PHILADELPHIA DEPARTMENT OF PUBLIC HEALTH

INSTRUCTIONS & APPLICATION FORM

# MOBILE FOOD BUSINESSES: FULL PLAN REVIEW

For other applications and instruction manuals, go to:
www.phila.gov/health/foodbusiness

OFFICE OF FOOD PROTECTION, PHILADELPHIA DEPARTMENT OF PUBLIC HEALTH
321 UNIVERSITY AVE, 2ND FLOOR, PHILADELPHIA, PA 19104 / 215-685-7495

City of Philadelphia
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**Office of Food Protection**
**321 University Avenue, 2nd Floor**
**Philadelphia, PA 19104**
**www.phila.gov/health/foodbusiness**

**Welcome!** The City of Philadelphia is excited to welcome your mobile food business to its outstanding array of food vendors. Mobile food vending units include trucks, trailer hitch units, pushcarts, stands and foot peddlers. These instructions are designed to help guide you through the process of completing the required plan review application for a mobile food business.

As a new food business owner, you are required to submit a Food Business Plan Review Application and all related attachments to the Office of Food Protection, Philadelphia Department of Public Health (PDPH). The PDPH will evaluate the submitted materials for compliance with the City's Regulations Governing Food Establishments.

**Your Food Business Plan Review Application must be approved by the PDPH before beginning construction or installing food equipment.**

The plan review process has been designed to help food business owners. Plan review not only provides the PDPH with required information, but it also can identify potential problems while still on paper and help to prevent costly modifications later. Issues for plan review include, but are not limited to: equipment specifications, water supply and hand washing facilities, waste water and refuse disposal, food handling practices, and menu. **A checklist of all required information and attachments can be found on page 18.**

For more information, please call or visit:

Office of Food Protection
Philadelphia Department of Public Health
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
www.phila.gov/health/foodbusiness
(215) 685-7495

Monday-Friday, 9 am-4 pm

## Where to Submit Completed Plan Review Application

You may submit the Food Business Plan Review Application in person or by mail. The Office of Food Protection will conduct a preliminary review of your Application and mail or email (upon request) you a Plan Review Worksheet and Fee Assessment Letter within 30 business days. The worksheet will indicate if additional information is required.

After your completed worksheet and fee are received, the Department of Public Health will notify you of a decision in 30 business days.

If your application is approved, you will receive instructions on how to schedule an inspection.

If your application is missing information needed for approval, you will be notified and have 30 business days in which to respond.

Submit your application either by mail or in person:

Office of Food Protection
Philadelphia Department of Public Health
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
www.phila.gov/health/foodbusiness
(215) 685-7495

Monday-Friday, 9 am-4 pm

> NOTE: All food establishments in Philadelphia must conform to all applicable local or state agency codes or requirements, e.g.: PA Department of Labor and Industry, PA Department of Environmental Protection, PA Liquor Control Board, Philadelphia Zoning, Building or Plumbing Codes.

## Fee Schedule

**Do not submit any fees with your Food Business Plan Review Application.** Applicants should not submit payment until specifically directed by the Department of Public Health. The information below is provided for your general information only.

A. **Plan Review fee:** The Plan Review Fee for new mobile vending units is $150.00.

B. **Pre-operating Inspection fee:** A fee of $190.00 for inspection of the facility before it is open to the public.

C. **Expedited Plan Review and Inspection Fee** (if required):
If you want to request an expedited review and inspection, bring your application form and all required materials to the Office of Food Protection. There is an expediting fee of $380.00 *in addition* to the standard plan review fee of $150.00 and standard inspection fee of $190.00. You must have all required materials and pay by cashier's check, money order or credit card (see "NEW" below) before review can begin. Your review and inspection will be completed within 10 business days. Please speak with a representative from the Office of Food Protection before requesting an expedited review.

> **NEW!** You can now pay your plan review fees online with a credit card. You will need an email address, a daytime phone number, your invoice number, and the amount owed. To learn more, call (215) 685-7495.

# License Approval/Renewal
## FOR MOBILE VENDING OPERATIONS

All mobile vending operations are required to have a "Retail Food, Non-Permanent Location" license issued by the Department of Licenses and Inspections. These licenses expire on April 30th of each year, regardless of when they are issued.

