

DEPARTMENT OF ENVIRONMENTAL HEALTH CONSUMER PROTECTION DIVISION

1555 Berger Drive, Suite #300 • San Jose, CA 95112
MFF line: (408) 918-1908 • Main line: (408) 918-3400
Website: www.ehinfo.org/cpd • Email: dehmff@deh.sccgov.org

NEW MOBILE FOOD FACILTY (MFF) PERMIT FORM

(Change of Ownership or Previously Permitted in California)

This document must be completed and submitted along with applicable documents to the Department of Environmental Health (DEH) prior to scheduling your inspection. A non-refundable new operating permit application fee is required after submitting this packet. You will receive an invoice by e-mail from the Department with instructions on how to pay this fee online. You may submit to the front counter or to DEHMFF@deh.sccgov.org as a PDF. Incomplete packets will be rejected. Once the complete packet is submitted, the department will respond within ten (10) business days. MFF Permit applications will expire 90 days after submittal.

NOTE: If structural or equipment modifications have been made to an existing MFF, submit plans to our Plan Check Department. **Do not submit the permit application packet until plans are approved.**

BUSINESS N	AME:	LICENSE PLATE:
CONTACT N	AME:	PHONE NUMBER:
CONTACT E	MAIL:	
Attached	Required Document	
	MFF PERMIT APPLICATION	
	COMMISSARY/APPROVED FACILITY AGREEMENT FOR If overnight parking is not at a food facility, provide	
	MENU with ingredients	
	STANDARD OPERATING PROCEDURE	
	DMV REGISTRATION: N/A for Pushcart	
	Proof of HCD Approval (occupied vehicles) Photo of insignia or documentation from HCD (N/	A for non-occupied vehicles)
	ROUTE SHEET: If not available, operator to provide at the inspect	ion
For MFF th	nat has been permitted in another county/city:	
	ENVIRONMENTAL HEALTH PERMIT or INSPECTION RI from previously permitted county.	EPORT with License Plate or VIN #

OFFICE USE ONLY	INSPECTION APPT: Date	: Time:	
FA0	SRO	Intake:	Date:
Decal #:	Permit Dates:	Senior:	Date:
Permit Condition:		Supervisor:	Date:
		Admin:	Date:



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MOBILE FOOD FACILITY (MFF) APPLICATION INFORMATION SHEET

Cc	ontact Name:	Phone #:
Ve	ehicle/Cart Name (dba):	License Plate #:
an rec De to sh	nnual permit renewal inspections. MFFs, include not permitted to operate without a valid perquired after submitting this packet. You epartment with instructions on how to pay the an existing MFF, submit a drawing of the neets for the new equipment as the changes	the scheduled initial permitting inspection and uding compact food mobile operations (CMFO) ermit decal. A non-refundable application fee is will receive an invoice by e-mail from the his fee online. If modifications have been made changes and the manufacturer specifications will be evaluated at the time of the inspection. A applicable fees, and a new HCD insignia may
	I'M APPLYING FOR A MOBILE FOOI (Check the two b	
A .\		om the Department of Housing and Community ng an inspection with this department.
A)		
B)	AND	
<i>U)</i>	Newly built MFF/CMFO and not permitted in anotherMFF/CMFO which will be built/fabricated. (Plan Check	k is required) zed plans that have been approved by another county be required) n California.**

* Submit plans with approval stamp or certification from the County the CMFO was approved.

**Submit copy of City or County's Environmental Health permit or inspection report with vehicle information.

CHECK ONE OF THE FOLLOWING: No food preparation (FP24) - Occupied or Non-occupied Vehicle: > All items are prepackaged foods or whole uncut produce and seafood only. (EXAMPLES: Prepackaged ice cream trucks/carts, produce vehicles or display.) Limited food preparation (FP25) – Occupied Vehicle (Truck/trailer) and Non-occupied Vehicle (Cart): Includes preparing beverages that are for immediate service, in response to an individual consumer order. Includes most push carts which have a food compartment. Includes shaving of ice, blending of beverages. > Includes hot and cold holding of foods that are prepared at an approved permanent facility. Includes reheating of foods that have been previously prepared at an approved permanent facility. Does not include hot holding of potentially hazardous foods (except for roasting corn on the cob, steamed or boiled hot dogs, and tamales in original, inedible wrapper). Includes heating, frying, baking, roasting, popping. Includes cooking and seasoning to order. > Includes slicing and chopping on heated surface during the cooking process ONLY. > Includes cooking potentially hazardous foods to order. Does not include cooking of potentially hazardous foods for later use. No washing, thawing or cooling of foods. > No grinding of raw ingredients or potentially hazardous foods. > (EXAMPLES: serve snow cones, fruit, hot dog, popcorn, coffee, churros, pastries, roasted corn on a cob, scooped ice cream, hot dog carts and taco carts.) Full food preparation (FP26) — Occupied Vehicle (Food Truck/Trailer/Van):

