



PHILADELPHIA DEPARTMENT OF PUBLIC HEALTH
INSTRUCTIONS & APPLICATION FORM

**MOBILE FOOD BUSINESSES:
FULL PLAN REVIEW**

For other applications and instruction manuals, go to:
www.phila.gov/health/foodbusiness

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Office of Food Protection
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
www.phila.gov/health/foodbusiness

Welcome! The City of Philadelphia is excited to welcome your mobile food business to its outstanding array of food vendors. Mobile food vending units include trucks, trailer hitch units, pushcarts, stands and foot peddlers. These instructions are designed to help guide you through the process of completing the required plan review application for a mobile food business.

As a new food business owner, you are required to submit a Food Business Plan Review Application and all related attachments to the Office of Food Protection, Philadelphia Department of Public Health (PDPH). The PDPH will evaluate the submitted materials for compliance with the City's [Regulations Governing Food Establishments](#).

Your Food Business Plan Review Application must be approved by the PDPH before beginning construction or installing food equipment.

The plan review process has been designed to help food business owners. Plan review not only provides the PDPH with required information, but it also can identify potential problems while still on paper and help to prevent costly modifications later. Issues for plan review include, but are not limited to: equipment specifications, water supply and hand washing facilities, waste water and refuse disposal, food handling practices, and menu. **A checklist of all required information and attachments can be found on page 18.**

For more information, please call or visit:

Office of Food Protection
Philadelphia Department of Public Health
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
www.phila.gov/health/foodbusiness
(215) 685-7495

Monday-Friday, 9 am-4 pm

Where to Submit Completed Plan Review Application

You may submit the Food Business Plan Review Application in person or by mail. The Office of Food Protection will conduct a preliminary review of your Application and mail or email (upon request) you a Plan Review Worksheet and Fee Assessment Letter within 30 business days. The worksheet will indicate if additional information is required.

After your completed worksheet and fee are received, the Department of Public Health will notify you of a decision in 30 business days.

If your application is approved, you will receive instructions on how to schedule an inspection.

If your application is missing information needed for approval, you will be notified and have 30 business days in which to respond.

Submit your application either by mail or in person:

Office of Food Protection
Philadelphia Department of Public Health
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
www.phila.gov/health/foodbusiness
(215) 685-7495

Monday-Friday, 9 am-4 pm

NOTE: All food establishments in Philadelphia must conform to all applicable local or state agency codes or requirements, e.g.: [PA Department of Labor and Industry](#), [PA Department of Environmental Protection](#), [PA Liquor Control Board](#), [Philadelphia Zoning, Building or Plumbing Codes](#).

Fee Schedule

Do not submit any fees with your Food Business Plan Review Application. Applicants should not submit payment until specifically directed by the Department of Public Health. The information below is provided for your general information only.

- A. **Plan Review fee:** The Plan Review Fee for new mobile vending units is \$150.00.
- B. **Pre-operating Inspection fee:** A fee of \$190.00 for inspection of the facility before it is open to the public.
- C. **Expedited Plan Review and Inspection Fee** (if required):
If you want to request an expedited review and inspection, bring your application form and all required materials to the Office of Food Protection. There is an expediting fee of \$380.00 *in addition* to the standard plan review fee of \$150.00 and standard inspection fee of \$190.00. You must have all required materials and pay by cashier's check, money order or credit card (see "NEW" below) before review can begin. Your review and inspection will be completed within 10 business days. Please speak with a representative from the Office of Food Protection before requesting an expedited review.

NEW! You can now [pay your plan review fees online](#) with a credit card. You will need an email address, a daytime phone number, your invoice number, and the amount owed. To learn more, call (215) 685-7495.

License Approval/Renewal FOR MOBILE VENDING OPERATIONS

All mobile vending operations are required to have a “Retail Food, Non-Permanent Location” license issued by the Department of Licenses and Inspections. These licenses expire on April 30th of each year, regardless of when they are issued.

To receive approval to obtain an original license or renew an existing license, the vending unit and its operation must be evaluated and approved by the Philadelphia Department of Public Health (PDPH).