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 Philadelphia Department of Public Health (PDPH).

When a vending unit is approved for operation a "license eligibility report," an Operation Eligibility Certificate (OEC) will be issued by a PDPH representative. The license eligibility report is submitted by the mobile vendor to the Department of Licenses and Inspections to pay for and obtain the license. The OEC 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.

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

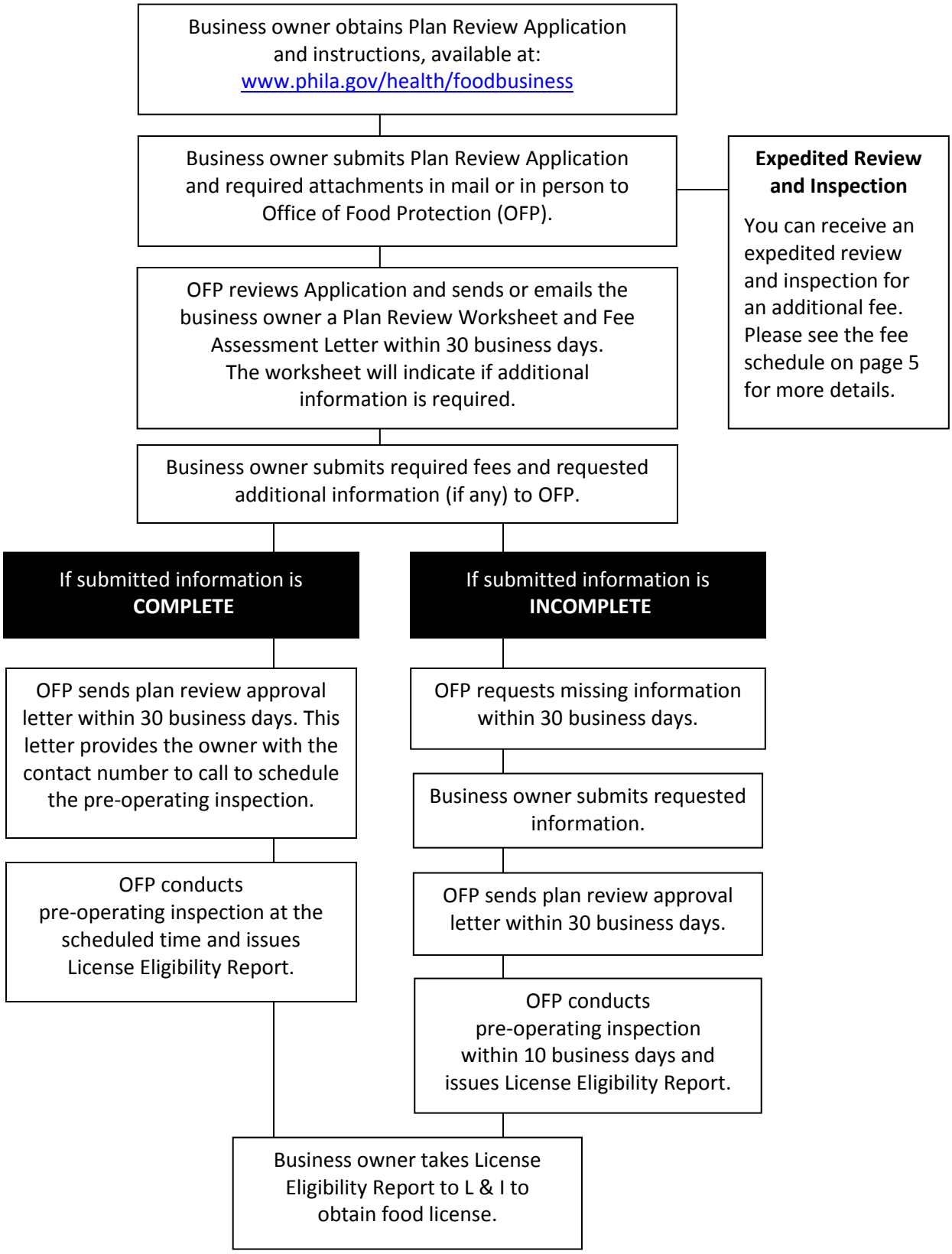
- Mobile food units will be inspected for compliance with required structural and design features (Mobile Food Vending Unit Design Requirements) at District Health Center locations listed below:

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

District Offices can provide inspections only in the morning between 8 am and 9 am. 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 of Philadelphia Food Safety Certificate.
- Bring food purchase records for the most recent 30 days prior to inspection for review.
- A support facility is required to serve your operational needs. A copy of license for the support facility 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 support facility is outside the city, you must provide a copy of the license and a recent inspection report.
- When the above requirements are met; your vending unit will be inspected during operation to determine compliance with operational requirements for license approval.

## Flowchart and Timeframes



# Plan Review Instructions
## FOR MOBILE VENDING OPERATIONS

This section details the information required as part of your plan review submission. Required information includes both narrative and drawings, as indicated below.

The following are required of all mobile vending operations in Philadelphia:

**A. Support Facility**

Complete the Support Facility Information Form (Schedule A). All vending operations must have an approved support facility 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.

A Support Facility Information Form must be completed and submitted to the Office of Food Protection with a copy of the appropriate City of Philadelphia food license or an equivalent permit if from another jurisdiction. A copy of the most recent inspection report and license for the support facility should be submitted with the application.

The support facility used as a base of operation must be constructed and operated in compliance with the "Regulations Governing Food Establishments." Foods, beverages, and ingredients from support facilities located outside of the limits of the City of Philadelphia may be sold in Philadelphia if such sites 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.

**B. Food Safety Certification**

Provide a copy of a City of Philadelphia Food Safety Certificate. All food handling requires a food safety certified individual to be present at all hours of operation with valid City of Philadelphia Food Safety Certificate.

**C. Facility Plan**

Complete the Description of Mobile Unit (Schedule B) and Equipment List (Schedule C). Include an accurately scaled plan of the mobile unit showing placement of all food equipment to be used in the operation of mobile unit. Drawings must be clear, concise, legible, to scale, and be of such size as to enable all information to be clearly shown. The overall interior dimensions must be shown. No free hand drawings will be accepted.

The Facility Plan should address:

1. **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.

    5. 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.

2. **Hand Washing Facilities**
    1. Each mobile vending unit must have a hand wash 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 (100ºF) water for employee hand washing.

    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.

3. **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 (110ºF) 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.

7. Backflow/back-siphonage must be installed as required to protect the water supply.

**4. 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 then 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.

**5. 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."

**6. 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 hand washing 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 support facility 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 approved, available at all times, and used appropriately.

5. Appropriate sanitizer testing devices (strips, titration kits) must be available in the facility at all times.

**7. 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 41ºF 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 135ºF 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.

**D. Food Safety and Handling**

1. All food must be clean, wholesome, free from spoilage, adulteration, and safe for human consumption.

2. All foods requiring temperature control for safety shall be kept out of the temperature danger zone (41º F to 135º F) at all times.

3. All food shall be protected at all times from environmental and other sources of contamination during storage, preparation, cooking and service.

4. 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".

5. No bare hand contact is allowed on any ready to eat foods. Gloves or utensils must be used.

6. 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 140º F or below 41º F.

7. All frozen foods shall be thawed using proper procedures and all hot foods to be cooled shall be cooled rapidly using proper procedures.

8. All foods must be covered when not in use, or not in the "cooling" process.

9. Condiments for patron self-service must be dispensed from an approved dispensing unit, or be prepackaged single serve portions.

10. The reuse of original food containers for food storage, such as cans, boxes and bags, is not permitted.

11. Personnel must wear clean outer garments and must keep their hands clean at all times while engaged in food handling operations.

12. All individuals involved in food handling activities must wear a suitable head covering or hair restraint to protect the food from contamination.

13. All persons with signs, symptom or diagnosis with any foodborne illness must report it to the person-in-charge.

**E. Menu Description**

1. Provide a copy of the proposed menu.

2. Indicate if raw or undercooked animal food items are being served. If yes, ensure that menu includes a Consumer Advisory information for this product

3. List all food, beverages, condiments, ice or any other items that will be consumed on Schedules D and E. Use the samples below as a guide to filling out the worksheets. Continue on a separate piece of paper if necessary.

