



Food Plan Review Packet - Mobile

Introduction

This Mobile Food Plan Review document has been developed for the purpose of assisting both regulatory and industry personnel in achieving greater uniformity in the plan review process.

A good review of plans helps to avoid future problems. By listing and locating equipment on floor plans and diagramming

specifications for electrical, mechanical and plumbing systems, potential problems can be spotted while still on paper and modifications made BEFORE costly purchases, installation and construction.



Food plan reviews are recognized as an important food program component that allows:

- Regulatory agencies to ensure that food establishments are built or renovated according to current regulations or rules.
- Industry to establish an organized and efficient flow of food.
- Regulatory agencies to eliminate code violations prior to construction.

Contents

Items to Consider	Page 2
Specific Instructions to Applicants	Page 5
Plan Review Process Flow Chart	Page 5
Frequently Asked Questions	Page 6
Food Codes and Locations	Page 8
Proposal Description	Page 10
Water and Septic Information	Page 10
Food Establishment Checklist	Page 11
Appendix A - Food Processes Example	Page 17
Appendix B - Other Examples	Page 18
1 - Floor Plan with Equipment and Finish Schedule Example	Page 18
2 - Finish Schedule Example	Page 19
3 - Other Food Establishment Plan Review Schedule Examples	Page 19
4 - Indirect Drain Example	Page 20
5 - Sink and Lighting Examples	Page 21
Appendix C - Required Operating Documents	Page 22
Appendix D - Potable Water Tank Sizing Guidelines	Page 23
Appendix E - Commissary Exemption Application	Page 24
Appendix F - Plan Review Receipt	Page 25

Items to Consider

Will the menu offer food that requires extensive preparation (washing, cutting, mixing, etc.)?

The placement of hand sink(s) becomes more important with more complex food preparation. A prep sink is needed for washing fruits and vegetables. Separate prep sinks are required if used for raw meats. Potable water holding tank sizing will need to incorporate enough capacity to accommodate all proposed activities (e.g.) produce washing, dishwashing, handwashing and other uses such as ice machines.

What hours will the food service be open? Lunch and Dinner?

Increased equipment capacity and storage space should be considered for establishments with extended hours of operation. Highly durable floor, wall and ceiling finishes should be considered.

Will I be doing a route or only doing events? Do I have restrooms within 500' of where I will be?

Restrooms are required to be within 500' of any location that you operate more than 1 hour. If on a route, make arrangements with businesses to use their restroom. A Commissary Agreement will need to be submitted as verification that you have access to restrooms at all hours of operation. WAC 246-215-09150

Portable toilets are restricted to only approved temporary events.

How much food will be cooked and immediately served, or prepared in advance for later service?

Preparing food in advance requires more refrigeration space for thawing foods and storing of cold foods. Mobile food units are not allowed to cool foods without prior written approval. Request must be in writing with detailed cooling procedures and refrigeration monitoring as part of the menu process submittal. Cooling may be approved in a licensed/permitted commissary kitchen. WAC 246-215-09125

What is my menu? Will I be cooking on the unit or will I need a commissary kitchen?

In general, food is to be prepared/cooked in a permitted commissary kitchen. If food is prepared on the truck the processes should be kept simple. Ensure a complete process description including where the food is prepped, cooked, reheated and/or assembled is submitted with your mobile application.

- Menus are restricted on mobile food units.
- Cooling is not allowed on the Mobile Food Unit. Food must be discarded at the end of service each day, unless approved by the Regulatory Authority. WAC 246-215-09125 (1)

What is a commissary? Do I need one?

A commissary location can be the place the food is prepped, cooked and/or stored. Mobile food units are required to have a commissary location unless the mobile food unit meets the requirements established in RCW 43.20. Please see page 9 for requirements to be exempt from commissary location and [Appendix E](#) of this packet for commissary exemption application.

When does the commissary kitchen need a permit?

A commissary kitchen will need a separate operating permit if there is any food preparation, warewashing and/or food storage that requires temperature control.

Where will I be dumping my grey water tanks and refilling my fresh water tanks?

At the end of service each day, the mobile will be required to return to its commissary location. If the location of grey water disposal or fresh water refill is at a different location, the service site location must be specified. Provide detailed Standard Operating Procedures (SOP's) of how this will be done.

What is a service site?

A service site is where you will dump your grey water or fill your potable water tank. This may or may not be the same location that the commissary kitchen is located.

What are Standard Operating Procedures? Do I need them?

