

# **Mobile Unit Requirements**



Mobile trucks, trailers, and carts all require additional information to obtain approval. To avoid a delay in the approval of your application be sure to review the following information and answer the attached questions. Fees for new mobile units are based on plan review and an operating permit. The operating permit is based on the complexity of the operation. Mobile unit yearly renewals are billed on the operating permit.

## **Plan Review Fees:**

- New construction: **\$150**
- Remodel : **\$100**
- Change of Owner: **\$100**

## **Base Fees:**

- Complexity I: **\$50**
- Complexity II or III: **\$150**

**Complexity Level I:** No preparation, cooking, or reheating of potentially hazardous foods. Exception given to beverage services. Examples include; all shelf stable items, pre-packaged cold holding of potentially hazardous foods, coffee drinks, beverages, baked goods (not containing a cream or custard filling); common establishments in this level include an espresso stand, a grocery store, convenience store with no food preparation, or wine tasting room with prepackaged items.

**Complexity Level II:** Food preparation and reheating of potentially hazardous foods is allowed. No cooking from raw and no cooling of potentially hazardous foods. Items that are pre-packaged or pre-cooked and reheated for hot holding are discarded daily. This includes sandwich assembly, hot holding pre-cooked items, or any food preparation or portioning done by the establishment.

**Complexity Level III:** This includes any and all food processes, such as cooking from raw, cooling, or any specialized processes of food preparation, cooking, or packaging.

## **General Requirements for Mobile Food Units**

Mobile units operating under complexity levels II and III may need a commissary kitchen. The commissary kitchen is an approved food establishment where food is stored, prepared, portioned, or packaged; with the intent of serving or selling in a different location. Commissary kitchens from neighboring counties/state are allowed, if a recent inspection can be provided with this application and a commissary agreement letter is submitted. A commissary must have the following;

- Potable water
- Cooking equipment (as necessary)
- Mop sink
- Restrooms
- 3 compartment sink (as necessary)
- Food preparation sink (as necessary)
- Refrigeration for cooling and cold holding

# **Mobile Unit Requirements**



A commissary floor plan must be submitted with the commissary agreement letter and must show the following locations on the floor plan:

- Handwash sinks
- Food prep sink
- Refrigeration equipment and freezers
- Three compartment sink
- Mop sink
- Ice machine if supplied

All food, equipment, utensils, paper products, water tanks, and cleaning supplies must be stored on the mobile unit or in the designated commissary kitchen. A garbage container must be provided for waste generated by the mobile unit. Copies or original food worker cards must be available with the mobile unit.

Mechanical refrigeration is required for all food that must be kept cold. Thermometers must be available in each unit. Ice, as a method of temperature control is only allowed for beverages.

Equipment used to keep food hot must maintain 135F or above. Mechanical units are required, either powered by electricity or fueled by propane.

All potentially hazardous food that is kept hot on the mobile unit must be served the same day or cooled properly at the commissary kitchen. No cooling and reuse of food is allowed on the mobile unit.

All food must be protected from contamination. Work areas, food and single-service items must be protected from customer contamination by sneeze guards, dome lids, or other approved methods.

Detailed methods of food preparation are required for all foods being prepared in the commissary kitchen and the mobile unit.

Handwash sinks for newly constructed mobile units must be easily accessible and cannot be located underneath counters (slide-out) or in locations that make access difficult. If the only option is a slide-out water unit, there must be a method to "lock" the sink in the open position during service hours. All sinks must have hot water capable of reaching 100F.

The number of menu items may be restricted due to mobile unit size limitations or commissary accessibility and storage.

The freshwater tank must be able to hold 35 gallons or more. The wastewater tank must be at least 15% larger than the freshwater tank and must be emptied in an approved method. Applicants operating under complexity level I are not required to have a handwashing station set-up.

If the applicant plans to wash equipment on the mobile unit the three compartment sink must be sized appropriately to accommodate the largest piece of equipment being cleaned.

# **Mobile Unit Requirements**



Ventilation hoods are required for any cooking equipment or method that produces grease. If deep fryers are used, a tight fitting, heat resistant cover shall be locked in place for the safe transport of hot grease.

Pictures help speed up your review. If the mobile unit is pre-built, provided pictures of the outside and inside of the structure. The following is necessary prior to being permitted;

- Complete application, plan review, and fees
- Preopening inspection
- Menu and equipment list
- Methods of food prep (include which foods are prepared on site or at the commissary)
- Methods used in cleaning/sanitizing equipment
- Mobile unit floor plan (include finishes for both food prep surfaces and non-food prep surfaces)
- Commissary floor plan and letter of agreement
- Labor and Industries Approval
- Floor plan of the mobile unit

The original permit, or a copy, must be with mobile unit at all times. A Labor and Industries inspection and seal of approval are necessary to operate a mobile unit in Washington State. The seal of approval must stay with this mobile unit at all times. Washington State Labor and Industries regulations govern the safety of design and installation of plumbing, heating, and electrical equipment. Contact Labor and Industries, Factory-Assembled Structures for details.

