

# Mobile FSO/RFE Plan Review Application



REV: 4/10/2025



**Lake County  
General Health District**

**Public Health**  
Prevent. Promote. Protect.



5966 Heisley Road • Mentor, Ohio 44060 • 440.350.2543 • [www.lcghd.org](http://www.lcghd.org)

# Mobile Food Service Operation/Mobile Retail Food Establishment Plan Review Guidelines

A mobile unit is defined as a food service operation or retail food establishment that is operated from a movable vehicle, portable structure, or a watercraft and that routinely changes location.

Mobile food units may not remain at any one location for more than forty (40) consecutive days.

All food preparation and handling must take place within the approved mobile unit or other licensed location.

LCGHD does not enforce zoning, electrical, fire, building, or other regulations. Check with local municipalities for local regulations.

It is recommended that all mobile food units be inspected and approved by the local Fire Department before licensing.

A fact sheet regarding Food Truck Safety from the National Fire Protection Association can be found at [www.nfpa.org](http://www.nfpa.org) or by clicking here. (link to <https://www.nfpa.org/-/media/Files/Public-Education/By-topic/Food-trucks/FoodTruckFactSheet.ashx>)

## Plan Review Procedure

1. A detailed set of plans must be submitted to this office for review along with a Mobile Food Operation Plan Review Application prior to construction of a new mobile food operation.
2. The plans will be reviewed to avoid problems with the pattern of food flow and to ensure compliance with all existing rules and regulations. A letter regarding the status of the plans will be returned to the operator within 30 days.
3. Once construction of the mobile unit has been completed, contact the Lake County General Health District for an opening inspection. Criteria for licensing must include that the operation was constructed according to the approved plans and all equipment in the operation is the same as listed on the plans. The mobile food operation must be ready to operate at time of final inspection.
4. At the opening inspection, all violations observed will be cited on the food operation inspection report. "OK to license and operate" will be noted on the inspection report if the number of violations is minimal. Any restrictions or conditions on a license limiting the types of food that may be prepared or served by the mobile food operation will be posted on the back of the license. The operator may obtain his/her license to operate upon completion of the Application for a License to Conduct a Food Service/Retail Food Establishment and submission of the license fee.
5. Plans can be mailed to or dropped off at the LCGHD office located at 5966 Heisley Rd., Mentor, OH 44060. Plans can be submitted electronically to <https://www.dropbox.com/request/l18jy4Gg0ZDYiNwBjRaN>

**Note: LCGHD personnel will make all attempts to accommodate your timeline for the licensing inspection. Please contact us at least 10 business days in advance of your target opening date to schedule this inspection. Planning ahead helps avoid scheduling conflicts and allows time for re-inspections, if necessary.**

## Content and Format Requirements for Submittal

Provide plans that are a minimum of 8.5 x 11 inches in size including the layout of the mobile food operation, accurately drawn to scale. This is to allow for ease in reading plans. The plans must include the following:

1. Each piece of equipment, clearly labeled on the plan with its common name.
2. A detailed menu of the food which will be prepared and served.
3. Clearly designate the location of all plumbing fixtures including:
  - A. Hand sink(s) with hot and cold water, accessible at all times
  - B. 3 compartment sink large enough to accommodate 50% of largest piece of equipment
  - C. Fresh water tank that provides adequate amounts of water (if not connected to water source by hoses).
  - D. Waste water tank at least 15% larger than fresh water tank.
4. Identify any auxiliary areas such as storage rooms or additional refrigerated trucks and their intended use. Indicate how food and food-related items (to-go items, linens, cups, straws, etc) will be stored (ie shelving, dunnage racks, etc) in these areas. Indicate how and where all multi-use items, small wares utensils, etc will be staged for air drying and storage.
5. Complete surface finish schedule, including floors, walls, ceilings and coved juncture bases.
6. Lighting schedule of at least 10 foot candles at 30 inches above floor throughout the unit with at least 50 foot candles at the surface where a food employee is working with food or working with utensils such as knives, slicers, grinders, etc where an employee safety is a factor. All lights must have a protective shield.
7. Food equipment schedule to include make and model numbers and listing of equipment that is certified or classified for sanitation as commercial grade by an ANSI accredited certification program. Accreditations accepted are NSF, UL Sanitation, ETL Sanitation, and CSA Sanitation. (Mechanical refrigeration is required. Insulated containers will not be approved.)
8. Source of water supply and method/location of waste water disposal, including location and type of backflow protectors. ASSE 1024 backflow preventers are required if connecting to public water supply.
9. Location of garbage containers
10. Location of toxic chemical storage. Toxic chemicals must be stored away from all food and food prep areas.
11. Location of employee storage area for personal belongings such as purses, jackets, etc.
12. If grease producing foods will be cooked in the unit, the unit must have a commercial hood exhausted to the exterior. Contact the local fire department for regulation regarding exhaust hoods.

