

This application is part of a
 PWHD Pilot Program. We value
 your feedback.

Note: A food permit application needs to be filled out each year

Mobile Food Unit Permit Application

Application Type: New Permit Renewal Name Change Change of Owner

OFFICE USE ONLY

Receipt #: _____ Cash _____ Check# _____ Credit/Debit Card Type: _____

Plan Review Fee: _____ Food Permit Fee: _____ Admin Initials: _____ Date _____

INSTRUCTIONS

Submit application and attachments: in-person
 Submit payment of \$80 (\$40 Permit and \$40 Plan Review) payable by check, cash or credit card. Make checks payable to Prince William Health District, include Mobile Unit name in the "For" section.

ATTACHMENTS

Please submit the following with your application:

<input type="checkbox"/> Peddlers/Vendors License or Application <input type="checkbox"/> Commissary Agreement Letter (form provided) <input type="checkbox"/> Business License or Application <input type="checkbox"/> Certified Food Protection Manager Certificate <input type="checkbox"/> Fire Marshal Approval <input type="checkbox"/> Water Bill	<input type="checkbox"/> Floor Plans (drawn out and labeled) <input type="checkbox"/> Dept. of Motor Vehicle Registration <input type="checkbox"/> Proposed Menu (in English) <input type="checkbox"/> Service Area Agreement (form provided) <input type="checkbox"/> Sell Site Agreement/Itinerary
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MOBILE FOOD UNIT INFORMATION

Mobile Food Unit Name: _____

Operator/Driver Name: _____ Driver's License # _____

Phone: _____ Email: _____

License Plate #: _____ VIN: _____

Website: _____ Vehicle Type: _____

OWNERSHIP INFORMATION

Business/Corporation Name: _____

Owner's Name (point of contact): _____

Phone: _____ Email: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____

MENU

Preparation Method

- 1) Prep – Serve
- 2) Raw - Prep – Cook – Serve
- 3) Raw - Prep – Cook – Hot Hold – Serve

Preparation	Menu item	Where items are purchased	Where items is prepared	
			Truck	Commissary
EX: 3	Chicken	Costco	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
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			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

**Only those food items listed on this application are eligible for approval to be offered for sale or service. Food and Ice must be purchased from an approved source, i.e., USDA, VDACS, or Health Department permitted food establishment. Home prepared foods are not allowed. No food prepared or stored in a private home can be used, stored, served, and offered for sale, sold, or given away in a food facility.*

MENU INFORMATION

Please indicate **Yes** or **No** to the following questions:

1. _____ Prepare, offer for sale, or serve Time/Temperature Control Food for Safety (TCS Foods) (ex. meat, seafood, eggs, dairy products, cooked vegetables, prepared raw fruit, cooked rice/pasta, etc)
2. _____ Prepare TCS food in advance, using a food preparation method that involves two or more steps which include: combing TCS ingredients, cooking, reheating, hot and cold holding, freezing, or thawing.
3. _____ Prepares food, as specified under 2, for delivery to and consumption at a location off premises.
4. _____ Prepares food, as specified under 2, of this section for service to highly susceptible population (childcare, adult care, nursing home, meals on wheels, hospitals, institution)
5. _____ Does not prepare, but offers for sale, only prepackaged food that is not potentially hazardous.
6. _____ Prepares food that is not potentially hazardous.

CERTIFICATION

I/we attest to the accuracy of the information provided, affirm to comply with the Food Regulations and Mobile Food Unit Regulations and allow the regulatory authority access to the establishment at any reasonable time to inspect, conduct tests or collect samples as required. I agree to notify the Environmental Health Program if any of the information provided in my application changes.

Applicant Name (print): _____ **Date:** _____

Applicant Signature: _____

Title: _____ **Phone:** _____

BASE OF OPERATION (complete one or both sections if different – Commissary OR Servicing Area)

Mobile Food Unit Name _____ **Mobile Food Unit Owner** _____

SERVICING AREA AGREEMENT: An operating base location to which a mobile unit returns regularly for such things as vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding food.

