



Office of Food Protection
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
http://www.phila.gov/health/units/ehs/html/special_event.html

Mobile Food Vending Unit-Plan Submission Guide

Mobile Food vending units include trucks, trailer hitch units, pushcarts, stands and foot peddlers. 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. 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.** The fee for initial plan review of a mobile vending unit is **\$125.00**. In addition, a fee of **\$190.00** is required for the inspection to determine compliance of mobile vending unit. 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.** A copy of the fee schedule is enclosed for your reference. 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, except pre-packaged non-potentially hazardous, require that an individual with a valid Food Establishment Personnel Food Safety Certificate be present during vending unit operation. Provide proof of Food Establishment Personnel Food Safety Certificate and copies of self inspection records.

Applications will be processed in a timely fashion upon the receipt of complete and accurate application forms. The following is a checklist of forms and items that must be included with your application submission:

- 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
- PROOF OF FOOD SAFETY TRAINING OR A COPY OF A VALID 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

REQUIREMENTS FOR MOBILE VENDING UNIT FOODSERVICE OPERATIONS

General: For complete regulation information, refer to the Regulations Governing Food Establishments.

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/back-siphonage 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. Cooking oil must be properly recycled, 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 135° 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 Vendor Inspection Guide License Approval/Renewal

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). All new mobile food vending units are required to have properly prepared plans submitted and approved prior to construction and fabrication to meet the American National Standards Institute (ANSI) accredited program standards. Mobile Food Unit inspection procedures for license approval/renewal are outlined below:

- 1) Inspections of mobile vending units are conducted only in the morning, contact one of the District Offices listed below for an appointment:

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	111-131 W. Hunting Park Ave.	(215) 685-9013
Health District #8,9	111-131 W. Hunting Park Ave.	(215) 685-9017
Health Center #7,10	2230 Cottman Ave.	(215) 685-0620
- 2) Bring the following items to one of the District Health Centers listed below:
 - a) vending unit and proof of ownership;
 - b) proper identification;
 - c) proof of Food Establishment Personnel Food Safety Certificate with copies of self-inspection records;
 - d) food purchase records for the past 30 days;
 - e) a completed copy of the commissary form and a copy of license for the commissary or a recent inspection report. An approved commissary or service support facility is required to serve your operational needs. If the proposed commissary is not approved or it is new than plans will need to be submitted. If the commissary is outside the City, provide information to the Office of Food Protection for facility approval.
- 3) Once the vending unit is inspected and approved for operation a “license eligibility report,” and a “Mobile Food Vendor Certificate of Eligibility” will be issued by a PDPH representative. The Certificate of Eligibility identifies the food items that are approved for sale by the vending unit and this Certificate must be posted on the vending unit.
- 4) The license eligibility report must be submitted to the Department of Licenses and Inspections along with the proper fees to obtain your license.



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FOOD ESTABLISHMENT PLAN REVIEW/CHANGE OF OWNERSHIP APPLICATION

- 1) Establishment Name: _____
- 2) Address, City, Zip: _____
- 3) Establishment Phone: _____ Fax: _____
- 4) Establishment Square Footage: _____ Email: _____
- 5) Establishment Occupancy (if known): _____ Primary Language Spoken _____

<p>Licensee (owner, partnership, or corporation)</p> <p>Name _____</p> <p>Co. President _____</p> <p>Mailing Address _____</p> <p>City, State _____</p> <p>Zip _____ Phone _____</p> <p>Fax _____ Email _____</p> <p>Phila. Business Privilege # _____</p>	<p>Plan Review Contact Person (other than Licensee)</p> <p>Name _____</p> <p>___ Designer ___ Contractor ___ Manager ___ Other _____</p> <p>Address _____</p> <p>City, State _____</p> <p>Zip _____ Phone _____</p> <p>Fax _____</p> <p>Email _____</p>
<p>Establishment Emergency Contact Name: _____</p> <p>Establishment Emergency Contact phone #: _____</p>	

- 5) Establishment Type (**indicate all that apply**):
- | | |
|--|---|
| <input type="checkbox"/> Restaurant (no alcohol service) #seats _____ | <input type="checkbox"/> Caterer |
| <input type="checkbox"/> Restaurant (with bar/alcohol service) #seats _____ | <input type="checkbox"/> Social Club |
| <input type="checkbox"/> Prepared Food Take-out, Wait seating provided _____ | <input type="checkbox"/> Wholesale Warehouse |
| <input type="checkbox"/> Grocery Market (retail sales, prepared & prepackaged foods) | <input type="checkbox"/> Wholesale Processor |
| <input type="checkbox"/> Prepackaged Food Retail Sales | <input type="checkbox"/> Wholesale Bakery |
| <input type="checkbox"/> Prepackaged Food Retail Sales Limited (complete below box) | <input type="checkbox"/> Live Animal Slaughter |
| <input type="checkbox"/> Institution (health, child, adult, educational services) | <input type="checkbox"/> Mobile Food Unit, ID# _____ |
| Specify _____ Max # for Service _____ | <input type="checkbox"/> Commissary/Support Facility for Mobile Food Unit |
| <input type="checkbox"/> Vending Machine, Type _____ | |
| <input type="checkbox"/> Other (describe) _____ | |

COMPLETE THIS BOX ONLY WHEN THE SALE OF FOOD IS NOT THE PRINCIPAL ENTERPRISE, IS LIMITED TO ONLY PREPACKAGED FOOD ITEMS, AND INVOLVES **LESS THAN 15%** OF THE RETAIL DISPLAY AREA. ESTABLISHMENTS ARE REQUIRED TO SUBMIT A SIMPLE FLOOR PLAN SHOWING AFFECTED FOOD & BEVERAGE DISPLAY AREAS. REFER TO FEE SCHEDULE ITEM I (A) & I (B).

