



Office of Food Protection
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
<http://www.phila.gov/health/Environment/FoodProtection.html>

Mobile Food Vending Unit-Plan Submission Guide

New or modified, units not previously licensed are required to have properly prepared plans submitted and approved prior to construction, fabrication or change of ownership. Mobile Food vending units include trucks, trailer hitch units, pushcarts, stands and foot peddlers.

Enclosed are forms and information sheets needed to obtain approval for a mobile food vending unit: **Food Vending Unit Design Requirements; Food Establishment Plan Review Application; Mobile Food Vending Unit Fact Sheet; Equipment List; Menu Description and Preparation worksheets; Mobile Food Unit Commissary Verification Form and information about the Food Safety Certification Requirement.**

FEES REQUIRED: \$340.00 FOR NEW UNITS (\$150.00 FOR PLAN REVIEW AND \$190 FOR INSPECTION). THIS FEE IS APPLICABLE IF VENDOR ID# IS NOT PROVIDED.

-OR-

\$255.00 FOR OWNERSHIP CHANGE -MUST HAVE HEALTH DEPT. VENDOR ID#- (\$65.00 FOR FILING AND \$190.00 INSPECTION)

The fees must be paid by cashier’s check or money order made out to **“Philadelphia Health Dept. - E.H.S.” Business checks, personal checks, or cash are NOT accepted.** License approval will follow upon inspection of the finished unit.

Commissary/Support Facility

All vending operations must have approved servicing areas to support the operations of the vending unit and report at least daily to such a location for all food and cleaning supplies and service of operations for the unit. The Mobile Food Unit/Cart-Commissary verification form must be completed and submitted with copy of the appropriate City of Philadelphia food license or an equivalent permit if from another jurisdiction. The commissary or other fixed establishment used as a base of operation must be constructed and operated in compliance with the “Regulations Governing Food Establishments”. Foods, beverages, and ingredients from commissaries located outside of the limits of the City of Philadelphia may be sold in Philadelphia if such commissaries conform to the “Regulations Governing Food Establishments” or their equivalent code as approved by the Office of Food Protection (OFP). The OFP will verify that the designated support facility is approved.

Food Safety Certification

All food handling requires that an individual with a valid City of Philadelphia Food Establishment Personnel Food Safety Certificate be present during vending unit operation. Provide copy of City Issued Food Establishment Personnel Food Safety Certificate.

The following is a checklist of forms and items that must be included with your application submission:

- PLAN DRAWN TO SCALE SHOWING ALL FOOD EQUIPMENT
- FOOD ESTABLISHMENT PLAN REVIEW APPLICATION
- MOBILE VENDING UNIT FACT SHEET
- EQUIPMENT LIST
- MENU DESCRIPTION AND PREPARATION—ON SITE FOOD PREPARATION
- MENU DESCRIPTION AND PREPARATION—PRE-APPROVED LICENSED FACILITY
- MOBILE FOOD UNIT COMMISSARY VERIFICATION
- A COPY OF THE CITY OF PHILADELPHIA FOOD ESTABLISHMENT PERSONNEL FOOD SAFETY CERTIFICATE
- PROCESSING FEE

Incomplete submissions may result in delays in processing or disapproval of your application. If you need additional information or assistance, please contact:

The Office of Food Protection, 321 University Avenue, Philadelphia, PA 19104, (215) 685-7405

Mobile Food Vendor Inspection Guide License Approval/Renewal

All mobile food unit licenses, "Retail Food, Non-permanent Location licenses," expire on April 30th. License renewal applications are mailed by the Department of Licenses and Inspections. To receive approval to obtain an original license or renew an existing license the vending unit and its operation must be evaluated and approved by the Department of Public Health Department. When a vending unit is approved for operation a "license eligibility report," and a "Mobile Food Vendor Certificate of Eligibility" will be issued by a Department representative. The license eligibility report is submitted to the Department of Licenses and Inspections to pay for and obtain your license. The Certificate of Eligibility identifies what type of food items are approved to be provided by this vending unit and is required to be posted on the vending unit.

All new mobile food vending units are required to have properly prepared plans drawn to scale submitted and approved prior to construction and fabrication. See the Plan Review section for additional information.

