



FOOD TRUCK GUIDELINES

St. Joseph County Department of Health

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Planning Guide for Mobile Food Trucks

This guide will assist you in the procedures required to operate a Mobile Food Truck (MFT) in the City of South Bend. The requirements are extracted from Indiana State codes 410 IAC 7-24, 7, IAC 7-22 and St. Joseph County Chapter 117. While this guide provides some detailed information for operating a Mobile Food Truck, it does not cover all requirements under these codes. The applicants are strongly advised to thoroughly review the Indiana State Food Codes, as well as all applicable requirements from the City of South Bend.

A “Mobile Food Truck” (MFT), as defined by the St. Joseph County Department of Health (SJCDoH), is a licensed motorized vehicle that is enclosed, self-contained, and serves food to the general public, while temporarily located at a public or privately-owned location. Food items may be prepared, cooked, and assembled in the mobile unit or may have been prepared, wrapped/packaged, in a licensed commissary or food manufacturing facility. The term “Mobile Food Truck” shall not include push carts, food delivery vehicles, or mobile ice cream vendors. Under limited cases the term could include mobile food trailers.

A Mobile Food Truck is permitted to operate in the City of South Bend, it is not permitted to operate outside the designated areas without prior approval. Those wishing to operate outside of South Bend must follow the same procedures as Temporary Vendors.

There are two (2) types of permits available for MFT’s, the **Dispensing Only Unit** and the **Prep Unit**.

Dispensing Only Units sell from the truck, foods that were prepared and packaged either at a commissary or manufactured and packaged by an approved supplier. Dispensing Only Units that have the required cleaning equipment at their commissary, need not comply with these rules pertaining to the necessity of water and sewage.

Prep Units can prepare and package food at their commissary and prepare food on the MFT.

There are two (2) menu type designations.

Menu 1: Prepackaged non-potentially hazardous foods. Limited preparation of non-potentially hazardous foods.

Menu 2: Limited menu (1 or 2 main items). Pre-packaged raw ingredients are cooked or prepared to order. Raw ingredients require minimal assembly. Most products are cooked/prepared and served immediately. Hot and cold holding of potentially hazardous foods is restricted to single meal service. Preparation processes requiring cooking, cooling, and reheating are limited to 1 or 2 potentially hazardous foods.

Due to the variations of MFT’s, each truck is evaluated on an individual basis. The design of your truck should be suitable to the needs of your menu and food handling requirements.

Permit fees for Mobile Food Truck

Dispensing Only Unit	\$325.00 per unit
Prep Unit	\$375.00 per unit

COMMISSARY

All licensed mobile food trucks must have an approved, licensed commissary.

A commissary is a registered catering establishment, restaurant, or any retail food establishment in which food, food containers, or food supplies are: kept; handled; prepared; packaged; or stored; from which meals are catered and mobile retail food establishments or pushcarts are serviced.

410 IAC 7-24 sect. 113, states a mobile retail food establishment must be physically transported to a commissary or servicing area, or both, at least once daily for all: supplies; cleaning; and servicing operations.

A commissary must be completely separate from a private residence or living quarters. This means that all water supply, food preparation, food storage, utensil or unit cleaning must be done at your commissary. The City of South Bend prohibits the vehicles from being stored in the open on a residentially zoned property.

A commissary will include, but is not limited to the following:

- i. Suitable facilities for cleaning all surfaces, equipment and the MFT itself, including overhead protection.
- ii. Cleanable walls, floors, and ceilings.
- iii. Adequate lighting.
- iv. Approved water supply.
- v. Approved septic system/waste water supply system.
- vi. Adequate hand washing facilities.
- vii. Adequate commercial grade refrigeration and cooking equipment.
- viii. Suitable ventilation and make-up air system where high heat, steam, or grease is produced.
- ix. Adequate storage and protection for food and single service supplies.
- x. Sufficient insect and rodent control.
- xi. Serve food from approved sources, **no home canned products.**
- xii. Restroom facilities provided as required by law.
- xiii. Appropriate garbage containers and waste disposal service.
- xiv. Suitable dump station if mobile unit is equipped with on board water and wastewater holding unit.
- xv. Grease trap if required.
- xvi. Properly located mop sink.
- xvii. Any other equipment necessary to the operation of the specific MFT.

HOW TO OBTAIN A COMMISSARY

1. You already have a licensed kitchen in St. Joseph County

If you own a restaurant that holds a current food permit, you can use it as your commissary. The restaurant will already comply with all applicable requirements of a commissary. Establishments that are food store only may be required to submit a Plan and Review to bring the store up to food service requirements.

