



APPLICANT'S CHECKLIST FOR MOBILE UNITS

The following information should be reviewed and completed for Mobile Unit operations:

- General Information
- Mobile Food Unit General Requirements and Limitations
- Mobile Food Unit Plan Review Worksheet
- Mobile Food Unit Itinerary and Operating Schedule
- A Memorandum of Commissary or Warehouse Usage/Verification Form
- Mobile Food Unit Plan Review Application
- A Copy of the Mobile Food Unit Rules
- Information on Food Handler Testing
- Fee Schedule

THE PLAN REVIEW AND LICENSING PROCESS:

DATE COMPLETED

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| | 1. Contact Marion County Environmental Health for a plan review packet or download the packet from our website. |
| | 2. Submit Plan Review application with floor plans , and fee. |
| | 3. Wait for Plan Review approval PRIOR to beginning new construction. You will receive a response within 10 working days. |
| | 4. Submit mobile unit license application and fee; obtain usage of a commissary or warehouse (if required), and submit a Usage Agreement with fee, if fee is applicable. |
| | 5. Call for a preopening inspection at least one week prior to opening at (503) 588-5346. |
| | 6. Receive pre-opening approval from Marion County Environmental Health after all other required official approvals. |
| | 7. After steps 1-6 have been completed, you may open your establishment. |

NOTE: ALL EMPLOYEES ARE REQUIRED TO HAVE A FOOD HANDLER'S CARD.



GENERAL INFORMATION

A mobile food unit is defined in OAR 333-162-0000 (31) as “*any vehicle that is self-propelled, or which can be pushed or pulled down a sidewalk street or highway, on which food is prepared, processed or converted, or which is used in selling and dispensing food to the ultimate consumer.*” There is no size limit to mobile food units, except they must meet the following basic requirements:

- The unit must be a vehicle and not require a special permit from the Oregon Department of Transportation to be moved.
- Mobile food units must be mobile at all times during operation. There is no requirement to move the unit at specific intervals, however, the unit must be on wheels at all times and have no permanent connections to any utility service (including water, sewer or electric).
- The unit and all operations and equipment must be integral to the unit. This does not preclude the use of a barbecue with a Class IV unit, nor the use of a 12 cubic feet on any class of unit.

There are four types of mobile food units. The mobile food unit classifications are based upon the type of menu served.

CLASS I – These units can sell only intact prepackaged foods and dispense non-perishable beverages. No dispensed ice is allowed. No preparation or assembly of food items is allowed.

CLASS II – These units may dispense unpackaged foods. However, no cooking, preparation or assembly of foods is allowed on the unit.

CLASS III – These units may cook, prepare and assemble food items. However, no raw-to-finish cooking of animal foods is allowed on the unit.

CLASS IV – These units may serve a full menu.

Please keep in mind that because mobile food unit design is related to the menu served, any change in the menu must be approved by the health department. Failure to obtain approval for a menu change may result in closure of your unit.

Prior to licensure by the health department, there may be other agencies from which you will be required to obtain approvals. These include, but are not limited to, planning (zoning), building codes (structural, electrical, plumbing, prefabricated structures), fire marshal or city or county authorities.

In particular, mobile food units in which the operator occupies the inside of the unit and the unit stays in one location for more than 30 days must undergo plan review and receive approval from the Prefabricated Structures Section (PSS) of the Building Codes Division. You must have written approval from this agency before a license to operate will be issued by the health department. Please contact PSS at (503)378-3080 to obtain this approval. Health department approval does not imply that your unit meets other agency codes.

Finally, while this document contains some detailed information about the rules for the construction operation of mobile food units, it does not contain all the requirements for your unit. Please refer to the Mobile Food Unit Rules for all the requirements.



MOBILE FOOD UNIT GENERAL REQUIREMENTS AND LIMITATIONS

A mobile unit can serve menu items in its own classification and those to the left of it on the chart. For example, a Class III unit may also sell items allowed under Class I and II. Please see Mobile Food Unit Rules for full requirements.

