

HOW TO OBTAIN A MOBILE FOOD FACILITY PERMIT



Which Permit Do You Need?

Category A: Prepackaged Non-Potentially Hazardous Food

- Produce Trucks
- Ice Cream Trucks

Category B: Limited Food Preparation (hot/cold holding, dispensing and portioning, slicing/chopping on a heated surface, slicing/chopping produce)

- Hot Dog Cart
- Roast Corn
- Shaved Ice

Category D: Full Food Preparation

- Taco Truck
- Hot Lunch Truck

Category B & D Requirements

HCD Insignia

Before starting the permit process...

If the vehicle is “occupiable”, ensure that the vehicle has a

**Housing and Community
Development (HCD) Insignia →**



Plan Review

Plan review is required for all ***new*** Category D MFFs that have never been permitted in California before

- Plan review requires a separate application and fee
- Contact plan review: phone (916) 874 – 6010 or email: EMD-EHPlanreview@saccounty.gov

Structural Requirements

Ensure that your vehicle meets all required structural requirements. This list is available on the EMD website:

<https://emd.saccounty.gov/EH/Document%20ENGLISH%20CLASSIFICATION%20PAC%20MFF%20%2005%2004%2018.pdf>

OBTAIN HEALTH PERMIT FOR MOBILE FOOD FACILITIES, Page 2, continued

Requirements	Category A	Category B	Category C	Category D
Commissary	"Mobile Food Facility (MFF) Category A Commissary" form Except for fruit cups for which Commissary Verification form is Required .	Commissary or MSU is required for cleaning and servicing See "Commissary/MSU Verification" form for details.	Required for cleaning and servicing See "Commissary Verification" form for details.	Required for cleaning and servicing See "Commissary Verification" form for details.
Handwashing sink (Sec. 114311)	Not required	Required (Only for non pre-packaged food)	Required	Required
Warewashing sink with overhead protection (Sec. 114313, 114314)	Not required	Required on the MFF if: Nonprepackaged potentially hazardous foods (PHF)s. Examples: blending coffee beverages with milk, smoothies w/PHFs - (no frozen milk products), corn on the cob Not required on the MFF - Steamed or boiled hot dogs, and tamales in original, inedible wrapper, non-PHF's that require no preparation other than heating, popping, portioning, bulk dispensing or assembly. **For warewashing sink requirements for PHF beverages see Sec. 114313, 114314.	Required at on site commissary	Required
Potable water tanks, capacity: at least 3 gallons of water shall be provided exclusively for handwashing.				
Potable Water Tank (Sec. 114217)	Not required	MFF with warewash sink: 20 gal. = 15 gal. warewash + 5 gal. handwash MFF without warewash sink: 5 gal. handwash	5 gal. handwash + Onsite warewash sink	Food compartment/Limited food preparation: 20 gal. = 15 gal. warewash + 5 gal. handwash Fully enclosed MFF/Full food prep: 30 gal. = 25 gal. warewash + 5 gal. handwash
Waste water tanks, capacity: shall have a minimum capacity that is 50% greater than the potable water tank.				
Waste Water Tank (Sec. 114240)	Not required	MFF with warewash sink: 30 gallons MFF without warewash sink: 7.5 gallons	7.5 gallons + Onsite warewash sink	Food compartment/Limited food preparation: 30 gallons Fully enclosed MFF/Full food prep: 45 gallons
Water Heater: water heater capable of heating water to a minimum of 120F is required except MFF that only utilizes hand wash only (100F).				
Water Heater Capacity (Sec. 114325)	Not required	MFFs PERMITTED BEFORE JAN 1, 2014: Minimum 1/2 gallon MFFs PERMITTED AFTER DEC 31, 2013: For only handwashing sink: 3/4 gallon For handwashing and warewashing sink: 4 gallons	MFFs PERMITTED BEFORE JAN 1, 2014: Minimum 1/2 gallon MFFs PERMITTED AFTER DEC 31, 2013: For only handwashing sink: 3/4 gallon For handwashing and warewashing sink: 4 gallons	MFFs PERMITTED BEFORE JAN 1, 2014: Limited food preparation: Minimum 1/2 gallon Fully enclosed MFF/Full food prep: Minimum 3 gallons MFFs PERMITTED AFTER DEC 31, 2013: 4 gallons
<p>NOTE:</p> <ul style="list-style-type: none"> -Instantaneous water heater can also be approved if it can supply water at least 120°F to MFF. -Water heater capacity if approved before Jan 1, 2014, is not required to be changed for change of ownership. 				

