



Application for Mobile Food Establishment Construction Plan Review

Consistent with 410 IAC 7-24-113

Food Establishment Information:

Mobile Unit Name: _____

Mobile Food Unit Type: _____

Commissary Name/Address: _____

Commissary Establishment Type: _____

(e.g. restaurant, bakery, commercial kitchen)

Total Square Footage of Mobile Unit: _____

Water Source (where will water be obtained): _____

Wastewater Disposal Location: _____ Type of Source: ☐ Municipal ☐ Well

Type of Disposal: ☐ Municipal ☐ Private/Onsite

Food Establishment Owner Information:

Type of Business/Ownership: ☐ Individual ☐ Partnership ☐ Corporation ☐ Members ☐ Non-profit

Corporation/Owner(s) Name: _____

Business Mailing Address: _____

Owner E-Mail: _____ Telephone Number: _____

Food Establishment Primary Contact Information:

Primary Contact Person: _____ Telephone Number: _____

Mailing Address of Contact Person: _____

Contact Person E-Mail Address: _____

***Plans:** Attach a proposed layout of the mobile unit including dimensions

***Menu Items:** Attach proposed menu with plan review application

Plan Review Fees:

- (a) The Wayne County Health Officer, by and through the Wayne County Health Department, is hereby authorized to collect a fee for the review of food service establishment site plans as follows:

Reinstatement of any Retail Food Establishment Permit or Mobile Retail Food Establishment Permit	\$200.00
Retail Food Establishment Plan Review for New Construction (filed prior to new construction)	\$200.00
Retail Food Establishment Plan Review for New Construction (filed after commencement of new construction)	\$300.00
Retail Food Establishment Plan Review for Remodel (filed prior to remodel)	\$150.00
Retail Food Establishment Plan Review for Remodel (filed after commencement of remodel)	\$250.00

Fees are payable to the Wayne County Health Department upon submission of plans. Fees are Non-Refundable. I understand I cannot open this food establishment until I have received written approval from the Wayne County Health Department.

Signature: _____ Date: _____

Food Establishment Plan Review Process

1. New Food Establishment/Remodel/Change of Owner proposed. *Note: Construction may not begin until approval is granted.
2. Operator assembles plans to show to scale or provides measurements in pdf or paper format, completes the application form and plan review packet.
3. Operator submits these materials along with payment to the Wayne County Health Department.
4. Review conducted by Wayne County Food Division staff within 10 business days.
5. If the facility is serviced by an on-site water supply or sewage disposal system additional approvals will be necessary before food establishment approval.
6. If applicable, the Wayne County Health Department will request additional information regarding missing materials or information provided that does not meet requirements.
7. Plans are approved and Wayne County Health Department sends a plan review approval letter.
8. ***CONSTRUCTION BEGINS***
9. If plans are changed after approval, the changes must be submitted to the Wayne County Health Department in writing and approved again before proceeding with construction. Additional fees may apply.
10. Applicant requests an appointment for a pre-operational inspection once all construction is completed. A minimum of 5 days in advance of the proposed opening date.
11. Applicant submits food permit application before the pre-opening inspection. Failure to pay for the food permit before the pre-opening inspection will result in the cancellation of the inspection.
12. Pre-opening inspection conducted, approval of food permit and operation given by the Wayne County Health Department if an establishment is compliant with all rules and regulations.

Mobile Food Units

Compliance with all applicable sections of the Indiana Retail Food Establishment Sanitation Requirements 410 IAC 7-24 (Indiana Retail Food Code) is required. Please review the following definitions and requirements, complete the included questionnaire, and submit with mobile plan review application, payment, layout and proposed menu.

Definitions

Mobile Food Unit - Means a retail food establishment that is a wheeled vehicle or trailer that is readily moveable and designed for the service of food from the interior of the unit that is intended to physically report to and operate from a commissary for supplies, servicing operations, and cleaning each operating day.

