

# City of Middletown Health Department LOW RISK MOBILE *Plan Review Application & Guidelines*



## Licensing Process for Low Risk Mobile

- ✓ Prior to construction of a new mobile food operation, a detailed set of plans must be submitted to this office for review, along with the Low Risk Mobile FSO/RFE Plan Review Application.
- ✓ The receipt date of a complete set of plans will be noted and the plans will be reviewed. The license holder will be notified of approval or disapproval of the submitted application within 30 days. The plans are reviewed to ensure against problems with the pattern of food flow and to ensure compliance with all existing rules and regulations.
- ✓ Once your plans have been approved, you may proceed with construction or purchase of the unit equipment. Upon completion, contact the City of Middletown Health Department to schedule an inspection. The mobile unit must be completely set up and fully operational for the inspection.
- ✓ Once approved, submit the included application for a license to conduct a food service/retail food establishment and pay the license fee amount to obtain your license to operate.

## Mobile Food Operation Definition

“Mobile food operation” means a food operation that is operated from a movable vehicle, portable structure, or watercraft and that routinely changes location, except that if the operation remains at any one location for more than forty consecutive days, the operation is no longer a mobile food operation.

Low Risk Level Mobile: Low risk poses a potential risk to the public in terms of sanitation, food labeling, sources of food, and food storage practices in the mobile. Low risk activities include:

- ✓ Holding for sale or service pre-packaged refrigerated or frozen time/temperature controlled for safety foods
- ✓ Offering for sale or serving pre-packaged non-time/temperature controlled for safety foods.