- Includes full food service operations.
- > Includes cooking, heating, hot holding, cooling and reheating of potentially hazardous foods (PHFs), extensive handling and assembly of PHFs. (EXAMPLES: Most full-service catering food trucks, trailers and vans)
- > Special processes on MFF, such as frozen or semi-frozen dairy products that require CDFA license.



MOBILE FOOD PROGRAM (MFF) PERMIT APPLICATION & CERTIFICATION STATEMENT

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Owner Information:

Owner Name:					
A days and	, ,	C Name or First and Last Na	•	CT.	7in.
Address:E					Zip:
Alternate Contact Name:			Contact Phone:		
Do you currently hold a permit to operate			*-		
Facility ID#: FA0	Facility N	ame:			
MFF/CMFO Information:					
Vehicle/Cart Business Name:			License	Plate Number	r:
Commissary Name:					
Commissary Address:					
Commissary Phone:	Ext:	Email:			
Send Official/Billing Correspondence to Name:		•	ther (<u>Please specify below</u>	<u>'</u>):	
Address:				ST·	7in·
THE PERMIT AND DECAL WILL BE ISSUE INSPECTIONS. TO RENEW THE PERMIT AND operating without a valid permit and decal, a the best of his/her knowledge and belief, the statement of the statement of the permit and decal, a statement of the permit and decal, a statement of the permit and decal and belief.	OBTAIN THE CURREN penalty will be assessed	T DECAL, A SCHEDULI d, and further legal act	ED INSPECTION IS REQUIRI on may be taken. The under	ED PRIOR TO PI	ERMIT EXPIRATION. If found
The undersigned hereby applies for a <u>Permit transfer</u> Payment of the required fee(s) and late penaltimisdemeanor citation, fines, and permit suspername, billing address, or ownership, including the FEES ARE NOT TRANSFERABLE. NOTE: Any information contained in this application.	es, if any, to secure a vasion/revocation proceedi le closure of business or	alid permit, is required by ngs. <u>NOTIFY</u> the Departr a commissary change, by	efore commencing or continu ment of Environmental Health phone or email above within	ing operation. Find of any change in 14 calendar day	ailure to do so may result in a in the type of business activity, ys of a change. PERMITS AND
·					
Signature:					
Print Name:			Pnone:		
FOR OFFICE USE ONLY:					
Owner ID#: <u>OW0</u> (□Add I	New) Facility ID#: FA0) (□Add	I New) Program ID#: PF	RO	(□Add New)
Food Safety Certificate Required: Yes			ated Employee ID:		
Food Salety Certificate Required.	s □No, exempt	Design	ated Employee ID		Current Status.
MFF Vehicle Information: Plate#:	VIN:	Make:	Year:	Type:	
Permit ID#: <u>PT0</u> (□Add N	ew) P/E:		Permit Type: to		
Permit Conditions and Descriptions:	☐ Add ☐ Modify	☐ Delete [Sup	ervisor Initials]		
Approved by:	Employee #:	Date:	Supervisor:		Date:
Support Staff:	Entered Date:	New AR#: <u>A</u>	R C	;k#	\$

FOR OFFICE USE ONLY:

Current Status: 01-Active Billable, 04-Active, Exempt

Permit Type: P-Permanent, PE-Permanent Exempt, PV-Permanent Veteran



COMMISSARY AGREEMENT/APPROVED FACILITY

Mobile Food Facility (MFF), Compact Mobile Food Operation (CMFO), Temporary Food Facility (TFF), Mobile Support Unit (MSU) & Vending Machines



This form is to be submitted with proposals for a Vehicle, Trailer, Cart, or Temporary Food Facility. Any foods sold or given away to the public must be prepared and stored in an approved facility.