**SAMPLE MENU DESCRIPTION FOR FOOD PREPARED ON SITE**

| Food Item | Ingredients | Preparation Description |
|---|---|---|
| Fish Sandwich | Whiting Filet<br>Breadcrumbs<br>Roll<br>Lettuce<br>Tartar Sauce (prepackaged) | 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. |

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

| Food Item | Transportation Description | Preparation description at the site | Facility Name, Address, Phone #, Food License # |
|---|---|---|---|
| Jambalaya | Transported to the site at 400 F in 2 inch deep pans in a cooler using ice packs. | Rapidly reheated to internal temperature of 165 0 F and stored in chafing dish for serving. | ABC Restaurant,<br>123 Restaurant St.<br>Philadelphia, Pa 19100<br>(215) 555-5555<br>Philadelphia Food License # 1234567 |

NOTE: The preparation description portion of the worksheet must include: storage of foods, cooking time of foods, menu item assembly, preparation of foods, cooking temperature of foods, how menu item will be served.

## APPENDIX A
## SAMPLE PLAN REVIEW WORKSHEET FOR MOBILE UNITS

| FOR OFFICIAL USE ONLY | | | | |
|---|---|---|---|---|
| **Establishment Name:** | | **PR#:** | **Total Fees: $340.00** | **Paid(Y/N):** |
| **Establishment Type:** | | **OR Reviewer:** | **Filing Fee: $** | |
| **Establishment Address:** | | **Date:** | **Inspection Fee: $190.00** | |
| **Philadelphia, PA** | | **FR Reviewer:** | **Other Fee: $** | |
| **HD#** | **Zip Code: 191** | **Date:** | **Plan Review Fee: 150.00** | |
| **Contact:** | **Phone:** | **Scope of Work:** | **Reported Square Footage: sq.ft.** | |
| **Title:** | | **Mobil Vendor** | **Calculated Square Footage: sq.ft.** | |

**Listed below are the items required for approval:**
**S-**Satisfactory, **N-**Information Needed, **N/A-**Not Applicable, **E-**Existing, **OR-**Office Review, **FR-**Field Review

| OR | FR | Item: | Comments |
|---|---|---|---|
| | | **Physical Facilities** | |
| | | **Overhead Enclosure** | |
| | | Type of Materials for Overhead Enclosure | |
| | | Support Structure | |
| | | Side Enclosure | |
| | | Type of Materials for Side Enclosure | |
| | | Floor Materials<br>Service Opening/ window<br>Type of Material for Service area | |
| | | **Handwashing Sink** | |
| | | Other | |
| | | **Menu Information & Details:** | |
| | | On Mobil Unit Preparation Description | |
| | | Pre-approved Licensed Facility and Commercially Packaged Food/Beverage Description | |
| | | Food Transportation | |
| | | Consumer Advisory | |
| | | **Sanitary Structural Facility Details:** | |
| | | Surface Finish Schedule & Details | |
| | | **Provide details about the Power source for ovens, fryers, refrigerators, etc.** | |
| | | Generator | |
| | | **Light Fixture Information & Details:** | |
| | | Adequacy | |
| | | Protection | |
| | | **Water Supply & Waste Water Disposal** | |
| | | Portable Water Source | |
| | | Water Storage Tank: Materials and Construction Detail | |
| | | Capacity of Water Storage Tank<br>Backflow Prevention Device | |
| | | Method of Generating Hot Water; Materials and Construction detail | |