Find a Commissary

A commissary is a permitted location where the truck parks overnight and has access to the following services:

- Preparation food
- Potable water supply
- Refrigeration
- Cleaning areas
- Sewage disposal
- Warewashing
- Garbage disposal
- Dry food storage
- Overnight parking
- Electrical hook-up
- Supplies storage
- Supply food products
- Toilet and handwashing

Complete a Commissary Verification Form

Take the form to the commissary and get it completed and signed by the commissary owner/manager.

Note: If the commissary is not in Sacramento County, an “Out of county form” must be signed by local health department where the commissary is located.

Other Forms to Complete


Route Sheet

Exact addresses of operating sites for all working days

Restroom Verification Form

Required if MFF is operating at a **single location** for longer than **one hour**

Environmental Management Department
Jennea Monasterio, Director



Mobile Food Facility Route Sheet

FA # _____
PR# _____

Name of Mobile Food Facility: _____ Lic. plate #: _____
Name of operator: _____ Cell Phone#: _____

How will the refrigeration be powered on the mobile unit when it is operating away from the commissary? (i.e. generator, inverter, etc.) _____

Please list your current route information/location of operation in the spaces provided below:

Location/Address w/city and zip code:	Days of Operation:							Start Time:	End Time:
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
7. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
8. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
9. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
10. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

NOTE: Additional agency approval may be required for the MFF operating locations (i.e. code enforcement, zoning/planning).
If you are going to park your MFF at one location for longer than one hour, you must complete the Restroom Verification Form.
Revised route information may be provided by fax: (916) 875-8513, email: eminfo@sacounty.net or US mail.

I understand and agree that if I make changes to my route or business location, I must notify the Environmental Management Department (EMD) within 30 days.


Signed: _____ Title/Position: _____ Date: _____
E-mail: _____ Website: _____

Received/Reviewed by: _____ Date: _____

OFFICE USE ONLY

11080 White Rock Road, Ste. 200 • Rancho Cordova, California 95670 • fax (916) 875-8513
Environmental Compliance (916) 875-8550 • Environmental Health (916) 875-8440
www.sacounty.ca.gov • www.emd.sacounty.ca.gov

Environmental Management Department
Jennea Monasterio, Director



Verification of Restroom for Mobile Food Facility (MFF)

FA # _____
PR# _____

Any time a MFF is parked in one location for longer than one hour; an approved restroom must be available for use within 200 feet (Chapter 10, Sec. 114315). Please provide all information requested.
NOTE: Porta-potties are not approved.

MFF Information

MFF Name (DBA): _____
Address or Cross Street of operation: _____
Hours of Operation: _____ Days of Operation: _____
License Plate #: _____ Permit #: _____

MFF Owner Information

Owner Name: _____
Address of Owner: _____
I have access to the restroom facilities at the following business during my business hours and I am parked less than 200 feet away from the restroom facilities. I will be responsible for maintaining the restroom as listed below.

Signature of MFF Operator _____ Date: _____

Restroom Information

Business Name: _____ Phone: _____
Owner Name: _____
Address: _____

Restroom Requirements:

<input type="checkbox"/> Toilet facilities in good repair	<input type="checkbox"/> Handwashing sink with hot and cold water
<input type="checkbox"/> Smooth cleanable surfaces	<input type="checkbox"/> Paper towels in a dispenser
<input type="checkbox"/> Toilet paper in a dispenser	<input type="checkbox"/> Liquid soap in a dispenser
<input type="checkbox"/> Ventilation fan or openable window	<input type="checkbox"/> Hours that restroom is available: _____

I, the business owner/operator, can and will provide restroom facilities for the operators of the above-mentioned MFF at my business and I understand that the restroom facilities are subject to Environmental Health Department inspection.

Signature of Business Owner _____ Date: _____

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Approved by: _____ Date: _____

11080 White Rock Road, Ste. 200 • Rancho Cordova, California 95670 • fax (916) 875-8513
Environmental Compliance (916) 875-8550 • Environmental Health (916) 875-8440
www.sacounty.ca.gov • www.emd.sacounty.ca.gov

Application Submittal

If you have completed the following items, you are ready to apply for a permit:


- ✓ Determined MFF Category
- ✓ Received HCD Insignia
- ✓ Plan Checked (if required)
- ✓ Obtained an Approved Commissary

Complete and Submit Application

- In person at EMD office
- Email EMD-EHAdminsupport@saccounty.gov

Pay Permit Fees

- In person at EMD office
- Online <https://emdpayments.saccounty.net>



Environmental Management Department
Marie Woodin, Director

APPLICATION FOR PERMIT TO OPERATE

FACILITY	Business Name (DBA): _____ Phone: _____		City: _____ State: _____ Zip: _____
	Site / Commissary Address: _____		
	Days of operation: _____	Hours of operation: _____	
If this facility has a semi-frozen (soft serve) processing machine please call the State of California Milk & Dairy Food Safety Branch at (209) 466-7186			
BILL	Billing Name: _____ Phone: _____		
	Billing Address: _____		
OWNER	Owner Name: _____ Phone: _____		
	Address (home or office): _____		
	Owner E-mail: _____ Business E-mail: _____		