er Unoccupied Truck/ Trailer/Cart MSU	☐ Vending Machines ☐ TFF
Name of Business:	License Plate:
City:	State: Zip:
Telephone: ()	Mobile: ()
s of commissary use:	
s/market/event)	
or will operate out of the commissary noted below. (Check all that apply):	. The facility noted will be providing the
☐ Electrical hook-up	\square Overnight parking
\square Potable (drinkable) water supply	☐ Garbage disposal
☐ Supply food product (i.e. ice, meats)	☐ Grease/oil disposal
ink)	☐ Waste tank/sewage disposal
facility at least once each operating day for cleaning repetion DEH approved location by completing the MFF Store ed, I will notify DEH at DEHMFF@deh.sccgov.org to not facility for any of the operations above may lead to the state of the operations above may lead to the operations are not only the operations above may lead to the operations are not only the operations are not onl	nge Agreement. nake necessary changes.
Signature of Applicant	Date
RMATION	
Restaurant Rental Kitchen MEHk	CO CFO (Class A or B)
City: State	: Zip:
Telephone: ()	Mobile: ()
at I am ultimately responsible for the maintenance a en this agreement is terminated.	nd sanitation of this commissary/approved
Signature of Commissary/Facility, Owner/Ope	
	erator Date
VED FACILITY	erator Date
	ronmental health jurisdiction shall verify that
VED FACILITY acility is outside of Santa Clara County, the local envir	ronmental health jurisdiction shall verify that
VED FACILITY acility is outside of Santa Clara County, the local envir a valid health permit, and the above checked service County/City.	ronmental health jurisdiction shall verify that es are available to the to the applicant. The
VED FACILITY acility is outside of Santa Clara County, the local envir a valid health permit, and the above checked service County/City.	ronmental health jurisdiction shall verify that es are available to the to the applicant. The
	Name of Business: City: Telephone: () s of commissary use: s/market/event) or will operate out of the commissary noted below. (Check all that apply): Electrical hook-up Potable (drinkable) water supply Supply food product (i.e. ice, meats) ink) Chemical storage facility at least once each operating day for cleaning or DEH approved location by completing the MFF Store ed, I will notify DEH at DEHMFF@deh.sccgov.org to nefacility for any of the operations above may lead to a Signature of Applicant RMATION Restaurant Rental Kitchen MEHI City: State Telephone: () er/operator, can and will provide the necessary service at I am ultimately responsible for the maintenance of the entits agreement is terminated.





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Mobile Food Facility (MFF) Written Operational Procedures

The permit holder of an MFF handling unpackaged food shall develop and follow written operational procedures for maintaining food safety such as, food handling, cleaning and sanitizing of food-contact surfaces and utensils. The following must be completed and returned to the Department of Environmental Health (DEH) for approval before a permit is issued. Use additional paper if necessary

Business/MFF Name:	License Plate #:
Owner Name:	Phone:
Owner Email:	
Kitchen Commissary Name:	
Kitchen Commissary Address:	
A. FOOD HANDLING PROCEDURES	
1. Which of the food items will be prepared in advance at the k chopping, thawing, etc.(Kitchen commissary must have a de	
(i.e. Lettuce - washed in prep sink and sliced; frozen chicken – thawed in refr	geration unit or running cold water in prep sink)
2. Which of the food items will be prepared on the MFF?	
If foods are purchased pre-washed and pre-cut, please indica	te so.
(i.e. tacos – meat cooked to order, tacos/burritos/sandwiches assembled, rice	e and beans cooked on truck daily and then placed in hot holding unit.

	nich foods will be , <i>rice, soups, curri</i>		d and/or served a	nd describe the cooling process:
B. <u>CLEANI</u>	NG AND SANITI	IZING OF FOOD EQUIP	MENT AND UTEN	NSILS (Check all that apply):
1. Descr	be how food uter	nsils and food contact sur	faces will be clear	ned and sanitized.
_	ually sanitize on l ually sanitize at c	MFF (wash, rinse, sanitiz commissary	e, and air-dry)	Mechanical dishwasher at commissary
2. What s	anitizer or sanitiz	zing method will be used?	? (Note: Appropria	ate test strips are required.)
☐ Conta	act with a solution	n of 100 parts per million ((ppm) available cl	hlorine for at least 30 seconds.
			,	ary ammonium for at least one minute.
☐ Othei	:			
C. Initial e	ach statement to	o show you understand	the requirement	ts:
are a			•	and not at a private home, except foods that or Micro-Enterprise Home Kitchen
			•	F when in operation (hot water supply, adequate erly disposed, adequate power supply etc.)
				aper towels, prior to food handling, after onning gloves. (CRFC section 113953.3).
	oyees will not ha ng and diarrhea.		ed with communic	able disease(s) or have symptoms of
After	service, all left o	ver hot foods will be disc	arded at the end	of the day.
A cop	y of these proced	dures will be kept on the	MFF during period	ds of operation.
it applies to any change	a Mobile Food F es, I acknowledge	acility. Non-compliance	may result in permepartment of Envi	the California Retail Food Code (CRFC), as nit suspension or revocation. Prior to making ronmental Health if I change commissary,
Owner/Author	ized Agent Signa	ture Print Name	e	Date
FOR OFF	ICE USE ONLY			
Sr. Staff In	itials:	Emp #	Date:	
SR0		FA0	PR0	