SAMPLE ONLY

| | | | |
|---|---|---|---|
| | | Water Heater (s) (location, size, temperature, recovery rate): | |
| | | Waste Water Storage Tank; Materials & Construction detail | |
| | | Capacity of Waste Water Storage Tank | |
| | | Disposal Method for Waste Water | |
| | | **Equipment Information & Details:** | |
| | | Design & Construction: Catalog Cut sheets | |
| | | Data Plate | |
| | | **Utensil / Equipment washing Facilities** | |
| | | On –Unit utensil washing & sanitation | |
| | | Type & number of compartments for utensils cleaning: Material and Construction Detail | |
| | | Type of sanitizer | |
| | | **Equipment Installation Details:** | |
| | | Aisle/Work Space | |
| | | Hot food equipment | |
| | | Refrigeration | |
| | | Compartment Separation | |
| | | **Ventilation:** | |
| | | Type, Materials and Construction | |
| | | **Refuse & Recyclable:** | |
| | | Storage: Type of Containers | |
| | | Cooking Grease Recycling: | |
| | | Container Type & Location | |
| | | Recycler's Name | |
| | | **Support Facility** | |
| | | License / Most recent inspection report | |
| | | **Food Safety Certified Person** | |

SAMPLE ONLY

## APPENDIX B
## List of Reference Publications

Please be advised that listing the resources below does not imply recommendation or endorsement by the City of Philadelphia Department of Public Health

| | |
|---|---|
| American Conference of Governmental Industrial Hygienists | 513-742-6163 |
| Baking Industry Sanitation Standards Committee Phone | 773-761-4100 |
| Building Officials and Code Administrators International, Inc. | 708-799-2300 |
| International Association for Food Protection, Inc. | |
| Intertek Testing Services | 800-813-9442 |
| National Fire Protection Association | 800-344-3555 |
| National Sanitation Foundation International | 800-673-6275 |
| Pennsylvania Department of Agriculture | 717-787-4737 |
| The 3A Sanitary Standards Sources | 800-669-9277 |
| Tile Council of America, Inc. | 864-646-8453 |
| Underwriters Laboratories, Inc. | 847-272-8800 |
| U.S. Food & Drug Association | |

## Checklist

Please complete this checklist to ensure that your Plan Review Application is complete. The accuracy of your submission will help to avoid processing delays and/or the rejection of your plans. *Please include a completed checklist with your application.*

___ 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 VENDING OPERATION SUPPORT FACILITY VERIFICATION

___ COPY OF THE CITY OF PHILADELPHIA FOOD SAFETY CERTIFICATE

___ PROCESSING FEE

# Plan Review Application Form
## FOR MOBILE VENDING OPERATION

**Office of Food Protection**
**321 University Avenue, 2nd Floor**
**Philadelphia, PA 19104**
**www.phila.gov/health/foodbusiness**

### A. Business Information

1) Name of Mobile Vending Operation (doing business as): _____

2) Address, City, Zip: _____

3) Food Business Location(s)/Area(s): _____

4) Business Phone: _____ Fax: _____

5) Email: _____ Website: _____

6) Hours of Operation: Mon-Fri _____; Sat_____; Sun_____

7) Anticipated Total Number of Employees Working Per Shift: _____

8) Please indicate type of operation:

_____ New Mobile Vending Unit

_____ Modifing Mobile Vending Unit

_____ Support Facility Application Only

9) Please indicate mobile business type (check all that apply):

_____ truck

_____ trailer hitch unit

_____ pushcart stand

_____ foot peddler

_____ other _____

| **Licensee (owner, partnership, or corporation)** | **Plan Review Contact Person (other than licensee; person who should receive all correspondence)** |
|---|---|
| Name _____<br><br>Co. President _____<br><br>Mailing Address_____<br><br>City, State _____<br><br>Zip _____ Phone _____<br><br>Fax_____ Email _____<br><br>Phila. Business Privilege # (if available)<br>_____ | Name_____<br><br>____ Designer ____ Contractor ____ Manager<br>____ Other_____<br><br>Address<br>_____<br><br>City, State _____<br><br>Zip _____ Phone _____<br><br>Fax _____<br><br>Email _____ |
| Establishment emergency contact name: _____<br><br>Establishment emergency contact phone #: _____ | |

**B. Category of Application**

Please select one:

_____ **New Unit** (units not previously approved by the PDPH)

_____ **Modification** (the remodeling or alteration of an existing food establishment or change that affects the way the establishment operates, which may or may not include the categories listed below. Check all items that apply.

