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. A water sample will be required if using a private water system.

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, to be inspected.

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

Updated 4/04/2023
• 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.
Commercially Certified Equipment

Only commercial equipment approved by a recognized food equipment testing agency, as acceptable for use in a food service operation or retail food establishment, will be accepted as specified under rule 3717-1-04.1(kk) of the Ohio Administrative Code.

The following are examples of marks used by some of the approved testing agencies:

### National Sanitation Foundation (NSF)
- NSF International’s primary focus is on creating and maintaining sanitation standards for the food service industry.
- An NSF symbol with a “C” to the bottom left and a “US” to the bottom right denotes that the product has been certified to meet both Canadian and U.S. safety and sanitation requirements.

### Underwriters Laboratories (UL)
- This symbol appears on products that are certified to meet specific environmental and public health standards. If it shows the word “Classified” above the UL mark, then the product also complies with NSF/ANSI regulations.

### Canadian Standards Association (CSA)
- A CSA sanitation mark is found on products that have been tested and found to meet all applicable NSF/ANSI sanitation requirements.

### Edison Testing Laboratories (ETL Intertek)
- The ETL Sanitation mark is awarded to food service equipment that has been rigorously tested against national sanitation requirements NSF/ANSI.
- This mark ensures that the equipment is fit for use during food production as the manufacturer has not only passed the initial testing, but remains in compliance by completing periodic follow-up inspections.
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.

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>Name of License Holder</th>
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</thead>
<tbody>
<tr>
<td>Address</td>
<td>E-mail</td>
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<tr>
<td>City</td>
<td>State OH</td>
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</tbody>
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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:

<table>
<thead>
<tr>
<th>Name of parent company or owner</th>
<th>Phone # ( )</th>
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<tbody>
<tr>
<td>Address</td>
<td>E-mail</td>
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<tr>
<td>City</td>
<td>State</td>
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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

<table>
<thead>
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<th>Category</th>
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<table>
<thead>
<tr>
<th>License fee</th>
<th>+ Late fee</th>
<th>+ State amount</th>
<th>= Total amount due</th>
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<tbody>
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<td>$102.00</td>
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<td>$28.00</td>
<td>$130.00</td>
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Application approved for license and certified as required by Chapter 3717 of the Ohio Revised Code.

<table>
<thead>
<tr>
<th>By</th>
<th>Date</th>
<th>Audit no.</th>
<th>License no</th>
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</thead>
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AGR 1269 (Rev. 5/13) Ohio Department of Agriculture
HEA 5319 (Rev. 5/13) Ohio Department of Health

Updated 4/04/2023
Diagram & Requirements for Mobile Food Service Plan Submission

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.

Updated 4/04/2023