Total Retail Display Square Footage: _____ sq.ft.

Retail Food Sales Square Footage: _____ sq.ft.

- 6) Hours of Operation: Mon.-Sat. _____; Mon.-Sun. _____; Mon.-Fri. _____; Closed _____
- Anticipated Total Number of Employees Working Per Shift: _____

7) Mark YES or NO to ALL items: EVERY APPLICANT MUST COMPLETE THIS SECTION

YES	NO		YES	NO	
		Smoking is permitted in ALL areas.			Food is handled by customer (hotdogs, buffet bars, microwave use, etc.).
		Smoking is permitted in DESIGNATED areas.			Hot food is prepared.
		Smoking is permitted in ALL customer areas.			Raw or Undercooked food is served (rare/medium done steaks, hamburgers, shellfish etc.). Provide Consumer Advisory information.
		Prepackaged, non-perishable food/beverage is sold (snacks, canned goods, soda, etc.).			Baking is done on premise.
		Perishable refrigerated/frozen food (dairy, meats, frozen dinners etc.) is sold.			Hood for cooking exhaust is provided.
		Prepackaged milk is sold.			Exhaust fan for hood is located on the roof.
		Fresh produce is sold.			Customer Single Service utensils are used only.
		Organic food is sold.			Delivery service is provided.
		Packaged ice for sale.			Catering service is provided (party trays or group order food preparation).
		Live food is handled (specify _____)			Mail order or Internet food sale is provided.
		Raw meat/poultry is handled.			Support services for mobile vending unit are provided.
		Raw seafood is handled.			Outside food/beverage handling is provided.
		Shellfish is handled (clams, oysters, etc.)			Tablesides/Display cooking is provided.
		Malt Beverage is sold (beer, etc.).			Joint employee/customer toilet room is provided.
		Liquor/Wine is sold.			Customer toilet room is provided.
		Ethnic food is prepared. (specify _____)			Employee toilet room is provided.
		Food is smoked on premise. HACCP Plan is required. (specify _____)			Grindable food waste is generated.
		Vacuum or reduced atmospheric packaging is provided. HACCP Plan is required. (specify _____)			Meat scrap waste is generated.
		Hot beverages provided (coffee, tea, etc.).			Cooking oil waste is generated.
		Carbonated beverage is dispensed (soda fountain).			Grease trap waste is generated.
		Beverage is handled by customer (coffee, soda, etc.).			Cardboard/Paper waste is generated.
		Cold food is prepared.			Glass waste is generated.
		Salads are prepared (any type: fruit, meat, etc.)			Metal waste is generated.
		Sushi is prepared.			Outside dumpster is provided.*
		Soft-serve/ice cream machine is provided.			Outside compactor is provided.*
		Non-dairy frozen dessert machine is provided (water ice, etc.).			Outside trash cans/containers are provided (no dumpster). *
		Fresh squeezed fruit/vegetable juice is prepared or packaged.			Bulk trash is stored inside of building.
		Free food samples are provided.			Food vending machine is provided.

* Provide details regarding the collection frequency and collector as a part of your refuse/recyclable handling information:

Plan Review Activities:

Change of Ownership Only

Ownership Change Date: _____ Previous Establishment's Name: _____

(New ownership of an existing ongoing food establishment operation without modification to the food equipment and/or food handling activities. Plan Review Application is **only** required. Establishment floor plans are not required. **Required Fees: \$255.00** (Refer to Fee Schedule Item I(A) & I(B1)).

APPLICATION FORMS THAT ARE INCOMPLETE, ILLEGIBLE, OR NOT ACCOMPANIED BY THE PROPER FEE WILL BE RETURNED UNPROCESSED.

New Construction

Work Start Date: _____ Work Completion Date: _____

Conversion (addition of food handling to an existing non-food establishment/vehicle).

Work Start Date: _____ Work Completion Date: _____

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 following categories listed below. Check off all items that apply to the proposed modification of the establishment.

Work Start Date: _____ Work Completion Date: _____

- 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.
- Addition of customer dining or eat-in service.
- Other (describe): _____

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.

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 and 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

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 Breadcrumbs Roll Lettuce Tartar Sauce (prepackaged)	6 oz filet ½ oz 1 roll 1-2 leaves 1 oz	200 200 200 200 200	Fish is stored in cooler in wet drained ice at 41 ^o 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 ^o 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	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

PHILADELPHIA DEPARTMENT OF PUBLIC HEALTH
MOBILE FOOD UNIT/CART-COMMISSARY VERIFICATION

Trade name of Mobile Food Unit/Cart: _____

Name of Owner or Corporation: _____

Owner/Corporate Address: _____

State: _____ Zip Code: _____ Phone#: _____

List address of food vending location(s): _____

1. Do you operate from a commissary on a daily basis? YES NO

If No, explain: _____

2. 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: _____

3. Is this commissary inspected by the Philadelphia Health Department? YES NO

4. If No, provide a copy of a recent inspection report for the commissary.

Name of regulatory agency that inspects the commissary: _____

5. Indicate location of toilet facilities used during operation: _____

6. 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 USDA foods
 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: _____

Street: _____ Phone: _____

City/Town: _____ State: _____ Zip Code: _____

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

Contact Name: _____ Phone: _____

Street Address: _____ Zip Code: _____

COMMISSARY/SERVICING AREA INFORMATION

Business Name or Commissary Owners Name: _____

Street Address: _____ State: _____

City/Town: _____ Phone: _____ Zip Code: _____

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