Servicing Area Location _____

Address _____ **Email Address** _____

Servicing Area Owner _____ **Contact Number** _____

Potable Water Supply: Public Private Well **Wastewater Disposal:** Public Private Septic System

This serves to notify the Prince William Health District that I, the owner of this location, will allow this mobile food unit daily access to this location for the services listed above.

Servicing Area Owner signature _____ **Print Name** _____ **Date** _____

I, the owner of this mobile food unit agrees to use this servicing area for the services outlined above on a daily basis. If I do not use this servicing area, my Virginia Department of Health food permit may be revoked, and I must stop operating until I obtain another approved servicing area and provide appropriate documentation to the Prince William Health District for approval.

Mobile Owner Signature _____ **Print Name** _____ **Date** _____

COMMISSARY AGREEMENT: A catering establishment, food establishment, or any other place in which food, food containers, or supplies are kept, handled, prepared, packaged, or stored. If ALL functions of cooking, holding, and storage are not done IN the mobile unit, a commissary is required. A commissary must be permitted as a Food Establishment by the Virginia Department of Health.

Commissary Name _____

Commissary Address _____ **Email Address** _____

Commissary Owner/Operator _____ **Contact Number** _____

Days/Hours of Commissary Use _____

The following services are provided for the mobile food unit operation: Dry Food Storage Cold Holding Storage
 Access to 3 compartment sink/Dishwasher Food Prep Area Other: _____

This agreement serves to notify the Prince William Health District that I, the owner/operator of this food facility, will allow my facility to serve as a commissary for the mobile food unit listed above. I understand that as a commissary, I must allow the mobile food unit access to my facility on the above Days/Hours, and that by signing this form my facility will be inspected periodically by the health department to ensure requirements are met.

Commissary Owner Signature _____ **Print Name** _____ **Date** _____

I, the owner of the mobile food unit agree to use this commissary with the services outlined above. I certify that I will use this commissary for my business activities. I understand and agree that if for any reason, this commissary's VDH permit is revoked or suspended, that my VDH permit will also be revoked or suspended. I must stop operating until I obtain another approved commissary and provide appropriate documentation for approval by the Prince William Health District

Mobile Owner Signature _____ **Print Name** _____ **Date** _____

MOBILE GUIDELINES

Mobile food unit is a food establishment mounted on wheels, readily moveable from place to place during operation and shall include, but not be limited to, pushcarts, trailers, trucks, or vans. The unit, all operations, and all equipment must be integral to and be within or attached to the unit.

Person-In-Charge (PIC) must be always assigned and in charge during the hours of operation. The PIC is responsible for knowing the food safety requirements and procedures within the unit. The PIC must ensure all employees are informed of the reporting requirements of symptoms and diseases spread through food, see attached Employee Health Policy/Employee Reporting Agreement.

Clean Water Supply must be approved for use.

- Bottled drinking water or water from a public waterworks can be used.
- Private well requires health department approval. Annual water tests for nitrate and total coliform are required.

TCS Foods Time/temperature control for safety food means a food that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formation. i.e., meats, cheeses, soups, cooked vegetables, cooked rice, cooked pasta, sliced raw fruits, etc.

Non-TCS Foods includes food that does not require time/temperature control for safety such as baked goods, snack items, cotton candy, snow cones, popcorn, etc.

Hot Water is required for handwashing and ware washing. Mobile units must have hot water heater to supply 110°F. Sufficient supply of water and sinks in good operating condition are required during all hours of operation.

Potable Water Hose and Clean Water Tank used for drinking water must be cleaned and sanitized before being used and cannot be used for any other purposes. Clearly label hose and tank for "drinking water use only". Potable water hose must be food grade (i.e., white NSF approved) and used with proper back flow prevention. Store potable water hose in a protected manner such as in a closed plastic tub.