You will be required to submit Standard Operating Procedures that pertain to the operation of the unit. This can include but not limited to cleaning, start up, tear down, if you have hook ups/no hook ups, where will the food be located when the truck is not in use, how will temperatures be maintained during down time, etc.

How often will supplies be delivered?

The delivery frequency is important in determining the amount of refrigerated, frozen and dry food storage space.

All mobile food units must get approval from Labor and Industries (L&I). Have you received approval from them yet? Have you submitted to them?

Whether new, used or remodeled all occupied mobile food units must obtain approval from Labor and Industries, which governs portable structures for such things as electrical wiring, plumbing, and any mechanical systems, such as gas piping, heating, cooling equipment, and fire safety. **Labor and Industries is considered the “building department” for mobile food units.** The applicant/owner shall provide documentation that Labor and Industries has approved and inspected the Mobile Food Unit before the health department’s final approval. A decal from Labor and Industries shall be affixed outside the Mobile Food Unit.*

THE STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES
INSPECTED AND APPROVED TO THE RULES AND REGULATIONS FOR CONVERSION TENDOR UNIT OR SELF-PROPELLED MEDICAL UNITS, RCW 43.22.340. UNITS BEARING A DEPARTMENT INSIGNIA SHALL NOT HAVE IT'S PLUMBING, MECHANICAL OR ELECTRICAL EQUIPMENT AND INSTALLATIONS ALTERED UNLESS APPROVAL IS FIRST OBTAINED FROM THE DEPARTMENT OF LABOR AND INDUSTRIES. SELLER/CONVERTOR CERTIFIES TO COMPLIANCE OF UNIT.

FB22-041-000

VENDOR NO.		P. A.		D	
MEN			DSN		
ELECTRICAL SERVICE LOAD		PLUMBING FIXTURES		HEATING AND/OR COOLING	
				<input type="checkbox"/> YES <input type="checkbox"/> NO	

*Changes to mobile food unit equipment/plumbing will require new approval from L&I even if Mobile Food Unit already as a tag: <https://www.lni.wa.gov/TradesLicensing/FAS/FoodTruckTrailer/>

Will I be operating within city limits?

If you will be operating in city limits, you will need to discuss with each city to confirm local ordinances for mobile units. There may be zoning issues, parking restrictions and possible issues with water/sewer hook ups. If the sewer

hook ups are connected to a septic system you will need to provide verification from the Environmental Health Unit of our department that the septic system is approved for your proposal.

City of Longview - Community Development

<https://www.mylongview.com/151/Community-Development>

City of Kelso – Planning Department

<https://www.kelso.gov/departments-services/kelso-planning-department>

City of Castle Rock – Building and Planning

<http://www.ci.castle-rock.wa.us/city.htm>

City of Kalama – Planning Department

<https://www.cityofkalama.com/city-government/public-works/planning>

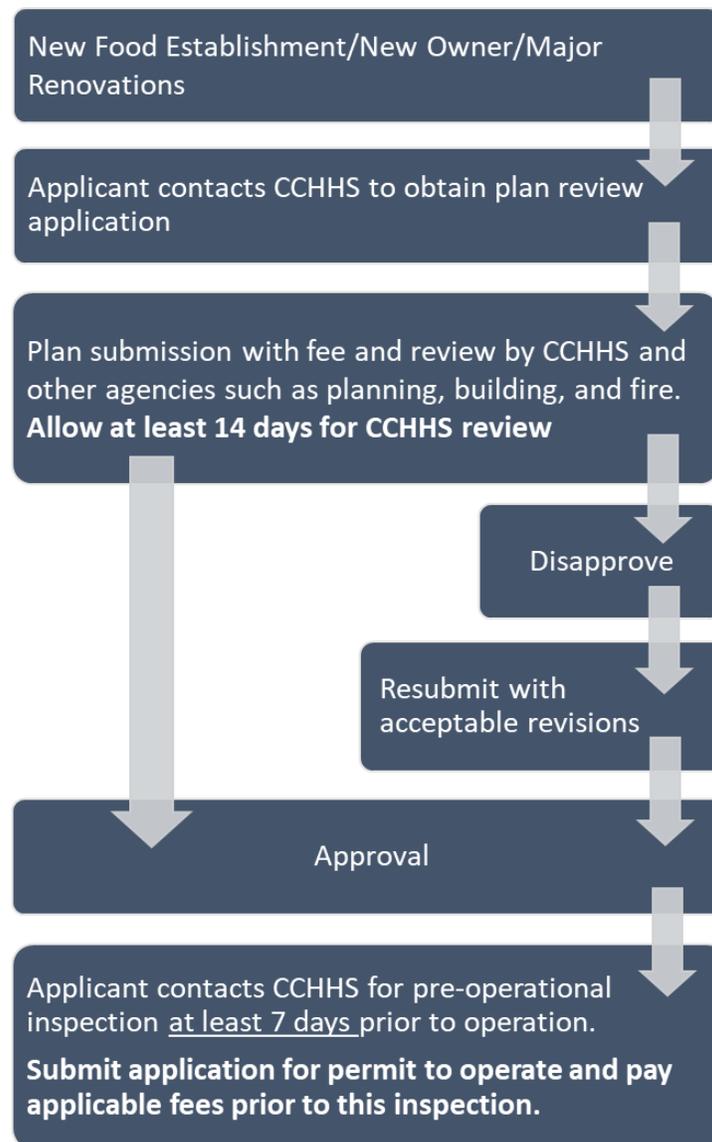
City of Woodland – Community Development