Mobile Food Unit inspection procedures for license approval/renewal are outlined below:

- Mobile food units will be inspected for compliance with required structural and design features (Mobile Food Vending Unit Design Requirements) at District Health Center locations listed below:

Health District #1,2	500 S. Broad St.	(215) 685-6574
Health District #3,4	43rd and Chester Ave.	(215) 685-7537
Health District #5,6	1920 N. 20 th St.	(215) 685-2356
Health District #8,9	111-131 W. Hunting Park Ave.	(215) 685-9017
Health Center #7,10	111-131 W. Hunting Park Ave.	(215) 685-9013

District Offices can provide inspections only in the morning. Please contact the district office prior to arriving for inspection to ensure that inspection service is available that day.

- Bring vending unit proof of ownership and proper identification for obtaining the license.
- Bring City issued Food Establishment Personnel Food Safety Certificate.
- Bring food purchase records for the most recent 30 days prior to inspection for review.
- An approved commissary or service support facility is required to serve your operational needs. A copy of license for the commissary or a recent inspection report is required to be presented. If the proposed facility does not have prior approval or is new than plan submission requirements must be fulfilled. If the commissary is outside the city information must be provided to the Office of Food Protection.
- When the above requirements are met; your vending unit will be inspected during operation to determine compliance with operational requirements for license approval.

REQUIREMENTS FOR MOBILE VENDING UNIT FOODSERVICE OPERATIONS

General:

1. All food must be clean, wholesome, free from spoilage, adulteration, and safe for human consumption.
2. All food shall be from approved licensed facilities or be prepared on unit, subject to Health Department approval.
3. A person-in-charge must be present at the site at all times.
4. Personnel must wear clean outer garments and must keep their hands clean at all times while engaged in food handling operations.
5. All individuals involved in food handling activities must wear a suitable head covering or hair restraint to protect the food from contamination.
6. All persons with signs, symptom or diagnosis with any foodborne illness must report it to the person-in-charge.
7. Restrooms must be readily available for employee use.
8. Mobile food units must be constructed so as to be easily movable by one person when fully operational and in compliance with all other provisions of the Philadelphia Vendor Code.

Physical Facilities:

A. Floors, Walls and Ceilings:

1. Floors, walls and ceilings must be smooth and easily cleanable.
2. Outer openings of a food facility shall be protected against entry of insects and rodents by use of tight-fitting doors and windows. If windows or doors need to be opened for ventilation or other reasons, such as service to the customer, then screens, air curtains or other effective means must be present to protect the interior of the unit.
3. Outer openings shall be no larger than necessary to carry out the food operation.
4. When the mobile unit is in motion, openings must be covered with solid materials, such as doors, plastic, etc, to protect the unit from windblown dust and debris during travel. The drivers' compartment and food preparation area must be protected against airborne contaminants and vermin, if not separated from the food facility portion of the unit.

B. Hand washing Facilities:

1. Each mobile vending unit must have a handwash sink with hot and cold running water under pressure.
2. The water system must be a closed system from filling outlet to discharge outlet.
3. Each sink must have a sign indicating, "Employees must wash hands".
4. Each sink must be supplied with clean, potable, warm (100°F) water for employee handwashing.
5. Each hand washing sink must include: soap, single use paper towels, and a waste receptacle.
6. Each hand washing station must have an acceptable water supply and waste water collection container.

C. Water Supply:

1. The water supply shall be of a safe, sanitary quality. Water supplied at the unit must conform to all applicable regulations of the Department of Public Health and the Water Department.
2. The mobile vending unit must provide hot (110°F) and cold running water under pressure with the unit. The hot water facilities shall be functional when the vehicle is mobile or stationary.
3. The water system must be closed from filling outlet to discharge outlet.
4. Separate hoses must exist for filling the water tank and flushing the waste storage tank.
5. The water-filling inlet must be designed to protect from contamination, and provided with a hose connection of different size and type from the waste retention tank flushing connection.
6. The water storage tank shall have a minimum capacity for one day's use and capacity shall be indicated on the tank or the data plate.
8. Backflow/backsiphonage must be installed as required to protect the water supply.

D. Waste Water:

1. Each mobile unit must provide for the collection of all wastewater from hand washing, utensil cleaning and food refrigeration units using ice as a refrigerant. Waste collection systems must provide a minimum of 15% or greater capacity than the fresh water supply and ice quantity needed for one full day of operation. The data plate for the mobile food unit must indicate the waste tank storage capacity.
2. The waste collection tank (plastic, galvanized, etc.) shall be constructed so that its contents can be emptied and drained into a municipal sanitary sewer (not on the ground or into a storm drain) and must be designed with a valve to hold and release the liquid waste from the tank and be located to permit complete drainage of the entire tank. The storage tank shall be flushed and cleaned each time after emptying.

