catawba county
public health
MAKING. LIVING. BETTER.

ENVIRONMENTAL HEALTH
Catawba County Government Center
25 Government Drive | P.O. Box 389 | Newton, NC 28658
Phone: (828) 465-8270 | Fax: (828) 465-8276
Email: EHAdministrativeAssistants@CatawbaCountyNC.gov

Plan Review Application for a Mobile Food Unit

Submit application form, a complete proposed menu of food items for sale, and a scaled drawing to the Health Department for approval before beginning any construction or renovation. Applications must be reviewed and approved before we can look at your unit. Insufficient information will delay plan review.

- *Attach a proposed menu of food items for sale.*
- *Attach a diagram of unit containing location of all equipment, storage areas, sinks, and tanks.*
- *Does supporting restaurant or commissary have a well and septic system? If so, a tank check and water sample will be required.*

A "mobile food unit" means a vehicle-mounted food service establishment designed to be readily moved. All units must report daily to the restaurant or commissary for supplies, cleaning and servicing. Facilities shall be provided at the restaurant or commissary for all aspects of function of a mobile unit including food storage, dry storage, obtaining fresh water, sewage disposal and garbage disposal. An operator is not allowed to maintain foods and products sold in a mobile unit to be stored at their personal residences. If a permitted restaurant or food stand is not capable of handling the extra needs of a mobile food unit a permit will be denied.

Name of Business: _____

Owner's Name: _____

Mailing address: _____

City: _____ **State:** _____ **ZIP:** _____

Telephone #(s): _____

Email Address: _____

Restaurant or Commissary supporting unit: _____

State ID # of Restaurant or Commissary: _____

Applicant Signature _____ **Date:** _____

Food Handling Procedures

Explain the following with as much detail as possible. Provide descriptions of the specific areas of the kitchen and corresponding items on the plan where food will be handled. Explain the handling procedures for the following food categories. Describe the process from receiving to service including:

- **How the food will arrive (frozen, fresh, packaged, etc.)**
- **Where the food will be stored**
- **Where (specific pieces of equipment with their corresponding equipment schedule numbers) and how the food will be handled (washed, cut, marinated, breaded, cooked, etc.)**
- **When (time of day and frequency/day) food will be handled**

Ready-to-Eat Food Handling

(edible without additional preparation necessary, e.g. salads, cold sandwiches, raw molluscan shellfish)

_____

_____

_____

Produce Handling

Will produce be washed or rinsed prior to use? Yes_____ No_____

Is there an approved location used for washing or rinsing produce? Yes_____ No_____

Will it be used for other operations? Yes_____ No_____

Please indicate location of produce washing equipment and describe the procedures. Include time of day and frequency for washing or rinsing the produce at this location:

_____

_____

_____

Poultry Handling

Will poultry be washed or rinsed prior to use? Yes_____ No_____

Is there an approved location used for washing or rinsing poultry? Yes_____ No_____

Will that location be used for other operations? Yes_____ No_____

Please indicate location of poultry washing equipment and describe the procedures. Include time of day and frequency for washing or rinsing the poultry at this location:

_____

_____

_____

Meat Handling

Will pork and red meats be washed or rinsed prior to use? Yes_____ No_____

Is there an approved location used for washing or rinsing pork and red meats? Yes_____ No_____

Will it be used for other operations? Yes_____ No_____

Please indicate location of seafood washing equipment and describe the procedures. Include time of day and frequency for washing or rinsing the seafood at this location:

_____

_____

_____

Seafood Handling

Will seafood be washed or rinsed prior to use? Yes_☐__ No_☐__

Is there an approved location used for washing or rinsing seafood? Yes_☐__ No_☐__

Will it be used for other operations? Yes_☐__ No_☐__

Please indicate location of seafood washing equipment and describe the procedures. Include time of day and frequency for washing or rinsing the seafood at this location:

_____

_____

_____

Mobile Food Unit Diagram

Draw to scale, identifying and describing all equipment, including handwash facilities, equipment, washing facilities, cooking equipment, refrigeration, worktables, storage, hot and cold holding units, water source and storage. Describe the floor, wall and ceiling surfaces of the unit.

Checklist for Permitting a Mobile Food Unit (MFU)

(Please keep this checklist and turn in the rest of this form)

_____ Submitted completed application form
_____ Submitted menu
_____ Submitted diagram of equipment layout

Permits and schedule notifications:

_____ 1. Mobile food units (MFU) must work in conjunction with a permitted restaurant or commissary within Catawba County and you must report daily to the facility for supplies, cleaning and servicing. A log sheet must be kept at the facility which shows this.
_____ 2. MFU permits shall be posted at all times. A copy of the last inspection shall also be kept on site and the grade card shall be posted and visible at all times.
_____ 3. Operators must provide a list to the Health Department of all locations the MFU will operate on a routine basis. If the MFU travels to other counties, the operator must notify that county prior to operation. Such lists must be kept current or permit could be suspended!