**Department of Labor and Industries  
Factory Assembled Structures  
7273 Linderson Way SW  
PO Box 44430  
Olympia, WA 98504-4430  
360-902-5218**

# **Mobile Unit Requirements**



Facility Name \_\_\_\_\_

Will the mobile unit operate on a route?    Yes    No

If the unit will be on a route, please provide the route below:

\_\_\_\_\_

Will you have more than one sales site?    Yes    No    If yes, how many \_\_\_\_\_

Please list the locations of sales:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the hours of operation for the mobile unit? \_\_\_\_\_

Is the sales site restroom available at all times of operation?    Yes    No

Is a key required to access the sales site restroom?    Yes    No

Do you understand the mobile unit must return to the commissary kitchen daily?    Yes    No

## **Cooling and specialized process must be done at the commissary kitchen.**

Have you included a floor plan and equipment list for the mobile unit?    Yes    No

Have you included a floor plan and equipment list of the commissary?    Yes    No

Are there any pictures of the mobile unit included with this application?    Yes    No

Are both hot and cold water available at the handwash sink?

What is the size of your freshwater tank? \_\_\_\_\_

What is the size of your wastewater tank? \_\_\_\_\_

Where will you be filling the freshwater tank? \_\_\_\_\_

Where will you be emptying your wastewater tank? \_\_\_\_\_

\_\_\_\_\_

# **Mobile Unit Requirements**



How and where will you be discarding your refuse? \_\_\_\_\_  
\_\_\_\_\_

Where will refrigerated items be stored overnight? \_\_\_\_\_

What will you be doing with leftover cooked food at the end of each day? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you acquired all sales site agreements with the associated parties? \_\_\_\_\_ (please provide)

Where will the mobile unit be stored overnight? \_\_\_\_\_  
\_\_\_\_\_

- |   |     |    |
|---|-----|----|
| Will the mobile unit be connected to electricity overnight?           | Yes | No |
| Will the mobile unit be connected to electricity at the sales site?   | Yes | No |
| Is a Labor and Industries approval included with this application?    | Yes | No |
| Is there a three compartment sink available with the mobile unit?     | Yes | No |
| Have you included a menu with this application?                       | Yes | No |
| Have you included a method of food preparation with this application? | Yes | No |
| Have you included your commissary agreement with this application?    | Yes | No |

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# Mobile Unit Requirements



## Facility Information

Name: \_\_\_\_\_

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

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

Facility Phone: \_\_\_\_\_

Commissary Address (if applicable): \_\_\_\_\_

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

## Contact Information

Name: \_\_\_\_\_

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

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

Contact Phone: \_\_\_\_\_

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

## Owner Information

Corporation Name: \_\_\_\_\_

Individual Name: \_\_\_\_\_

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

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

Owner Phone: \_\_\_\_\_

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

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Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

***As the manager and or owner/operator of this facility, I do hereby make application for a permit to operate a food service establishment in compliance with the Rules and Regulations of the State Board of Health for Food Service Chapter 246-215 WAC. I understand that this permit is NON-REFUNDABLE and NON-TRANSFERABLE to a new owner or location.***

# Method of Food Preparation Steps



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

Provide the food preparation steps for all menu items. Include how each menu item is obtained, stored, prepared, cooked, hot held before serving, or thawed. Menu items that are prepared in an identical way may be grouped together. Ready to eat items with minimal food preparation steps can be omitted.

## Examples:

**BBQ Pork/Beef/Chicken:** All meats are delivered frozen and stored in the walk-in refrigerator to thaw. After the meats are thawed, they are marinated in our house sauce over night in the walk-in cooler. Meats are then cooked in the smoker; pork cooked to 145F, beef cooked to 145, and chicken cooked to 165F. After cooking, the meats are shredded and mixed with our BBQ sauce and cooled in hotel pans at a 2 inch food depth in the walk-in cooler. After the meats reach 41F we cover them with plastic wrap. Meats are then reheated to 165F in the steamers then adjusted to hot hold at 135F. Leftover items are cooled in the walk-in cooler with hotel pans at a 2 inch food depth.

**Ham/Turkey/Roast Beef Sandwiches:** All deli meats are purchased pre-cooked and delivered at or below 41F. Items are transferred to the deli walk-in cooler to cold hold. Deli meats are sliced, portioned, and placed in the preparation reach-in refrigerator daily. All fruits and vegetables are rinsed each morning in the food preparation sink and stored in the reach-in deli refrigerator. Sandwiches are made to order cold, or heated on a panini grill. Employees will don gloves during the preparation of all ready to eat sandwich items.

**Bubble Tea:** Tapioca pearls are purchased dehydrated. Two cups of tapioca pearls are cooked on the stove in boiling water for 30 minutes. Once the pearls are soft, they are placed in the colander to drain and then placed at 2 inch food depth uncovered in the walk-in refrigerator to cool. The next day, cold tapioca pears are portioned and then placed in the reach-in cooler. Flavors are mixed and tapioca pearls are added per customer order.