	Class I	Class II	Class III	Class IV
Water Supply Required	No	Yes	Yes	Yes
Handwashing System Required	No	Yes – Minimum Five Gallons ¹	Yes – Minimum Five Gallons ¹	Yes – Minimum Five Gallons ²
Dishwashing Sinks Required	No	No ³	No ³	Yes – Minimum 30 Gallons
Assembly or Preparation Allowed	No	No	Yes	Yes
Cooking Allowed	No	No	Yes ⁴	Yes
Barbecue Operation Allowed	No	No	Yes – Reheating of Foods Only	Yes
Restroom Required	Yes ⁵	Yes ⁵	Yes ⁵	Yes ⁵
Examples	Prepackaged Sandwiches/ Dispensed Soda	Service of Unpackaged Food Items	Espresso, Hot Dogs	No Menu Limitations

¹ The handwashing system may consist of a container which provides flowing water.

² The handwashing system must be plumbed to provide hot and cold running water.

³ Must provide a minimum of 30 gallons of water for dishwashing, if provided.

⁴ May cook only foods which are not potentially hazardous when raw (rice, onions, pasta, etc...).

⁵ Toilet facilities must meet requirements of OAR 333-162-0640.



**MOBILE FOOD UNIT PLAN REVIEW APPLICANT WORKSHEET
(Return to Marion County Environmental Health)**

1. List all menu items, including condiments (salsa, ketchup, mustard, pickles, etc.).

2. Where will you purchase foods for your mobile food unit?

3. Describe how and where foods will be cooked and prepared. If foods are not prepared on the mobile food unit, where will they be prepared (name of facility)?

4. Describe how foods requiring cooking will be rapidly cooled on the unit? Will food prepared one day be used another day?

5. How will hot and cold food temperatures be maintained on the unit?



11. Describe how dishes and utensils will be washed. If dishes and utensils are washed on the unit, a minimum of 30 gallons of water must be provided on the unit.
12. Describe how garbage will be stored and where it will be thrown away. What methods of insect and rodent control will be used in your unit?
13. Where is the location of your restroom facility? If you are providing seating for your patrons, provide the location of this restroom.
14. If your mobile unit does not have a ceiling, describe the type of overhead protection your unit has (ceilings, awnings, umbrellas, etc).
15. Have you attached a scaled floor plan of the mobile unit? If not, do so now.



**MOBILE FOOD UNIT ITINERARY
AND OPERATING SCHEDULE**

I plan on operating at one location.

Location Address: _____

I plan on operating at multiple locations or on a route.

List all locations where you plan to operate. If operating on a fixed route or in multiple locations, indicate the approximate time and dates, if applicable, you will be at each location. Attached additional sheets if necessary.

If your operating location(s) or route changes, you must inform our office at (503) 588-5346.

OPERATING LOCATION	APPROXIMATE TIME, DAYS, AND DATES AT LOCATION



**MEMORANDUM OF COMMISSARY USAGE/VERIFICATION
(For Units that Require a Commissary)**

The following licensed food service establishment, known as _____
(Name of Restaurant)

located at _____ hereby agrees to provide access for usage as
(Restaurant Address Including City)

Commissary to _____, to operate a mobile
(Name of Mobile Unit)

unit business. This Commissary is to be used for all preparation and storage of food items, dishwashing activities as needed, and mobile unit servicing needs.

This agreement between the above-mentioned two parties is valid for the _____ calendar year and may or may not be renewed after that date. However, in the event that agreement for Commissary usage is terminated, the mobile unit license is immediately suspended and all operations must immediately discontinue until owner/operator secures the services of an approved Commissary and provides another valid Memorandum of Commissary Usage/Verification to Marion County Environmental Health. This agreement becomes invalid if the food service establishment does not have a current license.

As of January 1, 2009, mobile units are no longer allowed to operate a commissary under another establishments restaurant license. The mobile unit licensee must obtain a separate commissary license.

Food Service
Owner's Signature _____ Date: _____ Day Phone _____

Mobile Unit Owner's Signature _____ Date: _____
Location of Mobile Unit _____ Day Phone _____

THIS MEMO EXPIRES DECEMBER 31st OF THE YEAR ISSUED

Approved by _____ Date _____