2. You have a licensed kitchen in another State or County

If you own a restaurant license in another State or County, you can use it as your commissary. Proof of commissary will be required at the time of application (permit and most recent inspection).

3. A “Commissary Agreement” with a licensed kitchen

A commissary agreement is a written document which is completed by the owner or manager of the permitted facility allowing its use as a commissary. The commissary agreement must be renewed annually.

4. Purchasing/building your own facility

If you purchase/rent a facility that was once a permitted restaurant, you will need to call the Department of Health at (574)235-9721 to schedule an opening inspection. The inspection process will ensure compliance with all current sanitation requirements.

If the facility is remodeled or was never a permitted restaurant, a “Plan and Review” will be required to be submitted to the SJCDoH. Once submitted, it will be reviewed for compliance with State code and upon approval, correspondence will be sent. When renovation has been completed and Building and Fire have given approval, you can call the SJCDoH for an opening inspection.

*****The kitchen must be service ready to get final approval*****

Plan & Reviews for brick and mortar facilities as well as “Commissary Agreements” are included in this packet and can also be obtained online at www.Stjosephcountyindiana.com/departmenits/sichd under “Food Service” tab then “Permits”.

The following, is the fee schedule as established by the St. Joseph County Board of Health and hereby approved by the Board of Commissioners of St. Joseph County. Plan & Review/Application fees for food establishments (this includes the \$75.00 administration fee).

Under 3,000 square feet	\$100.00
3,001 to 30,000 square feet	\$180.00
30,001 to 40,000 square feet	\$260.00
40,001 to 60,000 square feet	\$340.00
60,001 and over	\$400.00

All permits must be renewed every January, and the annual cost for the commissary is \$75.00. The commissary will undergo routine inspections by the SJCDoH.

MOBILE FOOD TRUCK

A Mobile Food Truck must meet all applicable requirements that a brick and mortar establishment does. It is strongly advised that you become familiar with Indiana State Code 410 IAC 7-24. The Code is available online in pdf format. You can find it by entering "410 IAC 7-24" into any search engine. It will return a link to the document.

A MFT "Plan & Review" must be submitted to the SJCHD. The application must include standard drawing(s). All questions must be answered, or the "Plan & Review" will be rejected and resubmittal required.

STRUCTURE

All interior surfaces of the MFT structure (floors, walls, ceiling) are to be smooth, durable, and light in color, easily cleanable and impervious material capable of withstanding frequent cleaning. Unfinished wood is not allowed.

Construction joints must be tightly fitted and sealed with no gaps or voids. All sealant, solder and weld joints located in the food prep areas are to be smooth, and approved for food contact surfaces. Spaces around pipes, hoses, or conduits that extend through cabinets, floors or outer walls must be sealed to be smooth and easily cleanable. Stud and utility lines should not be unnecessarily exposed.

Lighting inside the MFT shall have a minimum of 70 foot-candles (753 lux/lumen). All lights shall be shielded or shatter resistant.

1. Foot-candle is equal to 10.76391 lux. Foot-candle measures the number of lumens per area of one square foot.
2. Lumen per square meter (10.7639 square foot) is equal to lux. A measurement of the number of lumens falling on an area of one square meter. $1\text{lm}/\text{m}^2=1\text{lx}$.

The cab of the MFT shall have a physical barrier from the food preparation and storage areas.

Entrance door to the food preparation area should have a self-closing device installed and be kept closed when not in use to prevent the entry of insects and rodents. Windows and screen doors shall have sixteen (16) mesh to one (1) inch screens.

WATER



A MFT requiring a water system shall have a potable water system under pressure. The system shall be of sufficient capacity to furnish enough hot and cold water for food preparation, utensil cleaning, sanitizing, and hand washing.

1. The fresh water tank must be constructed of a food grade material, transparent in color, enclosed from the filling inlet to the discharge outlet, sloped to an outlet that allows complete drainage.
2. The vent must terminate in a downward direction and be covered with mesh or a filter.
3. The water supply hose for the MFT must be of food grade quality with a $\frac{3}{4}$ inch diameter or less and be identified on the hose for its use.
4. The water inlet for the MFT must be sloped to drain and have a protective cover or device installed.
5. The water inlet as well as the water holding tank must be protected from back-siphonage.
6. The water tank shall be accessible for inspection.

WATER HEATER



The hot water heater must be adequate in capacity and recovery rate to furnish a continuous supply of hot water during the MFT's daily operations. The water heater must be located in an enclosed location.



WASTE WATER

Waste water collection must be disposed of in an approved sewer or septic system. Any non-clear water waste, such as runoff from raw chicken juice, is also required to be disposed of in a sewer or septic system.

