

# Wells County Health Department

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## **Mobile Food Establishment Permitting Procedure** **& Sanitation Requirements**

Applies to: any food establishment that is wheeled, on skids, mounted on a vehicle, a marine vessel, or otherwise readily movable, such as mobile trucks, chuck wagons, food trailers, and pushcarts.

Vendors must work from an approved commissary or other approved facilities at least once DAILY for all supplies (single service articles, food, cleaning supplies, potable water, etc.), cleaning (equipment, utensils, floors, walls, ceilings, etc.), and servicing operations (wastewater disposal, etc.).

### **Obtaining a Food Permit**

**NO FOOD STORAGE, PREPARATION, OR SERVICE MAY TAKE PLACE IN THE ESTABLISHMENT UNTIL THE FINAL INSPECTION HAS BEEN COMPLETED AND A FOOD PERMIT IS ISSUED.**

- The construction of enclosed mobile food establishments is regulated under 675 IAC 15, and operators must apply for a plan review by the Division of Fire & Building Safety prior to the start of construction. Construction Design Release forms and contact information can be found at <http://www.in.gov/dhs/2754.htm> or (317) 232-1426 / (317)232 1431.
- A full set of signed and dated plans must also be submitted to the Wells County Health Department prior to construction or remodeling, along with the proposed menu and anticipated volume of food to be stored, prepared and sold or served. A Commissary Application Supplement Form must be signed by the commissary owner/operator, and submitted to the Health Department. If food items are to be prepared at a location other than the mobile unit or commissary, include the name, address and phone number of this location.
- Once plans are submitted and approved by the Division of Fire & Building Safety and the Wells County Health Department, you may begin construction.
- The Health Department will conduct a plan review of submitted plans, menu, and questionnaire. Questions or problems will be addressed with the establishment operator. The plan review and possibly the construction of the establishment may be delayed if all of the required information is not submitted to the Health Department.
- The Health Department may be contacted to conduct an initial inspection or walk through any time during the construction process, providing at least three days notice.
- The operator of the food establishment must submit a food permit application and appropriate fees before a pre-operational inspection will be conducted.
- Once the food permit application and fees have been submitted and all other codes are met, a final pre-operational inspection will be conducted. Contact the Wells County Health Department to schedule a time for inspection, providing at least three days notice. If all health code requirements are met, the establishment will be approved for a food establishment permit.

# Mobile Food Establishment Plan Requirements

A full set of plans must be submitted to Wells County Health Department prior to construction of a new establishment or remodeling of an existing establishment/building. The requirements listed in this document have been obtained from the Retail Food Establishment Sanitation Requirements Title 410 IAC 7-24.

## **An entire layout of the floor plan**

- The Health Department requests a minimum scale of ¼ inch = 1 foot for plans for ease of reading.

## **Complete finish schedules for each room**

- Ceilings, walls & floors constructed with materials that are smooth, durable, non-absorbent, and easily-cleanable in food preparation areas, food storage areas, warewashing areas, walk-in refrigeration and freezer units, employee restrooms, wait stations (if more than just beverages are dispensed), and in areas subject to flushing or spray cleaning methods. Drywall\*, ceramic tile, glassboard, Marlite, FRP board, etc. may be used.
  - \*Drywall must be painted with at least a semi-gloss or glossy enamel paint. Carpeting is not allowed in areas subject to moisture.
- Studs, joists, and rafters may not be exposed in areas subject to moisture.
- Floor and wall junctures must be coved and closed to no larger than one thirty second (1/32) inch.

## **Food Storage**

- Dry storage, shelving, platforms, cabinets, and/or racks used for holding or placing food, single service items, dry goods, and sanitized equipment and utensils shall be maintained at least six (6) inches above the floor in a dry, clean location that protects them from contamination by splash, dust, and other means. They must be positioned and installed in a manner that permits easy cleaning of the food storage area, including floors and walls.

## **Ventilation Schedule**

- Ventilation hoods and devices shall be designed and used to prevent grease or condensation from collecting on walls and ceilings, and from dripping into food or onto food-contact surfaces.

## **Equipment Schedule**

- Food equipment must be designed and constructed to be durable. They must be finished to have a smooth, easily-cleanable surface, and be resistant to pitting, chipping, crazing, scratching, scoring, distortion, and decomposition. Only hard maple or an equivalently hard, closed-grained wood may be used as a food-contact surface.
- Refrigerators must be able to hold potentially hazardous foods at 41°F or below. Freezers must be able to hold potentially hazardous foods at 0°F or below. **All refrigeration must be in operation for the final inspection**, and must have an accurate thermometer in an easily readable location at all times.
- Non-food contact surfaces of equipment that are exposed to splash, spillage, or other food soiling or that require frequent cleaning shall be constructed of corrosion-resistant, non-absorbent, and smooth material.
- Equipment that is not easily moveable must be placed so that it is spaced to allow easy access for cleaning along the sides, behind, under and above, or sealed to adjoining equipment and walls to prevent soilage from collecting in the gaps. If there is not sufficient space between the equipment and the wall for easy cleaning, the gap must be sealed with a smooth, durable, non-absorbent, easily cleanable material.