Storage:

_____ 4. Storage of any and all extra supplies must be kept at the restaurant or commissary rather than your personal homes or vehicles. Adequate storage areas must be established and provided at the base commissary prior to permitting.

Cleaning:
_____ 5. Cleaning of the unit and extra utensils, coolers, equipment must be done at the restaurant or commissary. The MFU must be kept clean.

Water Supply:

_____ 6. All units must have a potable water system under pressure with water heating facilities.
_____ 7. Your unit's potable water tanks must be filled with a potable water hose at the restaurant or commissary at a clean and protected fresh water connection other than an exterior can/ mop wash facility. If the restaurant and/or commissary uses well water as its water source, a sample must be taken prior to issuance of permit.
_____ 8. The water inlet on the MFU should be located above the sewage outlet connection, have a different connection & size than the sewage disposal connection and it must be kept capped (covered) for protection unless being used.

Sewage Disposal:

_____ 9. Your unit's sewage storage or gray water tanks must be 15 % larger than the potable water tanks.
_____ 10. The tank(s) must be emptied and thoroughly flushed at the restaurant or commissary at an established dump station connected to a properly sized and approved on-site sewage system or public sewer system.
_____ 11. All waste connections on the MFU for servicing the waste lines and tanks must be a different size or type than those used for the potable water and should be located lower than the potable water taps on the unit.

Garbage Disposal:

_____ 12. All garbage and other solid waste shall be stored and disposed of in an approved manner.

Equipment and Interior:

_____ 13. All equipment and utensils must be NSF or other approved commercial equipment with the exception of toasters, mixers, microwave ovens, water heaters and hoods which can be residential type.

_____ 14. All cooking equipment must be located within the enclosed unit.

_____ 15. All utensils, tables, sinks, cabinets and shelves must be clean and in good repair. All surfaces must be smooth, not readily corrodible and have no open cracks or joints that will collect food particles and slime.

_____ 16. Shelves, tables and counters cannot be covered with paper, cardboard, or other absorbent material.

_____ 17. Hot and cold holding as well as cooking equipment must be provided as needed.

_____ 18. All floors, walls and ceilings shall be smooth, non-absorbant and easily cleanable.

Sinks:

_____ 19. At least a single-compartment commercial sink with (2) integral drainboards, rounded corners, backsplash protection and hot/ cold water is required for utensil washing (see attached picture). The sink must be of sufficient size to submerge, wash, and rinse your largest utensils or pots. Domestic sinks are not approved for this use. Two compartment sinks are recommended.

_____ 20. A separate hand wash sink with hot/ cold water, combination supply faucet, soap, and single-service towels is required.

Food Protection:

_____ 21. Insect and dust protection must be provided as necessary at windows, doors and equipment.

_____ 22. All foods shall be obtained from approved sources and handled in a sanitary manner.

_____ 23. All potentially hazardous foods must be maintained at or below 45˚F, or at or above 135˚F. Cold temperatures shall be 41˚F on or after January 1, 2019.

_____ 24. An accurate metal stemmed thermometer that goes from 0˚F -220˚F (+/-2˚F) must be provided to check food temperatures.

_____25. Gloves must be worn when touching ready-to-eat food (RTE) or use another non direct food contact way to touch food.

Employees:

_____26. Employees shall be clean and wear clean outer clothing and effective hair restraints. No tobacco should be used in any form while in the foodservice area.

_____27. The person in charge (PIC) on-site must have completed a certified food safety protection class within 210 days of issuance of permit unless you already have one that is valid.

Disease and Illness:

_____28. No person who has a communicable or infectious disease that can be transmitted by foods, or who is a carrier of organisms that cause such a disease, or who has a boil, infected wound, or an acute respiratory infection with cough and nasal discharge, shall work in a temporary food establishment in any capacity in which there is a likelihood of such person contaminating food or food-contact surfaces, with disease-causing organisms or transmitting the illness to other persons. An employee health policy agreement must be in place for all employees.

An example of a sink which complies with the requirement in 15A NCAC 18A, section .2672(e), Specific Requirements for Mobile Food Units which requires:

(e) At least a one-compartment sink shall be provided. The sink shall be of sufficient size to submerge, wash, rinse, and sanitize utensils and shall have splashback protection. Drainboards shall be provided as specified in Section 4-301.13 of the Food Code as amended by Rule .2654 to accommodate the drying of washed utensils. Splashback protection and drainboards must be an integral part of, and continuous with, the sink. These drainboards shall be of sufficient size to accommodate the drying of washed utensils.