



## MOBILE FOOD FACILITY (MFF) PLAN CHECK REQUIREMENTS

Please submit schematic diagrams/plans showing the 4 sides. Include separate drawings for the interior and exterior and an overhead view of the Mobile Food Facility.

Plans must include the project name, date, and page numbers on each page of the plan. The font and text must be easy to read and the drawing must be large enough to read the details easily and clearly. *Recommend 1/4" per foot scaled drawings.*

### **Provide the following information:**

- **Menu of the food operation.**
- **Commissary Agreement.** (Required prior to scheduling of final inspection, but not a requirement for Plan Submittal.)

- A. MFF shall operate in conjunction with a commissary, Mobile Support Unit (MSU), or other facility approved by the enforcement agency.
- B. MFF shall be stored at or within a commissary or other location approved by the enforcement agency in order to have protection from unsanitary conditions.
- C. MSU shall be operated from and stored at a designated commissary and shall be subject to permitting and plan review.

*Mobile Support Unit (MSU)* means a vehicle used in conjunction with a commissary or other permanent food facility that travels to, and services, MFFs as needed to replenish supplies, including food and potable water, clean the interior of the unit, or dispose of liquid or solid wastes.

*Commissary* means an approved facility that services MFFs, MSUs, or vending machines where any of the following occur:

1. Food, containers, or supplies are stored.
2. Food is prepared or prepackaged for sale or service at other locations.
3. Utensils are cleaned.
4. Liquid and solid wastes are disposed, or potable water is obtained.
5. MFF is cleaned, stored and/or parked.

- **Finish schedule and material samples** for food contact surfaces, counter tops, food compartments, walls, ceilings, and floors.

Floors, walls, and ceilings of all enclosed food preparation areas shall be constructed so that the surfaces are impervious, smooth, and easily cleanable. Floor surfaces shall provide employee safety from slipping. The juncture of the floor and wall shall be covered with a 3/8 inch minimum radius coving, with the floor surface extending up the wall at least 4 inches. Ground or floor surfaces where cooking processes are conducted from a grill, barbecue, or other unenclosed cooking unit on a mobile food facility shall be impervious, smooth, easily cleanable, and shall provide employee safety from slipping. Ground or floor surfaces in compliance with this section shall extend a minimum of five feet on all open sides of where cooking processes are conducted.

- **Plumbing diagram.**

Provide information on how the water inlet is protected (i.e. quick disconnect, cap and keeper chain, closed cabinet, or other approved protective cover or device). Quick disconnects are highly recommended.