_____ Installation of equipment (new or used)
_____ Installation of surface finishes (i.e. walls, floors, ceilings)
_____ Installation of custom millwork, cabinetry or plastic laminated surfaces
_____ Replacement or relocation of permanently installed equipment
_____ Expansion of food facility
_____ Other: _____

Work Start Date:_____ Work Completion Date:_____

Provide a description of what has been modified.

**C. Operational Details**

Answer YES or NO to all items:

| | | |
|---|---|---|
| Has inside storage room for trash | YES | NO |
| Has outside dumpster/trash cans | YES | NO |
| Restrooms are readily available for employee use | YES | NO |

Location:_____

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: _____

**SCHEDULE A:**
**MOBILE VENDING OPERATION SUPPORT FACILITY INFORMATION**

## A. SUPPORT FACILITY INFORMATION

1. Name of Support Facility: _____
2. Name of Support Facility Owner: _____
3. Address, City, Zip: _____
4. Business Phone: _____ Fax: _____
5. Email: _____ Website: _____
6. Do you operate from a support facility on a daily basis? _____YES _____NO

   If No, explain: _____
7. Do you report back to the support facility at the end of the day for all cleaning, servicing operations and waste disposal? _____YES _____NO

   If No, Explain: _____
8. What hours do you report to the support facility? Morning:_____ Evening:_____
9. Is this support facility inspected by the Philadelphia Health Department?_____YES _____NO

   If NO, provide a copy of a recent inspection report for the support facility.
10. Name of regulatory agency that inspects the support facility: _____
11. What fuel sources does your operation utilize (check all that apply)?

_____ Propane Fuel

_____Electrical Generator

_____ Other _____

12. Please check all types of food sold on your unit.

_____ Prepackaged only

_____Pretzels

_____Water Ice

_____ Ice Cream

_____ Produce

_____ Hot foods

_____ Cold foods

_____ Meat products

_____ Whole fish

_____ Processed fish

_____ Other _____

_____

## B. 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.

1. Name of Prepared Food Supplier: _____

   Address, City, Zip: _____

   Business Phone: _____ Fax: _____

   Email: _____ Website: _____

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

   _____

   Address, City, Zip: _____

   Business Phone: _____ Fax: _____

   Contact Name: _____ Phone: _____

3. The above Support Facility 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 Support Facility Owner/Operator: _____

NOTE: A Copy of Support Facility and/or inspection reports must be available for review by the Department of Public Health.

**SCHEDULE B:**
**DESCRIPTION OF MOBILE VENDING OPERATION**

Please provide description and details for the items below. Refer to the requirements included in this application 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<br>Service Opening/window<br>Type of Materials for Service Area | |
| **HAND WASHING FACILITY:** | |
| Hand Washing Sink | |
| **WATER SUPPLY & WASTE WATER DISPOSAL:** | |
| Potable Water Source<br>Water Storage Tank; Materials and Construction Detail | |
| Capacity of Water Storage Tank<br>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<br>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. | |

**SCHEDULE C:**
**EQUIPMENT LIST**

List the type, make and model number for all food service equipment and submit with manufacturer's cut sheet and specification. **All equipment must be designed and constructed in accordance with the sanitation criteria set forth by the American National Standard Institute (ANSI).**

| **ITEM NUMBER** | **EQUIPMENT DESCRIPTION** (include manufacturer name & model number) | **METHOD OF INSTALLATION** |
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**SCHEDULE D:**
**MENU DESCRIPTION FOR FOOD PREPARED ON SITE**

The preparation description portion of the worksheet must include: storage of foods, cooking time of foods, menu item assembly, preparation of foods, cooking temperature of foods, how menu item will be served. See instructions on page 14 for examples.

| Food Item | Ingredients | Preparation Description |
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**SCHEDULE E:**
**MENU DESCRIPTION FOR FOOD PREPARED AT PRE-APPROVED LICENSED FACILITIES**

The preparation description portion of the worksheet must include: storage of foods, cooking time of foods, menu item assembly, preparation of foods, cooking temperature of foods, how menu item will be served. See instructions on page 14 for examples.

| Food Item | Transportation Description | Preparation Description at the Mobile Unit | Facility Name, Address, Phone #, Food License # |
|---|---|---|---|
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