TYPE OF PERMIT	FEE	PE	TYPE OF PERMIT	FEE	PE
<input type="checkbox"/> RESTAURANT*	\$1292.00	1622	<input type="checkbox"/> SWAP MEET PRE-PKG FOOD STAND	\$150.00	1048
<input type="checkbox"/> BAR	\$15.00	1620	<input type="checkbox"/> ADMIN REVIEW/CONFIRMATION	73.00	1649
<input type="checkbox"/> RESTAURANT W/BAR*	1665.00	1621	<input type="checkbox"/> COMMISSARY*	534.00	1680
<input type="checkbox"/> FOOD PREP ESTAB W/O HOOD <2000 SQ FT*	1014.00	1623	<input type="checkbox"/> SEASONAL LOW RISK	244.00	1676
<input type="checkbox"/> SCHOOL/NONPROFIT SR. MEAL PROGRAM	686.00	1625	<input type="checkbox"/> SEASONAL HIGH RISK	268.00	1676
<input type="checkbox"/> SCHOOL SATELLITE FACILITY	496.00	1626	<input type="checkbox"/> SEASONAL RESTAURANT	869.00	1603
<input type="checkbox"/> FOOD PANTRY/S.CLOSETS	181.00	1690	<input type="checkbox"/> BAKERY – NO PREPARATION	565.00	1652
<input type="checkbox"/> SATELLITE FOOD DISTRIBUTION FACILITY	239.00	1693	<input type="checkbox"/> HOST FACILITY CATEGORY A	73.00	1696
<input type="checkbox"/> RETAIL MARKET (OVER 15,000 SQ. FT.)	1091.00	1614	<input type="checkbox"/> HOST FACILITY CATEGORY B	365.00	1687
<input type="checkbox"/> RETAIL MARKET (6,000 – 14,999 SQ FT.)	933.00	1613	<input type="checkbox"/> RESTRICTED FOOD SERVICE ESTABLISHMENT	630.00	1681
<input type="checkbox"/> RETAIL MARKET (LESS THAN 6,000 SQ. FT.)	619.00	1612	<input type="checkbox"/> STORMWATER	63.00	6770
<input type="checkbox"/> RETAIL MARKET (25-300 sq ft PRE-PACKAGED, NON PUP)	365.00	1611	*Add one stormwater fee if any of the following permits are applied for: 1603, 1609, 1621, 1622, 1623 or 1690. One stormwater fee per facility.		
<input type="checkbox"/> VETERAN'S ORGANIZATION FOOD FACILITY*	842.00	1609	<input type="checkbox"/> BUSINESS RECYCLING	No fee	4CR4
<input type="checkbox"/> CERTIFIED FARMERS' MARKET	933.00	1619	(All fees facilities in the City of Sacramento and Unincorporated County)		
<input type="checkbox"/> MOBILE FOOD FACILITY CATEGORY A	190.00	1631	<input type="checkbox"/> SWIM POOL	\$450.00	3611
<input type="checkbox"/> MOBILE FOOD FACILITY CATEGORY B	381.00	1632	<input type="checkbox"/> SPA POOL	418.00	3612
<input type="checkbox"/> MOBILE FOOD FACILITY CATEGORY C	378.00	1633	<input type="checkbox"/> POOLS ON SINGLE RECIRCULATING SYSTEM	633.00	3613
<input type="checkbox"/> MOBILE FOOD FACILITY CATEGORY D	676.00	1636	<input type="checkbox"/> WADING POOL	321.00	3615
<input type="checkbox"/> MULTI-EVENT VENDOR – LOW RISK	322.00	1662	<input type="checkbox"/> TEMPORARILY INACTIVE	200.00	3617
<input type="checkbox"/> MULTI-EVENT VENDOR – HIGH RISK	483.00	1663	<input type="checkbox"/> SPRAY GROUND	375.00	3618
<input type="checkbox"/> SECONDARY OPERATOR	286.00	1662			
<input type="checkbox"/> CATERING OPERATION	391.00	1663			
<input type="checkbox"/> OTHER					

I hereby certify that I am the owner, or authorized representative of the owner, and this business will comply with all state and local laws now in force or which may hereafter be enacted pertaining to this business.

Signed _____ Title/Position _____ Date _____

Multiple Food or Swirl/Spa Facility: 100% of highest prescribed fee, plus 92% of each remaining fee. Secondary/Catering Operation (1662, 1663), Swap Meet Prepackaged Food Stand (1648), Satellite Food Distribution Facility (1693), Mobile Food Facility (1631, 1632, 1633, 1636) are not included as multiples and shall pay the standard fees.