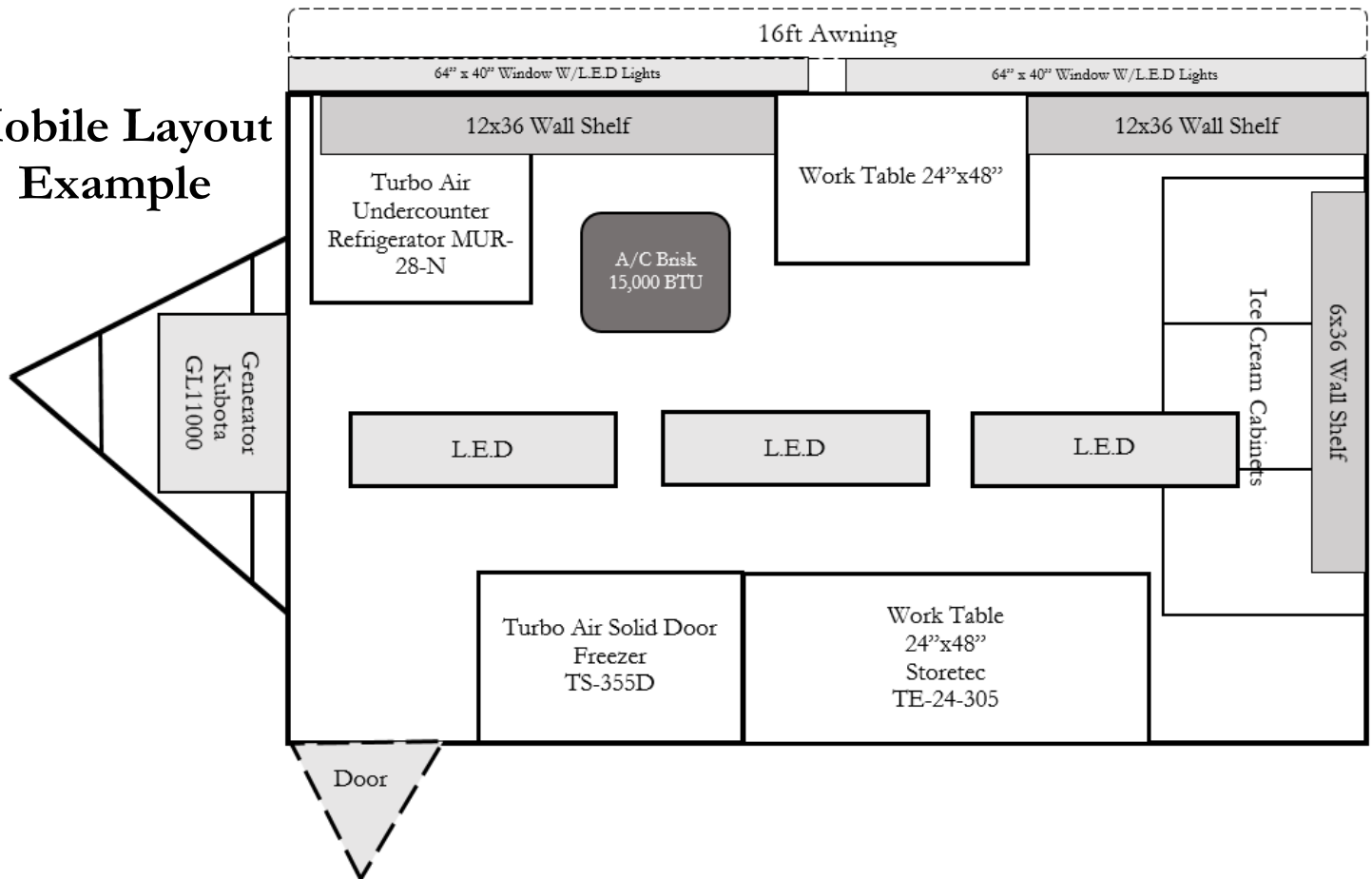


*This information is intended to be a brief outline of some of the requirements needed for a mobile food service operation. It is in no way to be construed as being all the requirements needed to operate a mobile foodservice operation. The local health department, Chapter 3717 of the Ohio Revised Code, and Chapter 3717-1 of the Ohio Administrative Code should be consulted to assure that all applicable criteria have been addressed.*

## Guidelines for licensing a Mobile FSO/RFE

1. Provide plans that are a minimum of 11 x 14 inches in size including the layout of the floor plan, accurately drawn to scale. Include a light plan
2. Include the proposed menu and projected meal volume for the food operation.
3. Each piece of equipment must be clearly labeled on the plan with its common name.
4. List all equipment (*i.e. coolers, freezers, etc.*) Refrigeration must be included on the plan.
5. All interior surfaces must be smooth and easily cleanable.
6. All foods must come from approved sources.
7. Each operator of a mobile food service/mobile retail operation must conspicuously display the name of the operation, the **city of origin**, and the **area code** and **telephone number** on the exterior of the mobile.
  - a. The name and city of origin of the food service operation shall be displayed with individual lettering measuring **at least three inches high and one inch wide**.
  - b. Signage on mobile must be completed prior to licensing.

### Mobile Layout Example



Contact the City of Middletown City Zoning Department at 513.425.7922 regarding approved setup locations within the City of Middletown.

**Mobile units may not remain at any one location for more than 40 consecutive days.**

## Low Risk Mobile Plan Review Application

No Plan Review Fee				
Date				
Type	<input type="checkbox"/> Food Service Operation		<input type="checkbox"/> Retail Food Establishment	
Category	<input type="checkbox"/> Concession Trailer		<input type="checkbox"/> Tent Mobile	<input type="checkbox"/> Push Cart
	<input type="checkbox"/> Other			
	<input type="checkbox"/> Vehicle Mobile Truck			
Establishment Information				
Name of Operation				
Operation Owner				
Address of Owner				
Telephone Number			Email:	
License Plate # of Mobile				
Applicant/Owner Information				
Applicant Name				
Mailing Address				
Telephone Number			Email:	
Required Documentation				
<i>*Checklist below must be completed prior to application submission</i>				
<input type="checkbox"/> One complete set of drawings of the Mobile layout <i>(include support vehicle)</i>				
<input type="checkbox"/> Make and model numbers of all equipment				
<input type="checkbox"/> Include lighting plan				
<input type="checkbox"/> A complete menu including all food sources				
<input type="checkbox"/> Bodily fluid cleanup procedure				
<input type="checkbox"/> Pest control plan				
<input type="checkbox"/> Copies of communications with the Ohio Department of Agriculture (ODA) or possession of an ODA registration demonstrating the ability to store or prepare food in facility other than the mobile unit. <i>For questions regarding registration, please reach out to ODA's Division of Food Safety at (614)728-6250</i>				