<http://www.ci.woodland.wa.us/departments/planning/>

Specific Instructions to Applicants

1. Complete the Proposal Description (page 10), Food Establishment Checklist (page 11), and Plan Review Receipt ([Appendix F](#)).
2. Provide blueprints and equipment specification sheets. See Appendices for examples.
3. Include proposed menu and food processes. See [Appendix A](#) for examples.
4. Provide site plan.
5. Keep copy for personal records.
6. Submit to Cowlitz County Health & Human Services (CCHHS) for review. Contact jurisdictional Planning/Building/Fire regarding their requirements.

Plan Review Process Flow Chart



Frequently Asked Questions

What is a Plan Review?

A Plan Review is the process by which we ensure that your plans and equipment meet the state and local health requirements before you begin construction of your project. By communicating with you early, we hope to prevent costly mistakes, while ensuring that your food service establishment is built in compliance with the minimum standards and in the best interest of the public's health. The process of opening, remodeling or repairing a food establishment/mobile may also require the approval of other departments such as the Department of Labor and Industries, and local building, planning and fire departments.

What is a Mobile Food Unit? WAC 246-215-01115 (75) and WAC 246-215-09100 (3)

A mobile food unit is used to transport, assemble, and serve food to the public:

- Vehicle
- Trailer
- Pushcart

Mobile food units shall be moveable at all times during operation, shall have inflated tires, be operable, and have no permanent connections to any public utility service during the service hours.

Hook ups like an RV hook up can be easily unhooked so the unit can disconnect, and move to another location, or return to its commissary location, may be approved if submitted as part of the plan review process. Unless otherwise approved the Mobile Food Unit shall be seen as one integral part. No outside equipment or accessories.

Examples of what is **not** a mobile food unit: these facilities are restricted to approved temporary events with a valid temporary permit

- Knock down set ups. Such as canopy with equipment setup hauled to each site
- Set up on the back of a pickup truck

When do I need to do a Plan Review? WAC 246-215-08200 and 246-215-09110

A plan review is required when the following occur:

- BEFORE new construction or remodel of a food mobile unit
- BEFORE menu of the mobile unit is changed
- BEFORE method of food preparation is changed
- BEFORE vehicle is changed
- BEFORE commissary location is changed

What is required to be submitted in a Plan Review? WAC 246-215-08205, 246-215-09115 and -09120

A Plan Review must include the following items: (Plans could be delayed due to an incomplete submittal)

- Site plan (shows property boundaries, building location(s), roads, parking, garbage storage, etc.) Digital Copies are required if available.
- Proposed menu and food processes
- Commissary Agreement if the facility is not owned by the food truck operator.
- Route information or approved temporary events of operation
- Labor and Industries plan approvals and a tag has been attached to the unit
- Anticipated volume of food to be stored, prepared and served
- Sources of water and specifications of the on-board plumbing
- Site of sewage disposal

- Proposed floor plans (layout), mechanical schematics, construction materials and finish schedules (floor, wall, and ceiling finishes). Digital Copies are required if available.
- Proposed equipment types, manufacturers, model numbers, locations, dimensions, performance capacities and installation specifications
- Standard Operating Procedures “SOP’s” ensuring compliance with the requirements of Food Code are developed
- Cleaning schedule include cleaning and sanitization of potable water tank
- Site of restrooms for employees. Required to be within 500’ of the mobile food unit or if on a route for stops that are 1 hour or longer. A commissary agreement(s) will need to be submitted and these locations will need to be identified.
- Other information that may be required by the regulatory authority for the proper review of the proposed construction, conversion or modification of a facility and procedures for operating a food establishment
- Applicable Plan Review Fee must be paid at time of Plan submittal.