- **Exhaust Hood Ventilation System.**
  - Provide information on exhaust hood, grease filter and exhaust fan(s)
  - The canopy-type exhaust hood inside edge shall overhang or extend a horizontal distance of not less than six (6) inches beyond the edge of the cooking surface on all open sides, and the vertical distance between the lip of the hood and the cooking surface shall not exceed four (4) feet.
- **Power Supply.**
  - Demonstrate power supply will be sufficient for operating all equipment.
  - Indicate how the amount of required power is determined for all sources (generator, battery, propane). Indicate the rated wattage and amperage of the generator. If the equipment is powered by the generator, indicate the amperage. If battery powered, indicate volts and if powered by propane, indicate required BTU's/hour. *All equipment must properly operate when vehicle is turned off and powered by built-in sources of power.*
  - Generators are to be mounted on the vehicle (not in front of the engine or inside the vehicle). The compartment is to provide adequate ventilation and have a vapor-tight separation between the compartment storing the generator and the interior of the vehicle. Also, the exhaust pipe is to terminate beyond the frame of the vehicle, away from consumers and food operators, (i.e. through the roof). Please note: compressor units that are not an integral part of food equipment, auxiliary engines, generators, and similar equipment shall be installed in an area that is completely separated from food preparation and food storage and that is accessible from outside the unit for proper cleaning and maintenance.
- **Equipment Schedule.**
  - Include equipment description & quantity, make and model of equipment.
- **Manufacturer Specification sheets.** Also known as "cut sheets", include for the generator, battery, propane tank(s), water pump, water hoses, water heater, water tanks, and all food equipment. All equipment must be listed by an ANSI Accredited Sanitation Testing Organization, i.e. NSF, ETL Sanitation Listed, UL Listed EPH, Classified UL EPH, CSA Sanitation, IAMPO Sanitation, etc.
- **Equipment Plan/Layout.** Indicate the location of each of the following:
  - All food service equipment.
  - Potable and waste water tanks (Indicate volume in gallons and dimensions in inches (L x W x D)).
    - A potable water tank of sufficient capacity to furnish an adequate quantity of potable water for food preparation, warewashing, and handwashing purposes shall be provided for nonpermanent food facilities.
    - At least five gallons of water shall be provided exclusively for handwashing for each nonpermanent food facility. Any water need for other purposes shall be in addition to the five gallons for handwashing.
    - At least 25 gallons of water shall be provided for food preparation and warewashing.
    - At least 15 gallons of water shall be provided for nonpermanent food facilities that conduct limited food preparation.
    - The water delivery system shall deliver at least one gallon per minute to each sink basin.
  - Access port for inspection and cleaning of the potable water tank.
    - Water tanks shall be designed with an access port for inspection and cleaning. The access port shall be in the top of the tank and flanged upward at least one-half inch and equipped with a port cover assembly that is provided with a gasket and a device for securing the cover in place and flanged to overlap the opening and sloped to drain.
    - *Water tanks that are not accessible for inspection may comply with this section by submitting written operational procedures for the cleaning and sanitizing of the potable water tank. The enforcement agency shall review and approve the procedures prior to implementation and an approved copy shall be kept on the mobile food facility during hours of operation.*
  - Potable water inlet is properly protected with an approved protective cover or device.
  - Ice cabinet(s) and designated waste water tank(s). Indicate volume in gallons and dimensions in inches – L x W x D. Ice bins are required to have separate waste water tanks (1/3 the volume of the ice cabinets to accommodate the drainage of the ice melt.)

- **Water heater.** Indicate type, and size in gallons.
  - A water heater with a minimum capacity of 4 gallons shall be provided for mobile food facilities that have a warewashing sink. A mobile food facility that only utilizes the water for handwashing purposes, a water heater or an instantaneous heater capable of heating water to a minimum of 120°F, interconnected with a potable water supply, shall be provided and shall operate independently of the vehicle engine.
  - On a mobile food facility that only utilizes the water for handwashing purposes, a minimum ½ gallon-capacity water heater or an instantaneous water heater capable of heating water to a minimum of 100°F, interconnected with a potable water supply, shall be provided and shall operate independently of the vehicle engine. NOTE: *Instantaneous water heaters are not approved for mobile food facilities that have a warewashing sink.*
- **Warewashing sink.** 3-compartment sink with integral drainboards. Indicate dimensions in inches – L x W x D. The dimensions of each compartment shall be large enough to accommodate the cleaning of the largest piece of equipment and be either of the following:
  1. At least 12 inches wide, 12 inches long, and 10 inches deep.
  2. At least 10 inches wide, 14 inches long, and 10 inches deep.