## Low Risk Mobile Questionnaire

<i>Answer all questions completely</i>	
<p>List all food and drink items intended for preparation and/or service. If additional space is required, please include a separate sheet.</p> <p><i>(Please note that any modifications to the menu must be formally submitted and approved by the City of Middletown Health Department)</i></p>	
<p>Identify the sources of all food items.</p> <p><i>(Include the source of ice if used, if applicable)</i></p>	
<p>Will any foods be prepared or stored off the mobile unit? If yes, that facility must be licensed by the Ohio Department of Agriculture (ODA).</p>	<p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<p>If food or equipment are stored outside the mobile unit during an event, how will they be safeguarded against contamination and adverse weather conditions and the ground?</p>	
<p>Describe how and where dry foods will be stored off the floor.</p>	
<p>If packaged raw meats, poultry, and seafood will be stored in the same refrigerators/freezers as cooked and ready to eat foods, describe how cross contamination will be prevented.</p>	
<p>Describe how cold foods will be maintained at 41°F or below.</p>	
<p>Explain the method by which power or electricity will be supplied to the mobile unit to ensure continuous cold storage for food items</p>	

How will perishable foods be kept cold during the transportation of the mobile unit between events?	
What type of thermometers are being used for monitoring food temperatures?	
Provide method of insect control. (Ex. <i>Size of window, screens, fans etc.</i> )	
You understand that if your mobile unit does not move from a single location for more than 40 consecutive days, your mobile license will be revoked.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you understand that each operator of a mobile food service/mobile retail operation must conspicuously display the name of the operation, the city of origin and the telephone number on the exterior of the mobile? The name and city of origin of the food service operation shall be displayed with individual lettering measuring at least three inches high and one inch wide? This must be completed prior to licensing.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you understand that your mobile unit cannot sell food or operate without being fully set up and functional? (Ex. <i>is electricity on</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Low Risk Mobile Licensing Fee

Risk Level	Local Fee	State Fee	Total Annual License Fee
Low Risk Mobile	\$55.00	\$28.00	\$83.00

## Application for a License to Conduct a: (check only one)

- ☐ Food Service Operation  
☐ Retail Food Establishment

### Instructions:

1. Complete the applicable section. (Make any corrections if necessary).
2. Sign and date the application
3. Make a check or money order payable to: **City of Middletown Health Department**
4. Return check and signed application to:

**City of Middletown Health Department**  
**One Donham Plaza**  
**Middletown, OH 45042**

*\* There is a mandatory penalty fee of 25% of the renewal fee operating a food service operation or retail food establishment after the deadline (Chapter 3717 of the Ohio Revised Code).*

Before license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing/renewing a license. This action is governed by Ohio Revised Code 3717.

Name of Facility		Name of License Holder	
Address		Email	
City		State	Zip
Phone #	Fax #		Check if applicable <input type="checkbox"/> Catering <input type="checkbox"/> Seasonal
Name of individual certified in food protection (if any) and their certificate number (use back for additional names)			

### Mailing Address for annual renewal if different than above:

Name of parent company or owner		Phone #	
Address		Email	
City		State	Zip
I hereby certify that I am the license holder, or the authorized representative, of the food service operation or retail food establishment indicated above:			
Signature			

### Licensors to complete below:

Category			
License fee	+ Late Fee	+ State Amount	= Total amount due

Application approved for license and certified as required by Chapter 3717 of the Ohio Revised Code.

By	Date	Audit No.	License no.
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*As per AGR 1269 (Rev. 5/13) Ohio Department of Agriculture-As per HEA 5319 (Rev. 5/13) Ohio Department of Health*