This packet includes examples and verification questions to help ensure that all information necessary for review of the plans are submitted.

How long does the Plan Review process take?

The standard response time for the Plan Review process is approximately 2 weeks depending on size and complexity of proposal and when the plans are submitted. The clarity and completeness of the plans submitted may affect the length of time to review the plans. You may get a better idea of your project timeline at the time of submittal.

What if Cowlitz County Health & Human Services (CCHHS) requires plan revisions?

The applicant will be notified during the plan review if revisions are required. Revised plans indicating all of the required changes must be submitted before review of plans are continued.

What will happen if I revise my plans after the original plans have been approved?

Plan resubmittal is required if changes are made after CCHHS has approved the original plans. An additional Plan Review fee may be assessed for this service. Failing to resubmit plans when changes have been made, after original plan approval, may delay permitting for the facility.

Can my home kitchen be licensed as a Food Establishment? WAC 246-215-01115 (50)(c)(viii) and -06290

No, home kitchens cannot qualify for a Food Service Operation Permit from Cowlitz County Health & Human Services (CCHHS), unless it has a separate kitchen that has been reviewed and approved by CCHHS.

Storage of the mobile unit at home is allowed if power capabilities and security are adequate. Submit processes for keeping the unit safe from possible sources of contamination.

How will I be notified of my project status?

Emails are sent if there is additional information required to be submitted. Please provide an email address that is checked often.

If there is no response to requested documentation a letter will be sent informing you that the plan review has stopped and will not be approved until those items are submitted.

A letter will be sent to the applicant indicating approval, disapproval or additional information needed to complete the plan review.

Can I open for business immediately after construction is completed?

A preoperational inspection is required before the food establishment may open. This inspection must be scheduled by the applicant at least seven days in advance of the proposed date to minimize delays in opening.

You may also need to obtain final approvals from other city, county and state agencies as required. Labor & Industry tag will need to be verified prior to opening.

What will the inspector be looking for during the preoperational inspection?

The inspector will be ensuring the following items have been satisfactorily completed:

- The facility was constructed as indicated on the CCHHS approved plans
- The facility has obtained final approval from all other applicable agencies, such as the Department of Labor and Industries and the local building, planning and fire departments
- The utilities such as water, gas, electric and wastewater disposal are provided
- All equipment is in working order

If additional visits are required to finalize pre-opening, additional fees may be assessed.

I have completed everything listed in the pre-opening inspection. Now can I open for business?

Once you have passed your final pre-opening inspection and received your operating permit from CCHHS and received approval for occupancy from other jurisdictional entities such as the Fire Marshall, building department, etc. you are ready to begin serving your first customers.

See [Appendix C](#) for additional documents required for operating food establishments.

What if I am purchasing or taking over a current mobile food unit?

Permits and plan reviews are non-transferable. A new application with applicable permit fees will need to be submitted along with a menu and an existing floor plan.

A plan review will be required. Each operator of a food mobile unit will need to do a separate plan review based on their menu and commissary locations. Commissary agreements will need to be signed and submitted with the plan review. A permit will not be issued until plans have been submitted and approved. Permit types are either seasonal or annual permits depending on frequency of operation.

Please contact the CCHHS to obtain a permit application for a Food Service Operating Permit.

What kind of equipment can I purchase for my food establishment? WAC 246-215-04272

Equipment must meet the requirements in Part 4 of WAC 246-215 to be used in a food establishment. Equipment that is certified or classified for sanitation by an American National Standards Institute (ANSI)-accredited certification program is deemed to comply with those requirements. One way to ensure this is to purchase equipment that is NSF or equivalently certified.

How do I find the food regulations that explain the requirements?