When a vending unit is approved for operation a “license eligibility report,” an Operation Eligibility Certificate (OEC) will be issued by a PDPH representative. The license eligibility report is submitted by the mobile vendor to the Department of Licenses and Inspections to pay for and obtain the license. The OEC identifies what type of food items are approved to be provided by this vending unit and is required to be posted on the vending unit.

Mobile Food Unit inspection procedures for license approval/renewal are outlined below:

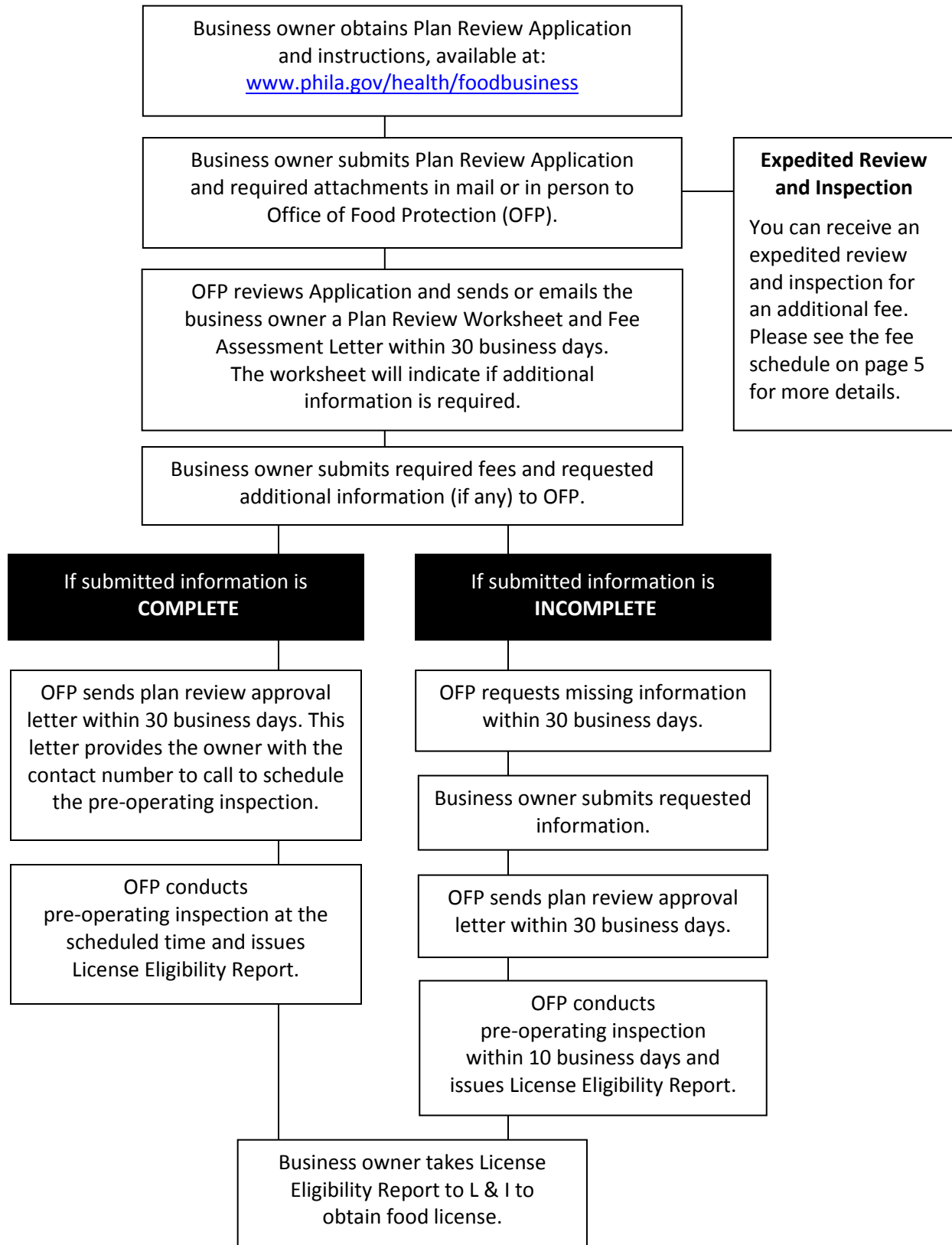
- Mobile food units will be inspected for compliance with required structural and design features (Mobile Food Vending Unit Design Requirements) at District Health Center locations listed below:

Health District #1 and #2	500 S. Broad St.	(215) 685-6574
Health District #3 and #4	43rd and Chester Ave.	(215) 685-7537
Health District #5 and #6	1920 N. 20th St.	(215) 685-2356
Health District #8 and #9	111-131 W. Hunting Park Ave.	(215) 685-9017
Health Center #7 and #10	111-131 W. Hunting Park Ave.	(215) 685-9013

District Offices can provide inspections only in the morning between 8 am and 9 am. Please contact the district office prior to arriving for inspection to ensure that inspection service is available that day.

- Bring vending unit proof of ownership and proper identification for obtaining the license.
- Bring City of Philadelphia Food Safety Certificate.
- Bring food purchase records for the most recent 30 days prior to inspection for review.
- A support facility is required to serve your operational needs. A copy of license for the support facility or a recent inspection report is required to be presented. If the proposed facility does not have prior approval or is new than plan submission requirements must be fulfilled. If the support facility is outside the city, you must provide a copy of the license and a recent inspection report.
- When the above requirements are met; your vending unit will be inspected during operation to determine compliance with operational requirements for license approval.

Flowchart and Timeframes



Plan Review Instructions FOR MOBILE VENDING OPERATIONS

This section details the information required as part of your plan review submission. Required information includes both narrative and drawings, as indicated below.

The following are required of all mobile vending operations in Philadelphia:

A. Support Facility

Complete the Support Facility Information Form (Schedule A). All vending operations must have an approved support facility to support the operations of the vending unit and report at least daily to such a location for all food and cleaning supplies and service of operations for the unit.

A Support Facility Information Form must be completed and submitted to the Office of Food Protection with a copy of the appropriate City of Philadelphia food license or an equivalent permit if from another jurisdiction. A copy of the most recent inspection report and license for the support facility should be submitted with the application.

The support facility used as a base of operation must be constructed and operated in compliance with the “Regulations Governing Food Establishments.” Foods, beverages, and ingredients from support facilities located outside of the limits of the City of Philadelphia may be sold in Philadelphia if such sites conform to the “Regulations Governing Food Establishments” or their equivalent code as approved by the Office of Food Protection (OFP). The OFP will verify that the designated support facility is approved.

B. Food Safety Certification

Provide a copy of a City of Philadelphia Food Safety Certificate. All food handling requires a food safety certified individual to be present at all hours of operation with valid City of Philadelphia Food Safety Certificate.

C. Facility Plan

Complete the Description of Mobile Unit (Schedule B) and Equipment List (Schedule C). Include an accurately scaled plan of the mobile unit showing placement of all food equipment to be used in the operation of mobile unit. Drawings must be clear, concise, legible, to scale, and be of such size as to enable all information to be clearly shown. The overall interior dimensions must be shown. No free hand drawings will be accepted.

The Facility Plan should address:

1. Floors, Walls and Ceilings

1. Floors, walls and ceilings must be smooth and easily cleanable.
2. Outer openings of a food facility shall be protected against entry of insects and rodents by use of tight-fitting doors and windows. If windows or doors need to be opened for ventilation or other reasons, such as service to the customer, then screens, air curtains or other effective means must be present to protect the interior of the unit.
3. Outer openings shall be no larger than necessary to carry out the food operation.
4. When the mobile unit is in motion, openings must be covered with solid materials, such as doors, plastic, etc, to protect the unit from windblown dust and debris during travel. The drivers' compartment and food preparation area must be protected against airborne contaminants and vermin, if not separated from the food facility portion of the unit.
5. Mobile food units must be constructed so as to be easily movable by one person when fully operational and in compliance with all other provisions of the Philadelphia Vendor Code.

2. Hand Washing Facilities

1. Each mobile vending unit must have a hand wash sink with hot and cold running water under pressure.
2. The water system must be a closed system from filling outlet to discharge outlet.
3. Each sink must have a sign indicating, "Employees must wash hands".
4. Each sink must be supplied with clean, potable, warm (100°F) water for employee hand washing.
5. Each hand washing sink must include: soap, single use paper towels, and a waste receptacle.
6. Each hand washing station must have an acceptable water supply and waste water collection container.