Commissary - Means a permitted food establishment to which a mobile food unit or pushcart returns to daily for such things as storage of food and supplies; cooking or preparing foods; cleaning of utensils and equipment; and servicing (refilling water tanks and disposal of wastewater).

Preparation of food or storage of any items related to the operation is prohibited in a private home or living quarters (Reference Sections 423 and 424 of the Indiana Retail Food Code).

Mobile Food Unit Requirements

All mobile food units must meet the following requirements prior to permit approval by the Wayne County Health Department.

Commissary Requirements:

Section 113 of the Indiana Retail Food Code- *The mobile retail food establishment must be transported to a commissary or servicing area or both, at least once daily for supplies, cleaning, and servicing (i.e. obtaining potable water, dumping of wastewater, etc.)*

The commissary must be a permitted food establishment that meets all applicable requirements of the Indiana Retail Food Code. **No food service operations allowed in a private home or living quarters** (Reference Sections 423 and 424 of the Indiana Retail Food Code).

If using a permitted establishment that is not owned by the mobile food unit, the operator must have a signed letter of approval or commissary agreement from the owner of a permitted establishment stating the operations that will be allowed to be conducted at the establishment.

If the mobile food unit operator owns a permitted food establishment that is located out-of-county or out-of-state, then a copy of the food establishment permit, and most recent inspection must be provided.

Administration:

Pre-approval requirements of newly constructed or remodeled Mobile Food Unit that has not previously been permitted in Wayne County

- Submit a mobile plan review application and complete the questions included in this document.
- Submit a detailed floor plan of the unit, equipment specifications, and complete menu.
- Provide proof of permitted commissary and/or servicing location.

- Contact the Wayne County Health Department, Food Service Division, 765-973-9245, option 4 to schedule a pre-operational inspection. The location for the inspection will take place at the Wayne County Health Department. The unit must be fully equipped and operational for the inspection.

Permitting Requirements for Mobile Food Units operating in Wayne County

Complete a Food Permit Application and submit permit fee. We offer the following food permits:

- Annual Mobile Food Permit \$150.00
- Half year Mobile Food Permit
Jan-June and July-December \$ 75.00
- Temporary Food Permit \$ 15.00 per day

Must provide proof of permitted commissary and/or servicing location.

Attach a copy of a current certified food manager certificate with application (if applicable). Visit the IDOH website for more information about the certified food manager requirements and exemptions along with a list of entities offering training.

Provide a complete menu.

Mobile Food Unit General Requirements

All mobile food units must have appropriate facilities for the specific type of food operation conducted on the mobile food unit.

Food Sources

- All foods, beverages and ice must be obtained from an approved source. Any food preparation or food storage done off-site must be accomplished at a permitted food establishment.
- No home prepared or home canned foods that have been stored in a home are allowed.
- For mobile units (must attach commissary agreement)
 - Commissary name and address: _____

Water Supply

- All water must be obtained from an approved public water supply system. If water is from an individual well, drinking water test results shall be submitted with the application and again each year with the renewal application.
 - Water source: ☐ Public ☐ Private
 - Servicing location (if different than commissary) _____
 - If private, date of last well test (please attach copy of test report) _____
- A mobile food unit requiring a water system shall have a potable water system under pressure.

- The water system must have sufficient capacity to furnish enough hot and cold water for all food operation purposes such as food preparation, utensil cleaning and sanitizing, and hand washing.
- Hot Water Heater capacity: ____ (Minimum 10 gallon standard or on-demand such that hot water is provided at all times to the handwashing sink and in sufficient supply to maintain a temperature of at least 110° F in the ware washing sink.)
- The mobile unit fresh water tank must be: (1) constructed of a food grade material, (2) enclosed from the filling inlet to the discharge outlet, (3) sloped to an outlet that allows complete drainage of the tank, (4) have an inlet that is 3/4" in inner diameter or less, and provided with a connection that will prevent its use for any other service (5) provide 5 gallons of water dedicated to ware washing of utensils only, as needed for units that will return to a commissary every evening. Self-contained units must have a minimum 30-gallon freshwater tank.
- Fresh Water Tank Capacity: ____
- All connecting hoses must be food grade and clearly identified as to their use (so as not to be mistakenly used for another purpose).
- Proper backflow/back-siphonage devices must be installed at the water source of the mobile food unit if water is continuously supplied at any given time (by hose, pipe, etc.). The device must be approved for continuous pressure and no cross-connections or potential sources of contamination will be allowed.