California Retail Food Code Reference

113791

"Food preparation" means packaging, processing, assembling, portioning, or any operation that changes the form, flavor, or consistency of food, but does not include trimming of produce.

114002

- (a) Whenever food has been prepared or heated so that it becomes potentially hazardous, it shall be rapidly cooled if not held at or above 135°F.
- (b) After heating or hot holding, potentially hazardous food shall be cooled rapidly from 135°F to 41°F or below within six hours and, during this time the decrease in temperature from 135*F to 70°F shall occur within two hours.
- (c) Potentially hazardous food shall be cooled within four hours to 41°F or less if prepared from ingredients at ambient temperature, such as reconstituted foods and canned tuna.
- (d) Except as specified in subdivision (e), a potentially hazardous food received in compliance with laws allowing a temperature above 41°F during shipment from the supplier as specified in Section 114037, shall be cooled within four hours to 41°F or less.

114002.1

- (a) The rapid cooling of potentially hazardous foods shall be accomplished in accordance with the time and temperature criteria specified in Section 114002 by using one or more of the following methods based on the type of food being cooled:
 - (1) Placing the food in shallow pans.
 - (2) Separating the food into smaller or thinner portions.
 - (3) Using rapid cooling equipment.
 - (4) Using containers that facilitate heat transfer.
 - (5) Adding ice as an ingredient.
 - (6) Using ice paddles.
 - (7) Inserting appropriately designed containers in an ice bath and stirring frequently.
 - (8) In accordance with an HACCP plan adopted pursuant to this part.
 - (9) Utilizing other effective means that have been approved by the enforcement agency.
- (b) When placed in cooling or cold holding equipment, food containers in which food is being cooled shall be arranged in the equipment to provide maximum heat transfer through the container walls, loosely covered, or uncovered if protected from overhead contamination during the cooling period to facilitate heat transfer from the surface of the food and stirred as necessary to evenly cool a liquid or a semi-liquid food.

114305(d)

Potentially hazardous foods held at or above 135°F on a mobile food facility or mobile support unit shall be destroyed at the end of the operating day.

114018

Frozen foods shall be stored and displayed in their frozen state unless being thawed in accordance with Section 114020.

114020

Frozen potentially hazardous food shall only be thawed in one of the following ways:

- (a) Under refrigeration that maintains the food temperature at 41°F or below.
- (b) Completely submerged under potable running water for a period not to exceed two hours at a water temperature of 70°F or below, and with sufficient water velocity to agitate and flush offloose particles into the sink drain.
- (c) In a microwave oven if immediately followed by immediate preparation.
- (d) As part of a cooking process.



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MOBILE FOOD FACILITY (MFF) ROUTE/LOCATION SHEET

MFF Name:					Licen	se Pla	te#: _				
	List operation sch	nedule i	n Sa	anta C	Clara	Coun	ty:				
Route(s) or Address(es) of t	he Location(s) and City or Cit	es		Days	of Oper	ation				Start Time	End Time
1		M	Т	W	TH	F	Sat	Sun			
2		M	T	W	TH	F	Sat	Sun			
3.		M	T	W	TH	F	Sat	Sun			
4		M	T	W	TH	F	Sat	Sun			
5		M	T	W	TH	F	Sat	Sun			
6		M	T	W	TH	F 	Sat	Sun			
7		M	T \square	W	TH	F		Sun			
your vehicle while	ment of Environmenta in operation if we car erson in charge. <u>Plea</u> s	not find	the	vehicl	e usin	g the	above				
Mobile #:	AI	t Mobile	#:_					Alt Mob	oile #:		
handwashing facili	an one hour at any of ty is within 200 feet tr nsure there are enou	avel dis	tanc	e of m	y mol	oile fo	od fac	ility. Fo	or Cor		
person or e-mail. I	agree that if I make ar further understand th lealth Permit to Opera	at failur	e to ı	notify I	DEH (of any					
Owner/Operator/Autho	rized Agent Signature	Pri	nt Na	ıme						Date	
FOR OFFICE USE O	DNLY										
SR0	FA0		Р	R0							



