) must hold 15% more water than the fresh water tank(s).
- ✓ You must have a dual-check backflow prevention valve that meets A.S.S.E. standard 1012 or 1024 if a hose will be used to supply water to the mobile unit.
- ✓ A food-grade hose is needed if the mobile connects to a water supply.
- ✓ A hood system may be required. Questions about the type of hood that is required, or questions regarding fire suppression, should be directed to the Massillon Fire Department at (330)833-1053.
- ✓ Shielded lights that provide at least 50 foot-candles of light intensity are required in food preparation areas.
- ✓ All surfaces must be smooth and cleanable.
- ✓ The mobile's name, city of origin, and phone number must be placed on the outside of the mobile in letters at least 3" high by 1" wide.
- ✓ Anyone handling food on the mobile must wear a hair restraint.
- ✓ Bare-hand contact of ready-to-eat foods is not allowed.
- ✓ Latex gloves are prohibited. Nitrile, vinyl, etc. are permitted.
- ✓ All coolers must be at 41°F or below and have a working thermometer, and hot holding temperatures must be maintained at 135°F or above.
- ✓ The mobile may not operate in the same location for more than forty days.

**Food Safety is the most important aspect of any food service business. The purpose of this packet is to ensure that as a mobile food operator you are aware of your responsibilities. Questions can be directed to Bethany Perkowski, Environmental Health Director, by phone at (330) 830-1795 or email at [bperkowski@massillonohio.gov](mailto:bperkowski@massillonohio.gov).**



## **HEALTH DEPARTMENT**

**The Massillon City Health Department  
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