Wastewater

- All wastewater (except water from clean ice) must be contained in a permanently installed retention tank that is at least fifteen percent (15%) larger in capacity than the water supply tank.
- Wastewater Tank Capacity: _____
- The wastewater retention tank must be sloped to a drain that is one (1) inch in inner diameter or greater, equipped with a shut-off valve.
- Wastewater must be discharged into a sanitary sewer or other approved sewage treatment system. Do not dump wastewater onto the ground or in a storm drain system.
- Servicing Location (if different than commissary). _____

Handwashing Sinks

- Hand sinks are required if there is any open food or beverage in the mobile food unit.
- A hand sink must be capable of providing hands-free, continuous flow of hot and cold running water that is under pressure.
- Hot water must be able to reach a minimum of 100° F.
- The hand sink must be equipped with soap and paper towels.
- The hand sink must be easily accessible and used for no other purpose.
- If food preparation takes place outside of the unit, the outside area must also be provided with proper hand washing facilities. A portable hand washing station is acceptable and must also be equipped with **warm** running water (via spigot), soap, paper towels, and a catch bucket to collect wastewater until it is properly disposed.

Dishwashing

- If preparing/handling open foods on the mobile food unit provide a three (3) compartment sink to wash, rinse and sanitize utensils, dishware, and equipment. Each bay must be large enough to accommodate the largest utensil or equipment. Proper drain boards, utensil racks, or movable dish tables must be provided for storage of soiled and clean dishes.
- If any of the above items are taken off premises for washing, they must be properly cleaned and sanitized in a permitted commissary.
- Proper sanitizer and test kit must be provided and used in each unit.

Equipment

- All equipment and food contact surfaces must be in good repair, non-absorbent, corrosion-resistant, and easily cleanable.
- All equipment must be installed to allow easy cleaning.
- All refrigeration units installed in mobile food units must be able to maintain internal food temperature at 41° F or below. All hot holding units installed must be able to maintain internal food temperatures at 135° F or above.
- Accurate and properly located ambient air thermometers must be provided in all hot and cold holding units. A probe/stem thermometer must also be provided for monitoring internal food temperatures.
- Adequate power supply for operation of all equipment.
- Only single-service utensils and dishware shall be provided for use by the consumer.

Ventilation

- Commercial mechanical exhaust ventilation must be provided above ranges, griddles, grills, deep fat fryers and similar equipment to remove high heat, smoke, steam, odors, or grease.
- Will your unit require mechanical ventilation?
- Ventilation systems must meet local fire regulatory requirements.
- Have you contacted your local fire department for guidance on the type of hood required?
- Who will provide regular service to your mechanical vent hood? _____

Structure

- All floor, wall, and ceiling surfaces must be constructed of materials that are smooth, durable, corrosion-resistant, non-absorbent, and easily cleanable.
- Exposed utility service lines and pipes shall be installed so they do not obstruct or prevent cleaning of floors, walls, or ceilings.
- Lighting inside the mobile food unit shall have a minimum of 70 foot-candles. All lights must be shielded or shatterproof.
- All outside openings (such as exterior doors, pass-through windows, etc.) must be protected against the entry of insects, rodents, and outdoor weather conditions by screens, fly fans, self-closing and tight-fitting doors.
- Any outside food preparation or serving area must be properly covered to protect the food from contamination (except over grilling unit due to fire safety reasons).

