MARION PUBLIC HEALTH
Healthy People, Healthy Places
181 S. Main St., Marion, OH 43302 | (740) 387-6520 | www.marionpublichealth.org

Mobile Food Guidance Document

This packet is to help inform potential mobile food operators of basic requirements for the licensing of a mobile operation. A mobile food service operation is a movable vehicle or portable structure that routinely changes location, except that if the operation remains at any one location for more than forty consecutive days, the operation is no longer a mobile food service operation. A mobile food establishment is essentially a restaurant on wheels. It must meet all rules of the Ohio Uniform Food Safety Code. Also, like any other food establishment, Mobile food service operations must meet all local and state regulations. For your convenience, a list is attached of agencies you may want to check with before opening.

To obtain a Mobile Food License, please fill out the application, pay your Mobile License Fee and provide the Marion Public Health Department with:

- A detailed floor plan drawing of the entire operation which shows the layout, proposed equipment locations, plumbing locations, etc.
- An equipment list with manufacturers' names and model numbers
- A materials and surface finish list (list of what the floors, walls, ceilings & countertops are made from)
- The proposed menu
- Water supply source and wastewater disposal system
    - If using a self-contained water supply, it must be obtained from an approved source and there must be a copy of a safe water test

When these documents are submitted and approved, you will be required to schedule an appointment to bring your mobile operation to the Marion Public Health Department, located at 181 S. Main St., Marion, OH. The mobile unit will be inspected and approved or not approved. If not approved, a follow up inspection can be requested once the corrections are made.

Here is a short list of important requirements that are looked for in a mobile unit. This is not a comprehensive list but hits on some significant needs in a mobile unit. They are as follows:

- Commercial cooking equipment
- 3 compartment sink- large enough to handle all items that must be washed/rinsed/sanitized
- Hand wash sink with hot/cold water supply
- Prep sink for prepping vegetables/thawing foods, if needed
- Water system that can handle the hot/cold water needs of the operation
- Adequate wastewater storage
- Backflow prevention device (ASSE 1012 or 1024)
- Hot and cold holding units (Hot holding units are not permitted for cooking food)

- Proper Cold storage
- Name of Operation, City of Origin, and Zip Code- **Must be at least 3 inches high and 1 inch wide on the exterior of the unit**
- The telephone number **must** be displayed on the exterior of the unit
- Smooth, non-absorbent and easily cleanable flooring, ceiling, walls
- Some type of Floor (for Knockdown Concessions)
- Proper lighting requirements

The following links and references may provide you with helpful information.
http://codes.ohio.gov/oac/3701-21
http://codes.ohio.gov/orc/3717

OAC 3701-21-02(H)
OAC 3717-1-5.2(J)
OAC 3717-1-5.3(A)
OAC 3717-1-5.3(F)

If you have any questions, please contact Marion Public Health at (740) 692-9117.

2019 Application for a License to Conduct a: (check only one)

[ ] Food Service Operation

[ ] Retail Food Establishment

Instructions:

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to: MARION PUBLIC HEALTH
4. Return check and signed application to: MARION PUBLIC HEALTH
   181 S Main Street
   Marion, OH 43302

*There is a mandatory penalty fee of 25% of the renewal fee for operating a food service operation or retail food establishment after the deadline (Chapter 3717 of the Ohio Revised Code).

Before license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing/renewing a license. This action is governed by Ohio Revised Code 3717.

Name of Facility		Name of License Holder	
Address			E-mail
City		State OH	ZIP
Phone # ( )	Fax ( )	Check if applicable [ ] Catering [ ] Seasonal	
Name of individual certified in food protection (if any) and their certificate number (use back for additional names)			

Mailing address for annual renewal if different than above:

Name of parent company or owner	Phone # ( )	
Address	E-mail	
City	State	ZIP

I hereby certify that I am the license holder, or the authorized representative, of the food service operation or retail food establishment indicated above:	
Signature	Date