**Note: All materials submitted for review become property of Lake County General Health District and are subject to record retention laws. You are responsible for making your own copies of the materials submitted.**

# Lake County General Health District Mobile FSO/RFE Plan Review Application

## Office Use Only

Amount Received: \_\_\_\_\_

☐ Check (#\_\_\_\_\_) ☐ Cash ☐ M/O ☐ Credit

FSO\_\_\_\_\_ RFE\_\_\_\_\_

Received by: \_\_\_\_\_

### Facility Information :

Name of Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Applicant/Operator Information:

Name of Licensee (Owner): \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address for License Renewal: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Total Size of Operation (sq. ft.): \_\_\_\_\_

### Plan Review Type:

☐ Food Service Operation– Majority of food is prepared and served from unit☐ Retail Food Establishment– Majority of food served is prepackaged.Type of Establishment: ☐ Concession ☐ Tent ☐ Mobile PushcartMenu: ☐ Is attached

List of all foods prepared (if not attached):

---



---



---



---



---



---

Anticipated Construction Date: \_\_\_\_\_ Anticipated Opening Date: \_\_\_\_\_

## Plan Submission Checklist

The following must be submitted to our office for approval of a mobile operation. Failure to provide required information will result in the plans being rejected.

- ◇ Completed Mobile Plan Review Application
- ◇ Proposed menu or list of foods to be served
- ◇ Any exterior storage areas or locations where food or equipment will be stored
- ◇ Lighting schedule showing the location of all overhead lights
- ◇ Finish schedule of floors, walls and ceilings in all areas
- ◇ Manufacturer's make and model numbers of all equipment
- ◇ Identification on outside of mobile unit in 3 inch tall (minimum) lettering, indicating company name, city, and phone number
- ◇ Mobile unit floor plan. The floor plans must be drawn reasonably to scale and must include:
  1. Square footage of unit
  2. Doors, serving windows
  3. Location and layout of all proposed pieces of equipment
  4. Location of 3 compartment sink, hand sink, prep sink (if applicable)
  5. Location of freshwater tank (if applicable) and waste water tank
  6. Location and type of backflow preventer (if applicable)
  7. Location of dry storage area and chemical storage
  8. Designated area for storage of employee belongings

## Water Supply

Will there be a fresh water holding tank? ☐ YES ☐ NO

Will a connection to potable water be required to operate? ☐ YES ☐ NO

What is the size of the fresh water holding tank, if applicable? \_\_\_\_\_ gallons

What is the source of the fresh water? \_\_\_\_\_

How will you fill the tank? Note: Only food grade hoses may be used \_\_\_\_\_

Is the tank large enough to accommodate the operation during peak business? ☐ YES ☐ NO

Will the mobile unit have the ability to hook directly to a water source? ☐ YES ☐ NO

If yes, what type of backflow preventer is installed? ☐ ASSE 1024

## Sewage Disposal

What is the size of the waste water tank? \_\_\_\_\_ gallons

Is the waste water tank at least 15% larger than the fresh water tank (required)? ☐ YES ☐ NO

Is the holding tank sloped to a drain that is one inch in inner diameter or greater and equipped with a shut-off valve (required)? ☐ YES ☐ NO

Where is the waste water to be disposed? \_\_\_\_\_

*Note: If you are going to discard water at home, you must have a utility sink which discards water into an approved system.*

## Plumbing Fixtures

Hand sink(s) \_\_\_\_\_ Quantity: \_\_\_\_\_

Do all hand sinks have hot and cold running water (at least 100F, soap, paper towels, a waste basket, and hand washing signage)? ☐ YES ☐ NO