### **Complete lighting/electrical schedule**

- At least 70 foot-candles of lighting must be provided on all food preparation surfaces, equipment, and warewashing work levels.
- At least 20 foot-candles of lighting must be provided (at a distance of 30 inches above the floor) in walk-in refrigeration/freezer units, utensil and equipment storage areas, and restrooms.
- Light bulbs must be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food, clean equipment, utensils, linens, or unwrapped single-service and single-use items.  
Note: Infrared/heat lamps must be protected against breakage by a shield surrounding and extending beyond the bulb so that only the face of the bulb is exposed.

### **Water/Wastewater Plumbing Schedule**

- Source of potable water and method of sewage disposal must be designated.
- A three-compartment sink with adequate drainboards must be provided for the manual washing, rinsing, and sanitizing of kitchenware (all basins must be large enough to accommodate the largest piece of equipment or utensils).  
Note: Mobile food establishments serving only prepackaged food, or beverages that are not potentially hazardous and that are dispensed from covered urns or other protected equipment, do not need to a warewashing sink on the unit if the required equipment for cleaning and sanitizing exists at the commissary.
- Mobile food establishments requiring a water system shall have a potable water system under pressure. The system shall be of sufficient capacity to furnish enough hot and cold water for food preparation, utensil cleaning and sanitizing, and hand washing, in accordance with 410 IAC 7-24.
- If liquid waste results from the operation, the waste shall be stored in a permanently installed retention tank that is of at least fifteen percent (15%) larger capacity than the water supply tank, and sloped to a drain that is one (1) inch in inner diameter or greater, equipped with a shut-off valve.
- Sewage and other liquid wastes shall be removed from the waste tank at an approved waste servicing area or by a sewage transport vehicle in such a way that a public health hazard or nuisance is not created.
- Materials that are used in the construction of a mobile water tank shall be safe, durable, corrosion-resistant, nonabsorbent, and finished to have a smooth, easily cleanable surface.
- If the water tank is designed with an access port for inspection and cleaning, the opening shall be in the top of the tank and as follows: 1. Flanged upward at least one half (1/2) inch; 2. Equipped with a port cover assembly that is as follows: provided with a gasket and a device for securing the cover in place and flanged to overlap the opening and sloped to drain.
- Water tank inlets shall be positioned so that they are protected from contaminants, such as waste discharge, road dust, oil, or grease. Inlets shall be three-fourths (3/4) inch in inner diameter or less, and provided with a hose connection of a size or type that will prevent is use for any other service.
- Hoses used for conveying drinking water from a water tank shall be food grade, durable, corrosion-resistant, nonabsorbent, and resistant to pitting, chipping, scratching, distortion and decomposition. Water tank, pump and hoses used for conveying drinking water shall be used for no other purpose.
- Provide properly designed faucets on handwashing lavatories providing tempered water by means of a mixing valve or combination faucet. Water provided at handsinks must have a temperature of at least 100°F with adequate pressure. Splashguards must be installed on handsinks located in areas where there it is likely that splash that will contaminate food, equipment or food preparation surfaces.

## **Commissary Requirements:**

- The commissary must be a licensed food establishment that meets the requirements of 410 IAC 7-24.
- A Commissary Application Supplement form must be submitted to the Wells County Health Department, verifying that an agreement exists between the mobile unit owner and the commissary owner, and that the commissary is in compliance with the applicable requirements of 410 IAC 7-24.
- The commissary is to be used for proper cleaning of the mobile unit, storage of extra equipment, cleaning supplies, storage of any food that cannot be stored in the unit, single service articles, servicing and cleaning of the unit, obtaining potable water for the water tank, and disposal of waste water.
- The commissary must have a service sink/mop sink for proper cleaning of the mobile food establishment (floors, mats, exterior walls, etc.)

**Complete sanitation requirements can be found at [http://www.in.gov/isdh/files/410\\_iac\\_7-24.pdf](http://www.in.gov/isdh/files/410_iac_7-24.pdf) . Please plan ahead, and do not hesitate to call the Wells County Health Department for guidance or questions regarding requirements.**