E. Refuse:

1. All mobile vending units must be supplied with an easily cleanable and leak-proof waste and refuse container with a tight fitting lid. The lid must be in place when not in use.
2. A separate refuse receptacle shall be provided for public use. The refuse receptacle shall be affixed to the vending unit and be of sufficient size not less than 20 gallons or as needed, in accordance with Philadelphia Vendor Code.
3. Handling details about used cooking oil and charcoal residue must be provided. Submit information regarding cooking oil recycling. Refer to the "[Philadelphia Water Department Guide](#)"

F. Dishwashing Facilities:

1. Single service articles or extra food handling utensils must be available to be used unless adequate dishwashing facilities are available and used.
2. Adequate facilities include a three-compartment sink (separate from the handwashing sinks) set up for accomplishing a three-step method of cleaning and sanitizing of utensils. Where only spatulas, tongs and similar devices are washed and sanitized, and only stationary equipment must be cleaned, a two-compartment sink may be approved. Utensil washing sink shall be sufficient in size to immerse the largest utensil to require cleaning during the mobile food unit operation.
3. Complete utensil cleaning operations are expected to be completed at the commissary or approved base of operation.
4. Sanitizers (Quaternary Ammonia, Chlorine) used in the 3 step cleaning method or for any food contact surface cleaning must be available at all items, approved and used appropriately.
5. Appropriate sanitizer testing devices (strips, titration kits) must be available in the facility at all times.

G. Equipment:

1. All equipment must be easily cleanable, durable, free from breaks, cracks & crevices, made of appropriate materials that are non-toxic and corrosion resistant, well constructed, and adequate for the intended use.
2. All equipment must be appropriately maintained.
3. All equipment shall be installed according to all appropriate federal, state or City code requirements for construction and fire safety. The owner/licensee is responsible for ensuring that these requirements are met.
4. All components of the mobile food unit must be permanent or semi-permanent to provide for an integral vending unit. The use of unapproved auxiliary equipment at the exterior of the vending unit, such as coolers used for refrigeration, is not approved. Refrigeration units must be part of the integral design of the vending unit.
5. Refrigeration and cold holding units must be capable of reaching and maintaining 41°F or below when in use and must be supplied with an accurate thermometer.
6. All cooking units shall be capable of cooking foods to their appropriate temperature and hot holding units must be capable of holding foods at 135°F or above.
7. A metal stem-type numerically scaled, or other approved thermometer must be provided and used to monitor proper cooking temperatures.
8. Wood, other than approved cutting boards, shall not be used in a food zone. No exposed wood shall be permitted; wood used for structural purposes must be finished with approved materials. Painted wood is not approved for food contact or splash zone areas.
9. Ice & Ice Storage Units
 - a. All ice must come from approved sources. All ice used in drinks or for consumption shall be received packaged with proper identification of the ice manufacturer on the packaging.
 - b. Ice used in the preparation of beverages or for other purposes where ice will be consumed must be stored in a clean, easily cleanable, nonporous, closed container made of approved materials. Galvanized metal coolers may not be used to store potable ice.
 - c. All ice must be dispensed with an ice scoop having an appropriate handle. Scoops may be stored in the ice with the handle up out of the ice or outside the ice on a clean surface protected from contaminants.
 - d. Ice used as a coolant may not be used in drinks or as ingredients in food. Ice as a coolant is considered non-potable.
 - e. Personal drinks may not be stored in potable ice chests.
 - f. Packaged foods, including drinks, whose packaging is not subject to the entry of water because of the nature of the container or packaging, (ex: hermetically sealed cans or bottles) may be stored in ice. Continuous effective draining of melting ice is required to reduce the potential for contamination when such products are stored in this manner.
 - g. Ice used in the preparation of drink beverages or for other purposes where ice will be consumed must be stored in a clean, easily cleanable, non-porous, closed container made of approved materials.