3. Water Supply

1. The water supply shall be of a safe, sanitary quality. Water supplied at the unit must conform to all applicable regulations of the Department of Public Health and the Water Department.

2. The mobile vending unit must provide hot (110°F) and cold running water under pressure with the unit. The hot water facilities shall be functional when the vehicle is mobile or stationary.
3. The water system must be closed from filling outlet to discharge outlet.
4. Separate hoses must exist for filling the water tank and flushing the waste storage tank.
5. The water-filling inlet must be designed to protect from contamination, and provided with a hose connection of different size and type from the waste retention tank flushing connection.
6. The water storage tank shall have a minimum capacity for one day's use and capacity shall be indicated on the tank or the data plate.
7. Backflow/back-siphonage must be installed as required to protect the water supply.

4. Waste Water

1. Each mobile unit must provide for the collection of all wastewater from hand washing, utensil cleaning and food refrigeration units using ice as a refrigerant. Waste collection systems must provide a minimum of 15% or greater capacity than the fresh water supply and ice quantity needed for one full day of operation. The data plate for the mobile food unit must indicate the waste tank storage capacity.
2. The waste collection tank (plastic, galvanized, etc.) shall be constructed so that its contents can be emptied and drained into a municipal sanitary sewer (not on the ground or into a storm drain) and must be designed with a valve to hold and release the liquid waste from the tank and be located to permit complete drainage of the entire tank. The storage tank shall be flushed and cleaned each time after emptying.

5. Refuse

1. All mobile vending units must be supplied with an easily cleanable and leak-proof waste and refuse container with a tight fitting lid. The lid must be in place when not in use.
2. A separate refuse receptacle shall be provided for public use. The refuse receptacle shall be affixed to the vending unit and be of sufficient size not less than 20 gallons or as needed, in accordance with Philadelphia Vendor Code.
3. Handling details about used cooking oil and charcoal residue must be provided. Submit information regarding cooking oil recycling. Refer to the "Philadelphia Water Department Guide."

6. Dishwashing Facilities

1. Single service articles or extra food handling utensils must be available to be used unless adequate dishwashing facilities are available and used.
2. Adequate facilities include a three-compartment sink (separate from the hand washing sinks) set up for accomplishing a three-step method of cleaning and sanitizing of utensils. Where only spatulas, tongs and similar devices are washed and sanitized, and only stationary equipment must be cleaned, a two-compartment sink may be approved. Utensil washing sink shall be sufficient in size to immerse the largest utensil to require cleaning during the mobile food unit operation.
3. Complete utensil cleaning operations are expected to be completed at the support facility or approved base of operation.
4. Sanitizers (Quaternary Ammonia, Chlorine) used in the 3 step cleaning method or for any food contact surface cleaning must be approved, available at all times, and used appropriately.
5. Appropriate sanitizer testing devices (strips, titration kits) must be available in the facility at all times.

7. Equipment

1. All equipment must be easily cleanable, durable, free from breaks, cracks & crevices, made of appropriate materials that are non-toxic and corrosion resistant, well constructed, and adequate for the intended use.
2. All equipment must be appropriately maintained.
3. All equipment shall be installed according to all appropriate federal, state or City code requirements for construction and fire safety. The owner/licensee is responsible for ensuring that these requirements are met.
4. All components of the mobile food unit must be permanent or semi-permanent to provide for an integral vending unit. The use of unapproved auxiliary equipment at the exterior of the vending unit, such as coolers used for refrigeration, is not approved. Refrigeration units must be part of the integral design of the vending unit.
5. Refrigeration and cold holding units must be capable of reaching and maintaining 41°F or below when in use and must be supplied with an accurate thermometer.
6. All cooking units shall be capable of cooking foods to their appropriate temperature and hot holding units must be capable of holding foods at 135°F or above.