Each drainboard shall be the size of one of the sink compartments. The drainboards shall be installed with at least 1/8 inch per foot slope toward the sink compartment, and fabricated with a minimum of 1/2 inch lip or rim to prevent draining liquid from spilling onto the floor. The sink shall be equipped with a mixing faucet and shall be provided with a swivel spigot capable of servicing all sink compartments.
- **Hand sink.** The handwashing sink shall have a minimum dimension of 9" L x 9" W x 5" D and be easily accessible by food employees. Indicate dimensions in inches – L x W x D.
- **Pass through window opening(s).** Indicate dimensions and Mesh size of screening material. Indicate the distance between pass through windows. Please note: pass through window service openings shall be limited to 216 square inches each. The service openings shall not be closer together than 18 inches. Each opening shall be provided with a solid or screened window, equipped with a self-closing device. Screening shall be at least 16 mesh per square inch. Pass through windows of up to 432 square inches are approved if equipped with an air curtain device.
- **Emergency exit.** Indicate dimensions – at least 24 inches x 36 inches of unobstructed passage. Interior latching mechanism shall be operable by hand without special tools or key.
- Include the floor to ceiling height of the vehicle (at least 74 inches) and width of the aisle space (a minimum of 30 inches).
- **Shelving and dry storage location(s).**
- **Lighting.** Light bulbs and tubes shall be covered and completely enclosed in plastic safety shields or the equivalent.
- **Fire suppression system and fire extinguisher.** Indicate the location of the fire suppression system and the wall mounted, minimum 10BC rated fire extinguisher.

**Additional Requirements:**

- All gas-fired appliances shall be properly insulated in a manner that will prevent excessive heat buildup and injury.
- Indicate the downward direction of the overflow pipe on the potable water tank AND the air vent for the wastewater tank directed through the roof. Indicate how the overflow pipe is protected. *Overflow pipes are not recommended on wastewater tanks as this may result in unpermitted discharges.*
- Faucets at the 3-compartment sink and handsink must have swivel spigots capable of properly servicing all sink compartments.
- Wastewater tank drain/waste valve(s). (Indicate type of valve.)
- Include information on the type of latches provided to secure lids and cabinet doors. (Indicate material)
- Indicate how equipment is secured to prevent displacement.

- All equipment shall be installed so as to be easily cleanable, prevent vermin harborage, and provide adequate access for service and maintenance. Equipment shall be spaced apart or sealed together for easy cleaning. There shall be a minimum of four inches of unobstructed space provided for sanitary maintenance beneath counter mounted equipment or between the sides of adjacent equipment.
- All construction joints and seams shall be sealed smooth and cleanable.
- Space around pipes, conduits, or hoses that extend through cabinets, floors, or outer walls shall be sealed. The closure shall be smooth and easily cleanable.
- Equipment in which spillage is likely to occur shall have a drip tray fitted so that spillage drains into the waste tank.
- Employee entrance doors to food preparation areas shall be self-closing.
- Food preparation counter space shall be provided commensurate with the food operation.
- A first-aid kit shall be provided and located in a convenient area in an enclosed case.

**Important Information:**

Plans and payment may be submitted to our office by mail or in person. At this time we are not accepting electronic submissions. Plans and revisions submitted without fee payment will not be accepted. Please visit our website for the current [fee schedule](#) applicable to your project.

The initial plan check fee includes up to two hours of plan review time, review of one revision, and one inspection. Projects requiring additional time, revisions, or inspections are subject to additional fees as published in the fee schedule.

Mobile food facility plan reviews, including revisions, are completed within twenty (20) business days of receipt.

NOTE: The MFF application packet must be submitted prior to the scheduled final inspection. The [Commissary Agreement](#) form is required prior to final inspection of the vehicle; it is **not a requirement** of the Plan Check process.

**The following information is available for your review and reference:**

1. The [California Retail Food Code \(CalCode\)](#) includes code sections which pertain to the mobile food program may be found in Chapter 7, Chapter 10 and other code sections as referenced.
2. For regulations of commercial modular, special purpose commercial modular units, please review the [California Code of Regulations, Title25, Division 1, Chapter3, Article 3.5](#), or contact HCD at 916-255-2501 for further information.  
**NOTE:** Proof of certification by the California Department of Housing and Community Development (HCD) is required before occupied trucks with power (i.e. generator, inverter) will be inspected and permitted.
3. Please visit <http://unidocs.org/fire/> and click on UN-105 for fire code standards for mobile food facilities.