Licensor to complete below

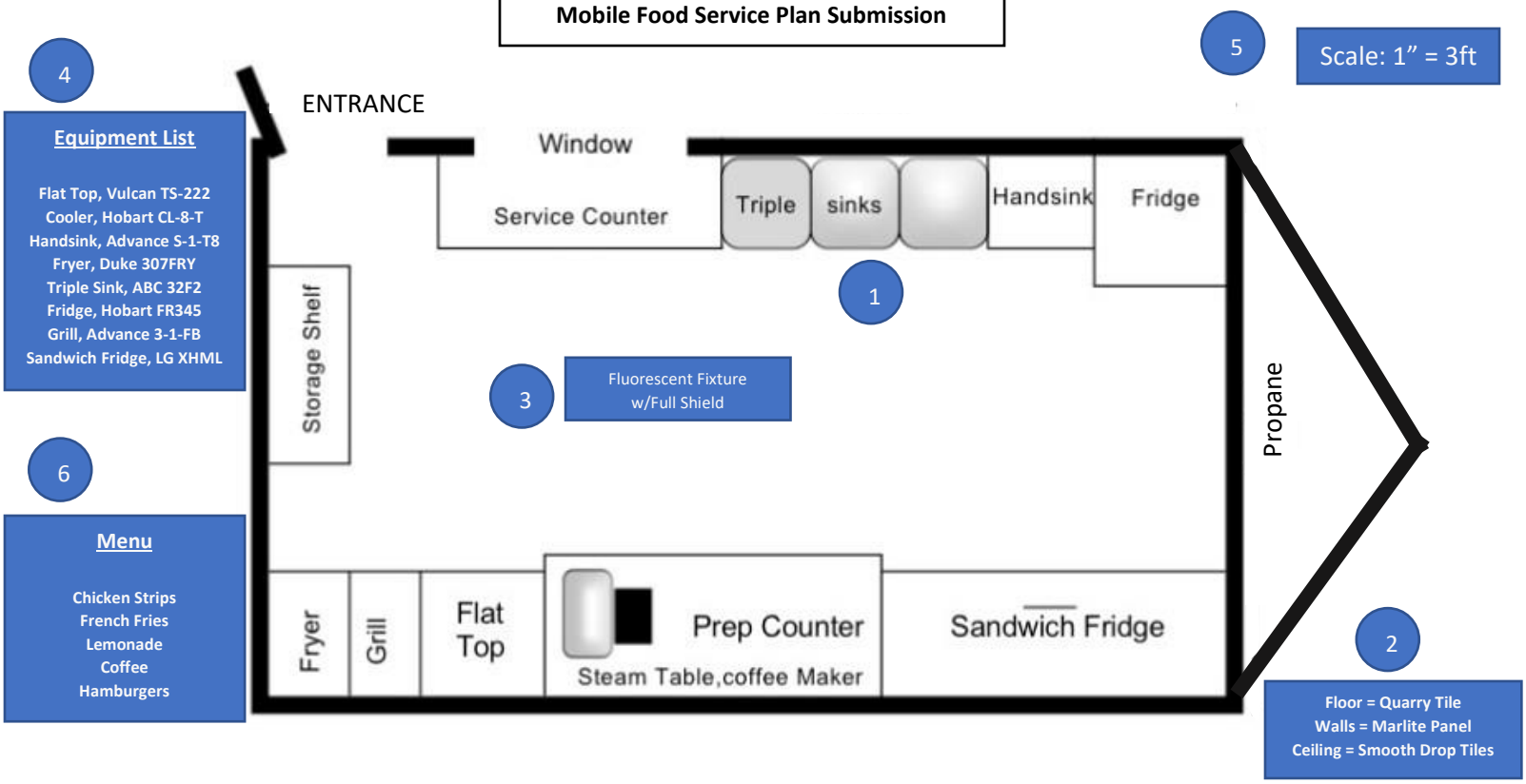
Category			
License fee $122.00	+ Late fee $0.00	+ State amount $28.00	= Total amount due $150.00

Application approved for license and certified as required by Chapter 3717 of the Ohio Revised Code.

By	Date	Audit no.	License no

AGR 1269 (Rev. 5/13) Ohio Department of Agriculture
HEA 5319 (Rev. 5/13) Ohio Department of Health

Diagram & Requirements
for
Mobile Food Service Plan Submission



Drawing must be ½ page in size

1 Indicate layout of all food service equipment. Draw pieces in their exact locations.
(Sinks, coolers, freezers, cooking equipment, etc.)

2 Indicate all finishes to be installed on the floors, walls & ceilings.

3 Indicate exact location of lighting fixtures.

4 Provide a list of all equipment to be installed, including the make and model numbers.
(Example: Grill – Advance 3-1-FB)

5 Indicate scale: Plans must be drawn reasonably to scale and fit on a ½ page of paper (5”1/2in. x 8/12 in.)

6 Provide a menu indicating all foods to be served from the facility.