7. A metal stem-type numerically scaled, or other approved thermometer must be provided and used to monitor proper cooking temperatures.
8. Wood, other than approved cutting boards, shall not be used in a food zone. No exposed wood shall be permitted; wood used for structural purposes must be finished with approved materials. Painted wood is not approved for food contact or splash zone areas.
9. Ice & Ice Storage Units
 - a) All ice must come from approved sources. All ice used in drinks or for consumption shall be received packaged with proper identification of the ice manufacturer on the packaging.
 - b) Ice used in the preparation of beverages or for other purposes where ice will be consumed must be stored in a clean, easily cleanable, nonporous, closed container made of approved materials. Galvanized metal coolers may not be used to store potable ice.
 - c) All ice must be dispensed with an ice scoop having an appropriate handle. Scoops may be stored in the ice with the handle up out of the ice or outside the ice on a clean surface protected from contaminants.
 - d) Ice used as a coolant may not be used in drinks or as ingredients in food. Ice as a coolant is considered non-potable.
 - e) Personal drinks may not be stored in potable ice chests.
 - f) Packaged foods, including drinks, whose packaging is not subject to the entry of water because of the nature of the container or packaging, (ex: hermetically sealed cans or bottles) may be stored in ice. Continuous effective draining of melting ice is required to reduce the potential for contamination when such products are stored in this manner.
 - g) Ice used in the preparation of drink beverages or for other purposes where ice will be consumed must be stored in a clean, easily cleanable, non-porous, closed container made of approved materials.

D. Food Safety and Handling

1. All food must be clean, wholesome, free from spoilage, adulteration, and safe for human consumption.
2. All foods requiring temperature control for safety shall be kept out of the temperature danger zone (41° F to 135° F) at all times.
3. All food shall be protected at all times from environmental and other sources of contamination during storage, preparation, cooking and service.
4. Unwrapped displayed food requires approved covers, food shields, or sneeze guards, to minimize contamination by customers. Shields and guard must be designed to intercept a direct line between the customer's mouth and the food on display. Additional design detail information is available in the "Food Establishment Plan Review Guide".
5. No bare hand contact is allowed on any ready to eat foods. Gloves or utensils must be used.
6. Stockpiling of hot foods such as hot dogs, sausages etc. for stock or display is prohibited, unless all areas of the food (surface and interior) are above 140° F or below 41° F.
7. All frozen foods shall be thawed using proper procedures and all hot foods to be cooled shall be cooled rapidly using proper procedures.
8. All foods must be covered when not in use, or not in the "cooling" process.
9. Condiments for patron self-service must be dispensed from an approved dispensing unit, or be prepackaged single serve portions.
10. The reuse of original food containers for food storage, such as cans, boxes and bags, is not permitted.
11. Personnel must wear clean outer garments and must keep their hands clean at all times while engaged in food handling operations.
12. All individuals involved in food handling activities must wear a suitable head covering or hair restraint to protect the food from contamination.
13. All persons with signs, symptom or diagnosis with any foodborne illness must report it to the person-in-charge.

E. Menu Description

1. Provide a copy of the proposed menu.
2. Indicate if raw or undercooked animal food items are being served. If yes, ensure that menu includes a Consumer Advisory information for this product
3. List all food, beverages, condiments, ice or any other items that will be consumed on Schedules D and E. Use the samples below as a guide to filling out the worksheets. Continue on a separate piece of paper if necessary.

SAMPLE MENU DESCRIPTION FOR FOOD PREPARED ON SITE

Food Item	Ingredients	Preparation Description
Fish Sandwich	Whiting Filet Breadcrumbs Roll Lettuce Tartar Sauce (prepackaged)	Fish is stored in cooler in wet drained ice at 41°F until prepared. Fish is tossed in breadcrumbs in stainless steel bowl on prep table. Fish is cooked to order. Fish is deep-fried for 5 minutes, until internal temperature is 160°F. Cooked fish is placed on roll with lettuce and tartar sauce. Lettuce is commercially prewashed, prepackaged, ready to eat product. Sandwich is wrapped in foil and served.

SAMPLE MENU DESCRIPTION FOR FOOD PREPARED AT PRE-APPROVED LICENSED FACILITIES

Food Item	Transportation Description	Preparation description at the site	Facility Name, Address, Phone #, Food License #
Jambalaya	Transported to the site at 400 F in 2 inch deep pans in a cooler using ice packs.	Rapidly reheated to internal temperature of 165 °F and stored in chafing dish for serving.	ABC Restaurant, 123 Restaurant St. Philadelphia, Pa 19100 (215) 555-5555 Philadelphia Food License # 1234567

NOTE: The preparation description portion of the worksheet must include: storage of foods, cooking time of foods, menu item assembly, preparation of foods, cooking temperature of foods, how menu item will be served.