## Warewashing

Is the three-compartment sink be large enough to accommodate the largest food contact surface 50% submerged (including large pots and pans)? ☐ YES ☐ NO

Will drain-boards be provided on both ends of the three-compartment sink? ☐ YES ☐ NO

Will there be a dump sink for beverage that are routinely emptied? ☐ YES ☐ NO



## Interior Finishes

What materials are used to construct the floor? \_\_\_\_\_

What materials are used to construct the walls? \_\_\_\_\_

What materials are used to construct the ceiling? \_\_\_\_\_

Mobile unit is comprised of a tent and questions above do not apply- ☐ YES ☐ NO

Will all openings to the exterior (doors, windows, ventilation discharges, etc.) be designed to keep out rodents and insects? ☐ YES ☐ NO

*Screens are recommended for all windows.*

## Tent Mobiles Only

What will be used as flooring? Floor must be smooth and easily cleanable \_\_\_\_\_

How will food and single use items be stored off of the ground? \_\_\_\_\_

How will food be protected from contamination (weather/pests/etc)? \_\_\_\_\_

## Refuse and Recyclables

Where will garbage/recyclables be stored within the unit? \_\_\_\_\_

Where will the garbage/recyclables be taken to be discarded? \_\_\_\_\_

## Equipment

Are equipment make and model numbers and/or specification sheets attached? ☐ YES ☐ NO

Will all equipment be approved by a certified testing agency? (No household use items) ☐ YES ☐ NO

## Chemical Storage Area

Is there a separate, dedicated area for all chemicals and toxic materials? ☐ YES ☐ NO

What kind of chemical sanitizer will be used? ☐ CHLORINE ☐ QUAT

Will sanitizer test strips be available? ☐ YES ☐ NO

## Dressing Rooms/Employee Belongings

Describe the storage facilities provided for employee's belongings? \_\_\_\_\_

## Food Source

Will all food be purchased from approved sources?

☐ YES ☐ NO

*Approved sources are those processors inspected by a federal food safety regulatory authority (or equivalent), a cottage food production operation (properly labeled), or another licensed food service operation or retail food establishment.*

Where will food be stored when mobile is not in use? \_\_\_\_\_

*Any commissaries must be licensed and inspected.*

## Food Handling

How will bare hand contact of ready to eat foods be prevented? \_\_\_\_\_

*All gloves must be non-latex.*

Will produce be processed (washed, cut, and handled) in the unit?

☐ YES ☐ NO

*If yes, a footed colander must be present in unit. If no, all produce must be purchased pre-washed.*

## Training

Will you be selling only pre-packaged food items?

☐ YES ☐ NO

*If no, at least one person at each event must have an Ohio Approved Person In Charge certification.*

*Provide copies of the staff member certifications.*

*Please contact your inspector with any questions regarding required training.*



# Final Inspection Checklist

The following must be completed and/or available for review during the pre-licensing inspection. Failure to provide required information may result in a delay of opening

## **Construction**

- ◇ The unit is constructed according to the approved plans
- ◇ Unit name in 3 inch tall minimum lettering, city, and phone number is visible on unit

## **Equipment**

- ◇ All equipment is commercial grade and has been approved by the LCGHD
- ◇ All equipment is correctly installed and working properly.
- ◇ All refrigeration is holding at 41 F or below and all refrigerators have working thermometers.
- ◇ Metal stem food thermometers is available. Thin-diameter end-point probe required if cooking thin foods.
- ◇ Non-latex gloves and/or utensils to prevent bare hand contact.
- ◇ All surfaces have been cleaned and sanitized and are ready to use.
- ◇ Backflow preventer (if required) is installed and accessible for inspection.

## **Sinks**

- ◇ All sinks are secured and sealed to wall
- ◇ Hot water is available at all sinks.
- ◇ All hand sinks are properly stocked with soap, paper towels, garbage can, and signage.

## **Chemicals**

- ◇ Sanitizer on site, with appropriate test strips.
- ◇ All chemicals properly labeled and stored.

## **Administrative**

- ◇ Signed application and payment for license fee has been submitted
- ◇ Copies of Ohio Approved Person In Charge Certifications.