H. Food Safety and Handling:

1. All foods requiring temperature control for safety shall be kept out of the temperature danger zone (41° F to 135° F) at all times.
2. All food shall be protected at all times from environmental and other sources of contamination during storage, preparation, cooking and service.
3. Unwrapped displayed food requires approved covers, food shields, or sneeze guards, to minimize contamination by customers. Shields and guard must be designed to intercept a direct line between the customer's mouth and the food on display. Additional design detail information is available in [the "Food Establishment Plan Review Guide"](#).
4. No bare hand contact is allowed on any ready to eat foods. Gloves or utensils must be used.
5. Stockpiling of hot foods such as hot dogs, sausages etc. for stock or display is prohibited, unless all areas of the food (surface and interior) are above 140° F or below 41° F.
6. All frozen foods shall be thawed using proper procedures and all hot foods to be cooled shall be cooled rapidly using proper procedures.
7. All foods must be covered when not in use, or not in the "cooling" process.
8. Condiments for patron self-service must be dispensed from an approved dispensing unit, or be prepackaged single serve portions.
9. The reuse of original food containers for food storage, such as cans, boxes and bags, is not permitted.

MOBILE FOOD VENDING UNIT PLAN REVIEW/CHANGE OF OWNERSHIP APPLICATION

1) Mobile Vending Unit's Trade Name: _____

2) Licensee Name (owner, partnership, or corporation): _____

3) Mailing Address, City, State, Zip: _____

4) Food Vending Location(s)/Area(s): _____

5) Home Phone: _____ Cell Phone: _____
 Fax: _____ Email: _____

6) Primary Language Spoken _____

Establishment Emergency Contact Name: _____

Establishment Emergency Contact phone #: _____

CHOOSE ONE OF THE FOLLOWING:

_____ **Change of Ownership Only** / Ownership Change Date: _____
 Mobile Food Unit Philadelphia Health Dept. ID# (**THIS IS REQUIRED.**) _____
 Previous Establishment's Name: _____

(New ownership of an existing ongoing food establishment operation without modification to the food equipment and/or food handling activities. Establishment floor plans & equipment details are not required.
Required Fees: \$255 IN MONEY ORDER OR CASHIER'S CHECK only payable to Philadelphia Department of Health- EHS".)

_____ **Modification** Work Start Date: _____ Work Completion Date: _____

Modification includes the remodeling or alteration of an existing mobile food vending unit or change that affects the way the establishment operates, which may or may not include installation of equipment, replacement or relocation of permanently installed equipment, change in menu or operational procedure.

Provide a description of what has been modified. _____

_____ **New Unit (Includes units not previously approved by the Philadelphia Health Dept.)**

I certify that the information provided on this application is correct to the best of my knowledge. I understand that incomplete or illegible application will be returned unprocessed.

Applicant Name (Print) _____ Title: _____

Applicant Signature: _____ Date: _____

MOBILE FOOD VENDING UNIT FACT SHEET

1. General Mobile Vending Unit Plan

Submit an accurately scaled plan of the vending unit showing placement of all food equipment from Equipment List to be used in the operation of mobile unit. The plans must be clear, concise, legible, to scale, and be of such size as to enable all information to be clearly shown. The over all interior dimensions must be shown. No free hand drawing will be accepted. All information is to be submitted in duplicate.

2. Please provide description and details for each of the items below. Refer to the Requirements included in this packet for guidance. You may use additional paper if needed.

ITEM	DESCRIPTION/DETAILS
PHYSICAL FACILITIES:	
Overhead Enclosure	
Type of Materials for Overhead Enclosure	
Support Structure	
Side Enclosure	
Type of Materials for Side Enclosure	
Floor Materials	
Service Opening/window	
Type of Materials for Service Area	
HAND WASHING FACILITY:	
Handwashing Sink	
WATER SUPPLY & WASTE WATER DISPOSAL:	
Potable Water Source	
Water Storage Tank; Materials and Construction Detail	
Capacity of Water Storage Tank	
Backflow Prevention Device	
Method of Generating Hot Water; Materials and Construction Detail	
Hot Water Storage Tank; Materials and Construction Detail	
Waste Water Storage Tank; Materials and Construction Detail	
Capacity of Waste Water Storage Tank	
Disposal Method for Waste Water	
REFUSE:	
Type of Waste Containers	
Number of Waste Containers	
Will cooking grease waste be generated?	
Cooking grease recycling information	
Name of recycler	
UTENSIL/EQUIPMENT WASHING FACILITIES:	
On-Unit utensil washing & sanitation	
Type & number of compartments for utensil cleaning; Materials and Construction Detail	
Type of Sanitizer	
Thermometer:	
Indicate types that will be used	
Provide details about the power source for ovens, fryers, refrigerators, etc.	
Generator	
Propane fuel:	
Other(Describe):	
Light Fixtures and Protections:	
Indicate the type and placement of all light fixtures and means of protection in mobile vending unit.	

FOOD SAFETY AND HANDLING

Provide a copy of the proposed menu.