APPENDIX A
SAMPLE PLAN REVIEW WORKSHEET FOR MOBILE UNITS

FOR OFFICIAL USE ONLY			
Establishment Name:		PR#:	Total Fees: \$340.00
Establishment Type:		OR Reviewer:	Paid(Y/N):
Establishment Address:		Date:	Filing Fee: \$
Philadelphia, PA		FR Reviewer:	Inspection Fee: \$190.00
HD#	Zip Code: 191	Date:	Other Fee: \$
Contact:	Phone:	Scope of Work:	Plan Review Fee: 150.00
Title:		Mobil Vendor	Reported Square Footage: sq.ft.
			Calculated Square Footage: sq.ft.

Listed below are the items required for approval:

S-Satisfactory, **N**-Information Needed, **N/A**-Not Applicable, **E**-Existing, **OR**-Office Review,
FR-Field Review

OR	FR	Item:	Comments
		Physical Facilities	
		Overhead Enclosure	
		Type of Materials for Overhead Enclosure	
		Support Structure	
		Side Enclosure	
		Type of Materials for Side Enclosure	
		Floor Materials	
		Service Opening/ window	
		Type of Material for Service area	
		Handwashing Sink	
		Other	
		Menu Information & Details:	
		On Mobil Unit Preparation	
		Pre-approved Licensed Facility and Commercially	
		Packaged Food/Beverage Description	
		Food Transportation	
		Consumer Advisory	
		Sanitary Structural Facility Details:	
		Surface Finish Schedule & Details	
		Provide details about the Power source for ovens, fryers, refrigerators, etc.	
		Generator	
		Light Fixture Information & Details:	
		Adequacy	
		Protection	
		Water Supply & Waste Water Disposal	
		Portable Water Source	
		Water Storage Tank: Materials and Construction Detail	
		Capacity of Water Storage Tank	
		Backflow Prevention Device	
		Method of Generating Hot Water; Materials and Construction detail	

		Water Heater (s) (location, size, temperature, recovery rate):	
		Waste Water Storage Tank; Materials & Construction detail	
		Capacity of Waste Water Storage Tank	
		Disposal Method for Waste Water	
		Equipment Information & Details:	
		Design & Construction: Catalog Cut sheets	
		Data Plate	
		Utensil / Equipment washing Facilities	
		On –Unit utensil washing & sanitation	
		Type & number of compartments for utensile cleaning; Material and Construction Detail	
		Type of sanitizer	
		Equipment Installation Details:	
		Aisle/Work Space	
		Hot food equipment	
		Refrigeration	
		Compartment Separation	
		Ventilation:	
		Type, Materials and Construction	
		Refuse & Recyclable:	
		Storage: Type of Containers	
		Cooking Grease Recycling:	
		Container Type & Location	
		Recycler's Name	
		Support Facility	
		License / Most recent inspection report	
		Food Safety Certified Person	

APPENDIX B
List of Reference Publications

Please be advised that listing the resources below does not imply recommendation or endorsement by the City of Philadelphia Department of Public Health

<u>American Conference of Governmental Industrial Hygienists</u>	513-742-6163
<u>Baking Industry Sanitation Standards Committee Phone</u>	773-761-4100
<u>Building Officials and Code Administrators International, Inc.</u>	708-799-2300
<u>International Association for Food Protection, Inc.</u>	
<u>Intertek Testing Services</u>	800-813-9442
<u>National Fire Protection Association</u>	800-344-3555
<u>National Sanitation Foundation International</u>	800-673-6275
<u>Pennsylvania Department of Agriculture</u>	717-787-4737
<u>The 3-A Sanitary Standards, Inc.</u>	800-669-9277
<u>Tile Council of America, Inc.</u>	864-646-8453
<u>Underwriters Laboratories, Inc.</u>	847-272-8800
<u>U.S. Food & Drug Administration</u>	

Checklist

Please complete this checklist to ensure that your Plan Review Application is complete. The accuracy of your submission will help to avoid processing delays and/or the rejection of your plans. *Please include a completed checklist with your application.*