When facilities are cleaning utensils and equipment exist at the permitted commissary, water and wastewater systems are not necessary if mobile units are serving only:

- 1. Food pre-packaged in individual servings and transported and stored under the required conditions; and/or*
- 2. Non-potentially hazardous beverages that are dispensed from covered urns or other protected equipment, and ice is not scooped.*

Food Handling

- Who (job title) will be your certified food manager? (**Title 410 IAC 722**) _____
(Please also include a copy of the certificate)
How will employees be trained in food safety? (**Section 119**) _____

Food

- Please provide a list of all planned food suppliers (**Section 142**) _____

- What is the procedure for obtaining/storing food ingredients and how frequently? (**Section 166**) _____

Are temperatures checked and containers inspected for damage?
 - Do you intend to make low-acid or acidified foods and intend products to be shelf stable?
 - If so, have you passed the Better Process and Control School Exam?
(Please include a copy of your certification)
 - Do you intend to make reduced oxygen packaged (**ROP, def 73, Section 195**)?

Food Preparation

- If the foods are prepared a day or more in advance, please list them out along with where are made _____

- Describe the procedure to minimize the amount of time potentially hazardous food will be kept in the temperature danger zone (41° F - 135° F) during preparation (**Section 189**), _____

- Describe the cooling procedures for pre-made cold foods (i.e. chicken salad) to minimize the time potentially hazardous food will be kept in the temperature danger zone (41° F - 135° F) after preparation (**Section 190**), _____

- What will be your procedure to prevent employees from touching foods that are ready-to-eat and will not be cooked or heat treated? (**Such as sushi, lettuce, buns, etc. Section 171**) _____

- Describe your date marking system (**described under Section 191**) for potentially hazardous (**defined under Section 66**) ready-to-eat foods (**defined under section 72**) (**Section 191**)

- Will all produce be washed prior to use (**Section 175**)

If not, why?

If yes, where? _____

Provide a list of the types of food that will need to be thawed before cooking and the process that will be used to thaw the food (e.g. frozen meat) (**Section 199**)

PROCESS	TYPES OF FOOD
Refrigeration	
Running Water less than 70° F	
Microwave as part of the cooking process	
Cook from frozen	
Other (describe)	

Provide a list of the types of food that will need to be cooled and the process that will be used to cool each of these foods (i.e. leftovers) **(Section 189, 190)**

PROCESS	TYPES OF FOOD
Shallow pans under refrigeration	
Ice and water bath	
Reduced volume (quartering a large roast)	
Ice paddles	
Rapid chill devices (blast freezer)	
Other (describe)	

- What procedures will be in place to ensure that foods are reheated to 165° F or above? **(Section 188)** _____

- Will “Time as a Public Health Control” **(Section 193)** be used for potentially hazardous food(s) (either hot or cold)? **Note: These procedures must be submitted and approved before their use.**
- Will raw animal food(s) be offered to the public in an undercooked form (sushi, rare hamburgers, eggs over easy, made from scratch Caesar dressing, etc.)? . If so, please attach your consumer advisory statement **(Section 196)**.
- Who (line cook, kitchen manager, etc.) will be assigned the responsibility of taking food temperatures and at what steps will temperatures be taken (cooking, cooling, reheating, and hot holding)? **(Section 119)** _____

- Describe how cross-contamination of raw meats and ready-to-eat foods will be prevented in a refrigeration unit(s) (i.e. walk-in coolers, under-the-counter coolers) **(Section 173)** _____

- Describe the storage of different types of raw proteins (meat, seafood, eggs) in the same unit, and how cross-contamination will be prevented? **(Section 173)** _____