Indicate if raw or undercooked animal food items are being served: Yes ____ No ____

If yes, ensure that menu includes a Consumer Advisory information for this product

MENU:

All food, beverages, condiments, ice or any other items that will be consumed must be listed on the MENU DESCRIPTION AND PREPARATION worksheets. Use the following samples as a guide to filling out the worksheets. Continue on a separate piece of paper if necessary. Bring all food receipts to the special event.

SAMPLE MENU DESCRIPTION FOR FOOD PREPARED ON SITE

Food Item	Ingredients	Serving Size	Total Servings	Preparation Description
Fish Sandwich	Whiting Filet	6 oz filet	200	Fish is stored in cooler in wet drained ice at 41 F until prepared. Fish is tossed in breadcrumbs in stainless steel bowl on prep table. Fish is cooked to order. Fish is deep-fried for 5 minutes, until internal temperature is 160 F. Cooked fish is placed on roll with lettuce and tartar sauce. Lettuce is commercially prewashed, prepackaged, ready to eat product. Sandwich is wrapped in foil and served.
	Breadcrumbs	½ oz	200	
	Roll	1 roll	200	
	Lettuce	1-2 leaves	200	
	Tartar Sauce (prepackaged)	1 oz	200	

SAMPLE MENU DESCRIPTION FOR FOOD PREPARED AT PRE-APPROVED LICENSED FACILITIES

Food Item	Serving Size	Total Servings	Transportation Description	Preparation description at the site	Facility Name, Address, Phone #, Food License #
jambalaya	8 oz	150	Transported to the site at 40 ^o F in 2 inch deep pans in a cooler using ice packs.	Rapidly reheated to internal temperature of 165 ^o F and stored in chafing dish for serving.	ABC Restaurant, 123 Restaurant St. Philadelphia, Pa 19100 (215) 555-5555 Philadelphia Food License # 1234567

The preparation description portion of the worksheet must include:

- Storage of foods
- Preparation of foods
- Cooking time of foods
- Cooking temperature of foods
- Menu item assembly
- How menu item will be served

PHILA. DEPT. OF PUBLIC HEALTH MOBILE FOOD UNIT COMMISSARY INFO. FORM

Trade name of Mobile Food Unit/Cart: _____

Name of Owner or Corporation: _____

Owner's Mailing Address, City, Zip: _____

Home Phone#: _____ Cell Phone#: _____

- List address of food vending location(s): _____
- Days / Hrs. of Operation _____ Number of Employees per shift _____
- City of Phila. Food Safety Certified Person(s) _____ Cert#: A _____
- Primary Language Spoken _____
- Do you operate from a commissary on a daily basis? YES NO
If No, explain: _____
- Do you report back to the commissary at the end of the day for all cleaning, servicing operations and waste disposal? YES NO
If No, Explain: _____
- What hours do you report to the commissary? Morning: _____ Evening: _____
- Is this commissary inspected by the Philadelphia Health Department? YES NO
If No, provide a copy of a recent inspection report for the commissary.
- Name of regulatory agency that inspects the commissary: _____
- Indicate location of toilet facilities used during operation: _____
- Date: _____ Vendor Signature: _____

Type of Unit/Cart: Tag# _____ State _____

Step van Truck Tow Unit
 Table Stand Push Cart
 Propane Fuel Electrical Generator

Menu/Types of Foods Sold

Prepackaged only Pretzels Water Ice
 Produce Ice Cream Whole Fish Hot foods
 Processed Seafood Cold foods Meat products
 Other _____

FOOD SUPPLY INFORMATION: Provide food supplier information for Prepared Food not prepared on the mobile food unit and information for each food item if more than one food establishment provides prepared food, use the back of this paper if needed.

Business Name of the Prepared Food Supplier: _____

St. Address, City, State, Zip: _____ Phone: _____

Address where purchase receipts are kept available for inspection at all times:

Contact Name: _____ Phone: _____

St. Address, City, State, Zip: _____

Commissary / Servicing Area Business Commissary Owner's Name: _____

Address, City, State, Zip: _____

Phone: _____

The above Commissary is used for the following:

Food Water Supplies Cleaning of equipment/utensils Storage of vendor unit
 Waste disposal Repairs of vendor unit

Date: _____ Signature of Commissary Owner/Operator: _____

NOTICE: COPY OF COMMISSARY AND/OR INSPECTION REPORTS MUST BE AVAILABLE FOR HEALTH DEPARTMENT REVIEW