- ___ PLAN DRAWN TO SCALE SHOWING ALL FOOD EQUIPMENT
- ___ FOOD ESTABLISHMENT PLAN REVIEW APPLICATION
- ___ MOBILE VENDING UNIT FACT SHEET
- ___ EQUIPMENT LIST
- ___ MENU DESCRIPTION AND PREPARATION—ON SITE FOOD PREPARATION
- ___ MENU DESCRIPTION AND PREPARATION—PRE-APPROVED LICENSED FACILITY
- ___ MOBILE VENDING OPERATION SUPPORT FACILITY VERIFICATION
- ___ COPY OF THE CITY OF PHILADELPHIA FOOD SAFETY CERTIFICATE
- ___ PROCESSING FEE



Plan Review Application Form FOR MOBILE VENDING OPERATION

Office of Food Protection
321 University Avenue, 2nd Floor
Philadelphia, PA 19104
www.phila.gov/health/foodbusiness

A. Business Information

1) Name of Mobile Vending Operation (doing business as): _____

2) Address, City, Zip: _____

3) Food Business Location(s)/Area(s): _____

4) Business Phone: _____ Fax: _____

5) Email: _____ Website: _____

6) Hours of Operation: Mon-Fri _____; Sat _____; Sun _____

7) Anticipated Total Number of Employees Working Per Shift: _____

8) Please indicate type of operation:

_____ New Mobile Vending Unit

_____ Modifying Mobile Vending Unit

_____ Support Facility Application Only

9) Please indicate mobile business type (check all that apply):

_____ truck

_____ trailer hitch unit

_____ pushcart stand

_____ foot peddler

_____ other _____

<u>Licensee (owner, partnership, or corporation)</u> Name _____ Co. President _____ Mailing Address _____ City, State _____ Zip _____ Phone _____ Fax _____ Email _____ Phila. Business Privilege # (if available) _____	<u>Plan Review Contact Person (other than licensee; person who should receive all correspondence)</u> Name _____ ____ Designer ____ Contractor ____ Manager ____ Other _____ Address _____ City, State _____ Zip _____ Phone _____ Fax _____ Email _____
Establishment emergency contact name: _____ Establishment emergency contact phone #: _____	

B. Category of Application

Please select one:

_____ **New Unit** (units not previously approved by the PDPH)

_____ **Modification** (the remodeling or alteration of an existing food establishment or change that affects the way the establishment operates, which may or may not include the categories listed below. Check all items that apply.

- _____ Installation of equipment (new or used)
- _____ Installation of surface finishes (i.e. walls, floors, ceilings)
- _____ Installation of custom millwork, cabinetry or plastic laminated surfaces
- _____ Replacement or relocation of permanently installed equipment
- _____ Expansion of food facility
- _____ Other: _____

Work Start Date: _____ Work Completion Date: _____

Provide a description of what has been modified.

C. Operational Details

Answer YES or NO to all items:

Has inside storage room for trash	YES	NO
Has outside dumpster/trash cans	YES	NO
Restrooms are readily available for employee use	YES	NO
Location: _____		

I certify that the information provided on this application is correct to the best of my knowledge.
I understand that incomplete or illegible application will be returned unprocessed.

Applicant Name (Print): _____ Title: _____

Applicant Signature: _____ Date: _____

**SCHEDULE A:
MOBILE VENDING OPERATION SUPPORT FACILITY INFORMATION**

A. SUPPORT FACILITY INFORMATION

1. Name of Support Facility: _____
2. Name of Support Facility Owner: _____
3. Address, City, Zip: _____
4. Business Phone: _____ Fax: _____
5. Email: _____ Website: _____
6. Do you operate from a support facility on a daily basis? ____YES ____NO
If No, explain: _____
7. Do you report back to the support facility at the end of the day for all cleaning, servicing operations and waste disposal? ____YES ____NO
If No, Explain: _____
8. What hours do you report to the support facility? Morning:_____ Evening:_____
9. Is this support facility inspected by the Philadelphia Health Department? ____YES ____NO
If NO, provide a copy of a recent inspection report for the support facility.
10. Name of regulatory agency that inspects the support facility: _____
11. What fuel sources does your operation utilize (check all that apply)?
____ Propane Fuel
____ Electrical Generator
____ Other _____
12. Please check all types of food sold on your unit.