Removing Mobile Food Establishment Wastes - No public health hazard or nuisance shall result when liquid wastes are removed from a mobile food establishment. Wastewater generated by melted ice, condensation, handwashing, ware washing, and other liquid wastes must be collected in waste retention tanks and properly disposed of at the approved commissary or servicing area.

The **Menu** may be limited by the equipment and space available, and the level of food preparation required. All food, clean equipment, utensils, linens, single service/use items must be stored, dispensed, and transported in a protective manner. All food and beverages shall be prepared and stored in either your permitted mobile unit or your approved commissary. **Serving food or beverages prepared and/or stored in a home or unregulated facility is prohibited.**

Mobile Permits are not transferrable. Mobile permits expire annually. Application and \$40 fee are to be submitted for renewal every year. If a mobile food unit has a VDH health department permit from any jurisdiction in Virginia, an additional permit is not required to operate in Prince William County.

Inspections. The mobile unit will need to be available to be inspected at the Prince William Health District for issuing permit, and annually for renewal. Periodic inspections will be done throughout the year while the mobile unit is in operation.

Events. A mobile food unit permit authorizes food service from the inspected unit only. No off-truck food operations are allowed without obtaining a temporary food establishment permit. Temporary Food Establishment permit application can be found <https://www.vdh.virginia.gov/prince-william/environmental-health/>. Event Coordinators may request additional information from you, such as a copy of your permit.

Visit Prince William County Commissioner of the Revenue to register for a Business License at 1 County Complex, Woodbridge VA 22192, Phone: 703-792-6710.

Visit the Prince William Police Department to obtain Peddlers/Vendor's License at 8406 Kao Circle Manassas, VA 20110.



Mobile Food Unit Permit Checklist

Follow these steps to get your mobile food unit permit

Submit:

- Mobile Food Unit Permit and Plan Review Application with \$80 fee (\$40 each)
- Commissary Agreement
- Certified Food Protection Manager (CFPM) certificate
- Business License
- Copy of menu (in English)
- Floor plan/layout of mobile food unit with all inside equipment labeled (see back)
- Vehicle Registration
- Vehicle Storage Address/Zoning Approval

Call State of Virginia Fire Marshal for inspection: *Damon Price 804-229-1266*

***Mobile units that produce grease-laden vapors (cook/re-heat food) and/or use propane tanks/generators MUST get a fire inspection.**

- Obtain a peddler's license application from PWC Police Department *8406 Kao Circle, Manassas VA 20110*

Ensure your mobile unit's handwashing sink is secured to the wall/counter, works, and has:

- Hot water at 100°F, soap and paper towels
- A handwashing sign posted over the sink

Ensure your mobile unit's three-compartment sink is secured to the wall/counter, works, and has:

- Hot water at 110°F
- Three sink basin stoppers
- Dish soap, Sanitizer, sanitizer test kits

Ensure your mobile unit's waste and freshwater tanks are working and that the:

- Freshwater tank has a cap/cover on its water pipe
- Source of fresh water
- 2 hoses, one for fresh water (needs to be food grade) and one for wastewater disposal

Ensure food preparation equipment and utensils are available/installed and working:

- Commercial/NSF approved equipment
- Ventilation hood with a grease/oil drip pan
- Refrigerators kept at 41°F or lower with thermometers
- Hot-holding equipment kept at 135°F or higher
- Calibrated food thermometer to take internal food temperatures

Windows/Openings

- Mesh screen at the vending window when not serving customers and on the back door of truck

Lights

- Sufficient Lighting throughout the truck

Floors, Walls, Ceilings

- Smooth, nonabsorbent, and easily cleanable

Signage

- The Mobile Food Unit must have the name printed on the truck (No Magnets)

Safety Inspection

- The sticker in the lower left-hand side of your window should be up to date _____

***** Sample ***** Mobile Food Unit - Equipment Layout