1. The grey/waste water holding tank shall be fifteen percent (15%) larger in capacity than the potable water supply tank.
2. It must be permanently installed, sloped to drain, be supplied with a shut-off valve and have a hose diameter one (1) inch or greater.
3. The waste water outlet on the MFT must be sloped to drain.
4. If your food truck has a steam table, the discharge valve cannot drain to the waste water tank. **Draining of the steam table shall be done at the commissary.**



HANDWASHING

Improper or lack of handwashing is one of the top 5 leading risk factors of foodborne illness according to the Center for Disease Control. Therefore, the importance of an easily accessible hand sink inside your MFT is crucial. The hand sink must be conveniently located inside your truck with a supply of soap and paper towels always available.

1. The hand sink cannot be used for any other purpose.
2. Its access cannot be blocked at any time.
3. A partition at least six (6) inches high or at least two (2) feet separation from food prep is needed to protect the sink from potential contamination.
4. Hot water must be able to reach a minimum of 100°F (37.7°C).
5. Hand sinks must have hot and cold running water available that is under pressure and tempered by means of a mixing valve or combination faucet.



EQUIPMENT

The MFT shall be fully contained with its equipment. BBQ pits, grills, washing stations, etc. all shall be located inside the MFT's kitchen. If you are a vendor and use any equipment outside of the truck or use a trailer to haul your equipment, you are not considered a MFT and will need to view the regulations regarding Temporary Vendors.

1. All equipment must meet or be equivalent to current National Sanitation Foundation (NSF) standards or American National Standard Institute (ANSI).
2. All electrical appliances shall meet applicable Underwriters Laboratory standards (UL) .
3. Equipment must be in good repair, easily cleanable and free from unnecessary crevices and ledges.
4. There must be a minimum of four (4) inches of space provided for sanitary maintenance beneath counter mounted equipment. If the equipment is moveable, it does not need to comply with height requirements.
5. Floor mounted equipment must either be elevated at least six (6) inches or sealed to the floor.
6. All equipment shall be installed to allow easy cleaning and to prevent pest harborage conditions.
7. A 3-basin sink with drain boards is required for washing, rinsing, and sanitizing equipment and utensils.



8. All refrigeration shall be mechanical and sufficient to maintain cold food temperatures at 41°F or below.
9. Coolers can be used as a medium for canned or bottled drinks. They cannot be used for any food products.
10. Shelving inside refrigerators shall be easily cleanable and slatted to allow proper air circulation.
11. All hot holding equipment must maintain hot foods at a minimum temperature of 135°F.
 - a. Where high heat, steam, or grease is produced, ventilation must be adequate to meet Indiana Fire and Building requirements.
12. Positive closing lids equipped with a secure latch for fryers and similar equipment should be used to prevent spillage of liquids during transport.
13. The power supplied to the truck must allow that all equipment be able to run simultaneously.



FOOD AND UTENSILS

All food products shall be from an approved source and prepared in an approved, licensed facility. An approved source means acceptable to the regulatory authority based on a determination of conformity with principles, practices, and generally recognized standards that protect public health.

1. Food and food utensils must all be stored at least six (6) inches off the ground in a location that is safe from contamination.
2. Partitions, covers, or sneeze guards shall be in place to protect food from contamination.
3. Hats or hair-nets must be worn during food preparation or ware-washing.
4. Single use gloves are required to be worn when handling ready-to-eat foods.
5. Jewelry must be removed from hands and arms during food preparation or ware-washing.
6. Single service items shall be protected from contamination, stored in a clean and dry location.
7. Only pre-wrapped utensils will be dispensed for consumers.

If a customer is allowed to dispense their own food (donuts, relish, onions, etc.) deli tissues or utensils with handles shall be provided for the customers to use for handling non-packaged food item.

8. A probe thermometer that is scaled to measure 0°F to 220°F and accurate to +/- 2 degrees Fahrenheit shall be provided to monitor internal food temperatures.
 - a. Alcohol swabs or another approved sanitizer shall be used to clean the probe thermometer before and after each use.