____ Prepackaged only	____ Cold foods
____ Pretzels	____ Meat products
____ Water Ice	____ Whole fish
____ Ice Cream	____ Processed fish
____ Produce	____ Other _____
____ Hot foods	_____

B. FOOD SUPPLY INFORMATION

Provide food supplier information for prepared food not prepared on the mobile food unit and information for each food item if more than one food establishment provides prepared food, use the back of this paper if needed.

1. Name of Prepared Food Supplier: _____

Address, City, Zip: _____

Business Phone: _____ Fax: _____

Email: _____ Website: _____

2. Address where purchase receipts are kept available for inspection at all times:

Address, City, Zip: _____

Business Phone: _____ Fax: _____

Contact Name: _____ Phone: _____

3. The above Support Facility is used for the following:

____ Food

____ Water

____ Supplies

____ Cleaning of equipment/utensils

____ Storage of vendor unit

____ Waste disposal

____ Repairs of vendor unit

Date: _____ Signature of Support Facility Owner/Operator: _____

NOTE: A Copy of Support Facility and/or inspection reports must be available for review by the Department of Public Health.

**SCHEDULE B:
DESCRIPTION OF MOBILE VENDING OPERATION**

Please provide description and details for the items below. Refer to the requirements included in this application for guidance. You may use additional paper if needed.

ITEM	DESCRIPTION/DETAILS
PHYSICAL FACILITIES:	
Overhead Enclosure	
Type of Materials for Overhead Enclosure	
Support Structure	
Side Enclosure	
Type of Materials for Side Enclosure	
Floor Materials Service Opening/window Type of Materials for Service Area	
HAND WASHING FACILITY:	
Hand Washing Sink	
WATER SUPPLY & WASTE WATER DISPOSAL:	
Potable Water Source Water Storage Tank; Materials and Construction Detail	
Capacity of Water Storage Tank Backflow Prevention Device	
Method of Generating Hot Water; Materials and Construction Detail	
Hot Water Storage Tank; Materials and Construction Detail	
Waste Water Storage Tank; Materials and Construction Detail Capacity of Waste Water Storage Tank	
Disposal Method for Waste Water	

REFUSE:	
Type of Waste Containers	
Number of Waste Containers	
Will cooking grease waste be generated?	
Cooking grease recycling information	
Name of recycler	
UTENSIL/EQUIPMENT WASHING FACILITIES:	
On-Unit utensil washing & sanitation	
Type & number of compartments for utensil cleaning; Materials and Construction Detail	
Type of Sanitizer	
Thermometer:	
Indicate types that will be used	
Provide details about the power source for ovens, fryers, refrigerators, etc.	
Generator	
Propane fuel:	
Other(Describe):	
Light Fixtures and Protections:	
Indicate the type and placement of all light fixtures and means of protection in mobile vending unit.	

**SCHEDULE C:
EQUIPMENT LIST**

List the type, make and model number for all food service equipment and submit with manufacturer's cut sheet and specification. **All equipment must be designed and constructed in accordance with the sanitation criteria set forth by the American National Standard Institute (ANSI).**

ITEM NUMBER	EQUIPMENT DESCRIPTION (include manufacturer name & model number)	METHOD OF INSTALLATION

**SCHEDULE D:
MENU DESCRIPTION FOR FOOD PREPARED ON SITE**

The preparation description portion of the worksheet must include: storage of foods, cooking time of foods, menu item assembly, preparation of foods, cooking temperature of foods, how menu item will be served. See instructions on page 14 for examples.

Food Item	Ingredients	Preparation Description

SCHEDULE E:
MENU DESCRIPTION FOR FOOD PREPARED AT PRE-APPROVED LICENSED FACILITIES

The preparation description portion of the worksheet must include: storage of foods, cooking time of foods, menu item assembly, preparation of foods, cooking temperature of foods, how menu item will be served. See instructions on page 14 for examples.

Food Item	Transportation Description	Preparation Description at the Mobile Unit	Facility Name, Address, Phone #, Food License #