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MOBILE FOOD FACILITY (MFF) SELF-INSPECTION CHECKLIST

Permit decals are issued during the scheduled initial permit and annual permit renewal inspections. Vehicles are not permitted to operate without a valid permit. To schedule a permit renewal inspection, please submit the commissary agreement form(s), route sheet, and a copy of the menu and vehicle registration.

Please arrive on time for your inspection with all hot and cold holding equipment in operation. If you are 15 minutes late, you may be asked to reschedule. Failure to meet the requirements listed below may result in a delay in permit issuance. Please be prepared to wait in the event the inspection prior to your appointment runs longer than expected.

ur inspection is scheduled for:	Time:
•	
MOBILE FOOD FA	ACILITY Requirements:
	ble of maintaining cold foods 41°F or below at all times. Cold oring potentially hazardous foods. Only freezers storing nitted to have cold plates.
Hot holding equipment capable of maintaining ho	t foods at or above 135°F.
Adequate supply of hot (120°F minimum) and co unobstructed and accessible 3-compartment sinl	ld running water of adequate pressure available at k.
Adequate supply of warm (100°F minimum) and unobstructed and accessible handwash sink.	cold running water of adequate pressure available at
Soap and paper towels in dispensers at the handw	ash sink. A wall-mounted paper towel dispenser is required.
Free of vermin infestation and free of dead insects	s/rodents/droppings.
	vailable for wiping cloths, food service utensils and equipment. mmonium (QUAT). Wiping cloth sanitizing buckets/pails and a
Accurate thermometers in all refrigeration units ar	nd hot holding/warming units.
All food obtained, stored and prepared at an app prepared or stored at home.	proved food facility. No food or equipment is to be
All drain lines free of leaks and connected to wast	rewater tank.
Waste lines equipped with proper cap and valve a	ssemblies.
Protective screen (filter), cap and valve for water	rinlet.
Mechanical ventilation equipment in good operation	ng condition and equipped with approved baffle filters.
All seams, holes, and gaps are sealed, smooth an	d easily cleanable.
Cutting boards are smooth, durable, easily cleana	ble and non-absorbent.
, ,	umer side and letters/numbers are contrast with the background:
Business name in text at least 3 inches i Pormit Holder name (if different from by	n neight Isiness name) in text at least 1 inch in height
 City, state and zip in text at least 1 inch 	,
	hile support units must have identification on both sides

First-aid kit (enclosed case) and located in a convenient area.
Wall-mounted, minimum 10 BC rated approved fire extinguisher.
All equipment is NSF/ANSI certified.
Drinking water safe hose to obtain potable water AND a separate hose for cleaning the vehicle.
Approved probe thermometer accurate within $\pm 2^{\circ}$ F. Recommend thermometers with a calibration function
Accurate thermometers in all refrigeration units and hot holding/warming units.
Approved emergency exit (minimum 2 feet x 3 feet) in the side opposite the main exit door, roof, or the rear of the unit. The exit shall be labeled "Safety Exit" with at least 1-inch highlettering.
Self-closing device present on doors of the food preparation area.
Tight-fitting screens present at ceiling openings.
Positive closing lids and latches for coffee urns, fryers, and steam tables.
Pass-through window openings not to exceed 216 square inches with at least an 18" separation. Screening material is at least 16 Mesh per square inch and the pass-through screen is self-closing.
All food obtained, stored and prepared at an approved food facility. No food or equipment is to be prepared or stored at home.
Additional requirements:
Valid Food Safety Manager Certificate and copies of the Food Handler's Card(s) available on the MFF.
DEH placard and permit posted in public view.
Copy of the most recent inspection report available on the MFF.
Fire suppression system requires bi-annual inspections and the fire extinguishers require annual inspections.
Class K extinguisher for cooking media (grease).
Generator exhaust to be directed away from consumers and food handlers.
Valid HCD Insignia affixed to vehicle – vehicle modifications may warrant a HCD inspection.

This document serves as guidance and is not inclusive of all mobile food requirements.