9. Ambient air temperature thermometers accurate to +/- 3 degrees Fahrenheit are required in all hot and cold holding units. The thermometers need to be placed in the warmest part of the refrigerator and coldest part of the hot holding unit.
10. Cooking, food preparation and ware-washing cannot be done while the MFT is in motion.
11. Sanitizers and cleaners shall be stored in clearly labeled container(s), individually identified and stored so they do not contaminate equipment, food, utensils, linens, or single-service articles.
 - a. All sanitizers must be measured for proper strength by use of appropriate test strips.
 - i. Bleach, quaternary ammonia, and iodine are the three basic sanitizers.
 - ii. If using bleach, it must be unscented and approved for use in a food facility.
12. If you are preparing all of your food at your commissary and packaging it to be sold from your MFT, then proper labeling is required.
 - a. A package label must include
 - i. The common name of the food
 - ii. If made from two (2) or more ingredients, a list in descending order of predominance by weight, including a declaration of artificial color or flavor and chemical preservatives if contained in the food.
 - iii. An accurate declaration of the quantity of contents.
 - iv. The name and place of business of the manufacturer, packer, or distributor.
 - b. Modified Atmosphere Packaging (MAP) includes vacuum packing, sous vide, canning, reduced oxygen packaging (ROP), or the use of gasses, typically nitrogen, carbon dioxide, and some oxygen. If you plan to use MAP as a packaging technique, a HACCP plan is required to be submitted to the Indiana State Department of Health.

CERTIFIED FOOD HANDLER

A food establishment shall have at least one (1) certified food handler responsible for all periods of the food establishment's operation. However, a certified food handler need not be present at the food establishment during all hours of operation. It shall be the responsibility of the certified food handler to provide the certificate, letter, or document for verification of passing the examination.

A food establishment that begins operation or changes ownership shall have a certified food handler no later than six (6) months after beginning operation or changing ownership. If the food establishment does not have a certified food handler because the certified food handler terminates employment with the food establishment, the owner or operator of the food establishment has three (3) months to obtain a new certified food handler after the termination date of the previous certified food handler.

The following organizations offer nationally accredited food safety certification programs and examinations utilizing the American National Standards Institute (ANSI).

<p style="text-align: center;">ServSafe® Indiana Restaurant Association (National Restaurant Association) 200 South Meridian Street, Suite 350 Indianapolis, IN 46225 PH: (317)673-4211 or (800)678-1957 FAX: (317)673-4210 Internet: http://www.indianarestaurants.org/ ServSafe® Training and Exam Certification lasts for 5 years Order certificate replacements at http://www.servsafe.com/ or (800)765-2122</p>
<p style="text-align: center;">The National Registry of Food Safety Professionals® A Division of Environmental Health Testing, LLC. 7680 Universal Blvd., Suite 550 Orlando, FL 32819 PH: (407)352-3830 or (800)446-0257 Internet: http://www.nrsfp.com/ Email: info@nrsfp.com or customer.service@nrsfp.com Food Safety Manager Certification lasts for 5 years</p>
<p style="text-align: center;">Prometric 1260 Energy Park Drive St. Paul, MN 55108 PH: (800)786-3926 Internet: http://www.prometric.com/foodsafety/default.htm Certified Professional Food Manager® Certification lasts for 5 years</p>
<p style="text-align: center;">360training.com, Inc. 13801 Burnet Rd., Suite 100 Austin, TX 78727 PH: (888)360-TRNG (8764) FAX: FAX: (512)441-1181 Website: http://www.learn2serve.com/food-manager-certification Email: dini.nash@360training.com National Food Protection Manager Exam Certification lasts for 5 years</p>

CHECKLIST

- Apply for City of South Bend Mobile Food Vendor license
- Submit Plan & Review for commissary to SJCDoH
- Submit Plan & Review for Mobile Food Truck to SJCDoH
- Schedule opening inspection for the commissary with SJCDoH
- Obtain Food Service permit for commissary from SJCDoH
- Inspection by the South Bend Fire Department
- Schedule opening inspection for the MFT with SJCDoH
- Obtain Mobile Food Truck permit from SJCDoH
- Log daily location on city website.

Mobile Food Vendor City Application and License Fees

- A non-refundable application fee: \$5.00
- If approved, an annual license fee: \$525.00

St. Joseph County Department of Health Fees

- Plan & Review new and remodeled commissary: Varies, based on square footage
 - One time application fee: \$75.00
- Plan & Review new and remodeled MFT: \$100.00
- Annual commissary permit: \$75.00
- Annual permit for Dispensing Unit only MFT: \$325.00
- Annual permit for Prep Unit MFT: \$375.00

Important Contacts

To apply for a business license with the City of South Bend (574)235-5912 or madams@southbendin.gov

To apply for a St. Joseph County Health Permit (574)235-9721 or csmith@sjcindiana.com

To schedule a South Bend Fire Department inspections (574)235-7564 or (574)235-9255

To register a formal business entity with the Indiana Secretary of State (317)232-6576 or

www.in.gov/sos/business/index.htm

To register a less formal entity with the St. Joseph County Recorder (574)235-9525

To register with the Indiana Department of Revenue for sales, use and income taxes (317)233-4015 or

www.in.gov/dor

To register with the Internal Revenue Service for an Employer Identification Number (EIN) (800)829-1040 or (574)236-8149 www.irs.ustreas.gov/