Sanitation

- Who will be assigned the responsibility of ensuring the correct amount of sanitizer will be used? **(Section 119)** _____
- What type of chemical sanitizer(s) will the unit use **(Section 294)**
For the 3-Compartment sink? _____ For sanitizer buckets? _____
For sanitizer spray bottles? _____
- Will the unit have test kits/papers on-site for all types of chemical sanitizers **(Section 291)**? Y/N or NA. _____
- Does your unit have enough drain boards, utensils, racks, carts for the air drying of equipment and utensils from the 3-compartment sink? **(Section 289)** _____
- How will cooking equipment, cutting boards, countertops, and other food contact surfaces which cannot be submerged in a sink be sanitized? **(303)** _____

Poisonous or Toxic Materials and Personal Care Items

- Where will poisonous or toxic materials be stored? **(Section 439)**

- Will the owner ensure that insecticides and rodenticides are “Approved for Use in Food Establishments” and that they are applied in a safe manner? **(Section 119)**
- Will fill spray bottles be clearly labeled? **(Section 438)**
- Where will first aid supplies be stored? **(Section 421)** _____

Plumbing

- Are hot and cold-water fixtures provided at every sink? **(Section 330)**
- If a water supply hose is to be used for potable water, is it made from food-grade materials? **(Section 364)**
- What is the recovery time, volume, and capacity of the hot water heater? **(Section 329)**

- Do you plan to install a grease trap on the unit?
- What would be the frequency of cleaning the grease trap? **(Section 378)**

- What will be your procedure for cleaning the floor of the unit? _____

Handwashing /Toilet Facilities

- Handwashing sinks are required in each food preparation and dishwashing area **(Section 344)**
How many will be provided? _____
- If a toilet room is included, is the door self-closing? **(Section 352)**
- If a toilet room is included, is it equipped with adequate ventilation? **(Section 309)**

Room Finish Schedule (What the interior of facility will look like.)

- Please include which materials (i.e. quarry tile, stainless steel, plastic cove molding, etc.) will be used in the following areas **(Section 402)**

AREA	FLOOR	COVING	WALL	CEILING
Cook's Line				
Prep Line				
Food Storage				
Chemical Storage				
Toilet Room				
Dish Area				
Other				

- Will all outdoor service areas be covered? **(Section 427)**

Personal Belongings

- Describe the storage location for employees' coats, purses, medicines, and food/beverage **(Section 418/422)** _____

- Where is the designated area for employees to eat and drink? **(Section 136)** _____

Equipment

- Will all the equipment meet the design and construction for the American National Standards Institute (ANSI) standards or meet **(Section 205)**?
- Will the utensils and food storage containers be made from food-grade quality materials? **(Section 205)**
- Will any pieces of used equipment be utilized? **(Section 106)**
If yes, please list equipment types: _____
- Is the ventilation hood system sufficient for the needs of the unit (seek professional guidance)? **(Section 307)**
- What would the frequency of cleaning of the ventilation hood system? **(Section 310)**

- Will all the equipment used for the storage of potentially hazardous food be able to meet the minimum temperature requirements (frozen food 0° F, cold food 41° F, hot food 135° F)?
- Please list equipment types for the hot and cold holding of foods; also during serving or transporting **(Section 187)** _____
- Will each refrigeration unit have a thermometer? **(Section 256)**

Insect and Rodent Harborage

- Will all outside doors be self-closing, when applicable, and rodent/insect proof? **(Section 413)**

- Will screens be provided on any open windows/doors to the outside? **(Section 413)**
- Will air curtains be installed (made from either plastic or mechanical); if so, where on outer openings? **(Section 413)** _____
- Will any insect control devices be used? **(Section 412)** If so, where? _____

- Will all pipes and electrical conduit chases be sealed (i.e. ventilation systems, exhaust and intake be protected)? **(Section 414)**
- Will the area around the unit be maintained clear of unnecessary debris, brush, and other harborage conditions? **(Section 426)**
- Do you plan to use a pest control service? Frequency _____ Company _____

Refuse and Recyclables

- Please describe the method for handling solid waste during and then after daily operation of the mobile unit _____

Mobile Unit Floor Plan Example