OFFICIAL USE ONLY

EMD RECEIPT#: _____ AMOUNT PAID: _____ DATE PAID: _____ ACCOUNT #: _____

NEW FACILITY CHANGE OF OWNERSHIP ANNIVERSARY DATE (date of ownership change/opening date): _____

FACILITY ID #: _____ CT: _____ SPECIALIST: _____

PREVIOUS NAME OF FACILITY/BUSINESS: _____

PREVIOUS OWNER'S NAME: _____ OW #: _____ OLD AR #: _____

PROGRAM RECORD #: _____ VEHICLE LIC. #: _____ DECAL #: _____

RESTRICTIONS/COMMENTS: _____

APPROVED DISAPPROVED BY: _____ DATE: _____

10590 Armstrong Avenue • Yuba City, California 95695 • Fax (916) 875-8513
Environmental Compliance (916) 875-8550 • Environmental Health (916) 875-8440
www.saccounty.net • www.emd.saccounty.net

Inspection Appointment

Time to schedule an inspection when:

- ✓ Application completed
- ✓ MFF forms verified
- ✓ Permit fee paid

Schedule an inspection appointment by calling (916) 875-8440

You will receive a confirmation email with:

- Inspection Date & Time
- Self inspection checklist

Inspection notes:

- By appointment only
- EMD office: 11080 White Rock Rd, Suite 200, Rancho Cordova
- Mondays & Tuesdays 8am – 11am

Preparing/Passing Inspection

- Review self inspection handout
- Arrive early
- Ensure all mechanical equipment is on and working prior to inspection



Category D:

- Completed new doublesided "Commissary Verification Form" (Signed by Commissary owner)
- Completed "Restroom Verification Letter" if the MFF is parked at one location for more than 1 hour

Structural Requirements:

- Insignia from Department of Housing and Community Development if occupiable
- Identification of business and address on the cart/truck.
- Mechanical refrigeration unit capable of keeping all Potentially Hazardous Foods at 41°F or below (monitoring thermometer required in refrigeration unit)
 - Power source for refrigerator
- Hot holding unit (steam table, hot case, etc.) capable of keeping food items at 135°F or above
- Fully functional and accessible handwashing sink:
 - Liquid soap in dispenser Paper towels in dispenser Hot water at 100°F-108°F
- Fully functional warewashing sink:
 - Hot water at least 120°F Plugs to fill the sinks Detergent Sanitizer Sanitizer test strips
- Functional mechanical ventilation with clean filters
- Functional water heater (min. capacity of 4 gallons)
- Functional and filled potable water tank (at least 30 gallons)
- Functional waste water tank (at least 45 gallons), with cap and no leaks
- Safety equipment:
 - Fire extinguisher First aid kit.
- Full enclosure (screens provided and intact without holes)
- Floor, walls and ceiling smooth, easily cleanable, in good repair
- Self-closing employee entrance doors
- No more than 1 ancillary piece of equipment (ice chest etc.)
- If occupiable, an unobstructed height over the aisle way portion of the unit of at least 74 inches from floor to ceiling and minimum of 30 inches of unobstructed horizontal aisle space (required for new permits only)

Commissary Requirements:

- MFF operates out of an approved Commissary where MFF does:
 - Food preparation Potable water supply Overnight parking Electrical hook up Warewashing
 - Food storage supplies storage Waste tank/Sewage disposal facility Waste grease removal

Required Equipment/Utensils:

- Accurate probe thermometer (0-220°F)
- Suitable utensils (i.e. deli tissue, spatulas, tongs or dispensing equipment)
- Approved potable water hose
- Approved waste water hose if needed to get rid of waste water

Employee knowledge/health:

- Food safety certificate
- Food handler cards for all employees

Now that you have a permit

- Each permit is good until the end of the calendar year.
- You will automatically receive a bill and instructions for getting another inspection and permit each November.
- Note: Always be prepared for a routine operational inspection by using EMD's self inspection check list. An inspector may conduct a routine inspection anytime and anywhere the food truck is operating during the year.

Questions?



Contacts and Additional Resources

Contact EMD:

- (916) 875-8440
- eminfo@saccounty.net

EMD Plan Review:

- (916) 874-6010
- email: EMD-EHPlanreview@saccounty.gov

EMD Website:

- <https://emd.saccounty.gov/EH/FoodProtect-RetailFood/Pages/MobileFood.aspx>

Mobile Food Facility FAQs – On the EMD website
https://emd.saccounty.gov/EH/FoodProtect-RetailFood/Pages/MobileFood_FoodTrucksFAQs.aspx