**Chicken Salad:** Raw chicken is purchased frozen and thawed in the walk-in refrigerator. Chicken is marinated overnight in the walk-in refrigerator. Chicken is then cooked on the grill to 165F. After the cooking process, the chicken is sliced, placed in a hotel pan, and cooled overnight in the walk-in cooler. After the chicken is cooled to 41F, it is portioned into individual servings and placed in the reach-in refrigerator until order. Chicken is then mixed with greens and salad toppings per order. All salad greens are rinsed each morning in the food preparation sink and stored in the reach-in cooler.

**Please attach your method of food preparation steps to this example.**

# Finish Schedule



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

Provide the materials used for all floors, walls, coving, and ceilings.

- All bare wood surfaces (doors, trims, counters, shelves, cabinets, etc) must be painted or sealed.
- Floors must be constructed of smooth, easily cleanable, non-absorbent material.
- Coving must be installed at all wall/floor junctions.
- Walls must be constructed of smooth, easily cleanable, non-absorbent materials. Fiber Reinforced Plastic (FRP) or similar waterproof material is recommended on wall surfaces behind sinks and areas exposed to moisture.
- Ceilings above the kitchen, lounges, wait and service areas must be constructed of smooth, easily cleanable, non-absorbent materials. Unsealed acoustical ceiling tiles are not allowed. Vinyl covered ceiling tiles such as vinyl rock or other washable surfaces are allowed.
- All lighting over food preparation, handling, and storage areas must have cover or shatterproof bulbs.

## Example Finish Schedule

	Floors	Coving	Walls	Ceiling	Counters
<b>Kitchen</b>	Vinyl tile	6" rubber base	FRP	Painted gypsum board	laminare
<b>Wait Area</b>	Vinyl tile	4" rubber base	Painted gypsum board	Vinyl rock	laminare
<b>Lounge</b>	Sealed concrete	4" rubber base	Varnished wood	Vinyl rock	granite
<b>Dining</b>	Carpet	4" rubber base	Painted gypsum board	Painted gypsum board	n/a
<b>Bathrooms</b>	Ceramic tile	Ceramic tiles	Painted gypsum board	Painted gypsum board	n/a

## Shelving Example

Refrigerators: stainless steel; Dry Storage: painted wood; Liquor Storage: varnished wood

## Light Examples

Bar lights are shatterproof bulbs, all kitchen lights have covers or in plastic tubes

Shelving:

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Lighting:

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# Equipment List



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

List all food service equipment, include the make and model numbers. Examples include but are not limited to, refrigerators, sinks, ovens, steam tables, blenders, ice machines, and ALL countertop appliances. If the make and model number cannot be found, please provide a picture of the item.

Ensure to show all items from the equipment list on the floor plan. All items must be commercial grade and meet ANSI standards (NSF, ETL, or UL Sanitation Listed).

Example:

<b>Equipment</b>	<b>Make</b>	<b>Model</b>
Ice Machine	GAPP	IM-987
Rice Cooker	Procter Silex	37560R
Reach In Refrigerator	Supera	R3R-1

Please submit the floor plan and the equipment list together.

<b>Equipment</b>	<b>Make</b>	<b>Model</b>

If necessary, please ask for a second page.

# Food Establishment Plan Review Checklist



**Facility Name:** \_\_\_\_\_

Use this checklist to prepare a complete plan review application. Ensure to submit a completed plan review packet(s) and checklist with the required plan review fee. Plan review fees are non-refundable.

✓		Item	Description	KCHD Use Only
	1	Water Verification	Provide proof that the facility is connected to an approved water system.	
	2	Sewer/Septic Verification	Provide proof that the facility is connected to an approved sewer or septic system.	
	3	Application	Provide a complete application.	
	5	Floor Plan	Provide a floor plan of your facility. Floor plan must show locations of all equipment, restrooms, storage areas, etc.	
	6	Equipment List	Provide a list off all large equipment being used for your operation.	
	7	Finish List	Provide a list of the type of material used to finish walls, ceilings, floors, and counter tops.	
	8	Menu	Provide a detailed menu of all food and beverages you will serving or a list of food and beverages you will be selling. Try to include any seasonal items or specials.	
	9	Food Sources	Provide a list of all food and beverage suppliers.	
	10	Food Preparation Steps	Provide a description of how each menu item will be prepared.	
	11	Waste Disposal	Provide a method of waste disposal.	
	12	Fees	Include your plan review fee and operation fee.	
<b>For Mobile Units</b>				
	13	Commissary Kitchen Agreement	Provide a commissary agreement.	
	14	Sales Site Agreement	Provide a sales site agreement for mobile stops.	
	15	Labor and Industries Approval	Provide a copy of your L&I approval.	

**I understand I cannot open this food establishment until I have received written approval from Klickitat County Health Department.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_