The Food Code and other resources can be found at the following sites:

Washington State Retail Food Code

<http://www.doh.wa.gov/Portals/1/Documents/Pubs/332-033.pdf>

Labor and Industries Vendor/Concession Requirements

<https://www.lni.wa.gov/TradesLicensing/FAS/FoodTruckTrailer/>

Effective June 7, 2018

RCW 43.20 Mobile food units – Commissary or servicing area requirements

(See [Appendix E](#) for Commissary Exemption Application)

Mobile Food Units will be exempt from requirements to operate from an approved “commissary” or “servicing area” if:

- The mobile food unit contains all equipment and utensils needed for complete onboard preparation of an approved menu;
- The mobile food unit is protected from environmental contamination when not in use;
- The mobile food unit can maintain required food storage temperatures during storage, preparation, service, and transit;
- The mobile food unit has a dedicated handwashing sink to allow frequent handwashing at all times;
- The mobile food unit has adequate water capacity and ware washing facilities to clean all multiuse utensils used on the mobile unit at a frequency specified in state board of health rules;
- The mobile food unit is able to store tools onboard needed for cleaning and sanitizing;
- All food, water, and ice used on the mobile food unit is prepared onboard or otherwise obtained from approved sources;
- Wastewater and garbage will be sanitarily removed from the mobile food unit following an approved written plan or by a licensed service provider; and
- The local health officer approves the menu and plan of operations for the mobile food unit.

Definitions:

- “Commissary” means an approved food establishment where food is stored, prepared, portioned, or packaged for service elsewhere.
- “Servicing area” means an operating base location to which a mobile food unit or transportation vehicle returns regularly for such things as vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding food.

Proposal Description

Food Establishment Information

Describe type of facility: (Example: Menu type and daily route or list of specific events.) _____

Food Preparation Information

Please check all boxes that apply to the facility and regarding how potentially hazardous foods are prepared and served in the establishment.

- Single Events Daily Route Food Court/Pod/Stationary Location
- Food is prepared in an approved Commissary Kitchen

Facility Location: _____

Water and Sewage information

Where will you get water? _____

Where will you dispose of sewage? _____

Will you have onsite sewer and water hook-ups? _____

Power Source

(Verification of overnight parking location power capability and security is required for most units)

What type of power will be used during operating hours? _____

Note: Unless you are parking the food cart at a stationary location with power you will need to submit documentation that generator can fully power all electrical equipment on unit.

What type of power will be used during non-operating hours? _____

Food Establishment Checklist

Note: As you prepare your submittal, please remember your attention to detail will help the processing of your proposal. Below is a detailed outline of the information our office will need to complete our review. Please answer each question and submit applicable documentation. If anything is missing this could delay the processing of your plan review.

This information is a guideline to assist you in preparing your plans for review. You will be responsible for meeting all the requirements of the Washington State Retail Food Code, Jurisdictional Building, Plumbing, Mechanical and Fire Codes. (WAC 246-215)

1. Have you completed a Plan Review Receipt? Yes No
(See [Appendix F](#))
2. Have you submitted a complete menu? Yes No
WAC 246-215-09115
3. Is your name clearly marked on the mobile unit? Yes No
WAC 246-215-09160
4. Will the unit be returned to a commissary location every night? Yes No
Commissary Location: _____
**Logs are required to document presence at commissary kitchen and be available for inspection.*
5. Did you describe the preparation process for EACH menu item? (See [Appendix A](#)) Yes No
No Cooling allowed on mobile unit unless otherwise approved. Separate procedures are required if any food preparation occurs in a commissary location.
WAC 246-215-09125 (1)
6. Have you added the Consumer Advisory to your menu for any undercooked or raw products? Yes No N/A
WAC 246-215-03620
List the foods that will be served raw or undercooked: _____

7. Will there be a condiment station available? Yes No
How will it be set up? squeeze bottles individual packets
WAC 246-215-03366
8. Have you prepared a scaled drawing showing the entire establishment and all existing and proposed new equipment and facilities? Yes No
These plans do not have to be professionally designed. They do need to be to scale. (See [Appendix B](#)) Digital copies are required if available.
WAC 216-215-09115
9. Have you provided copies of specification sheets for ALL equipment that includes equipment type, manufacturer, model numbers, locations on floor plan dimensions, performance capacities and installation specifications? Yes No
WAC 246-215-09115(3)

Equipment is NSF or equivalent? Yes No WAC

246-215-04272

If there is more than one model on the specification sheet mark the model you are purchasing.

10. All equipment/cabinets should be permanently attached to walls or floors, if not; they should be easily moved for cleaning. If the equipment/cabinets are permanently attached there should be a gap of at least 6" between the floor and the bottom shelf or between equipment and shelf -or- the equipment/cabinets should be flush with appropriate coving for easy cleaning. Does your equipment/cabinetry meet these requirements?

Yes No

WAC 246-215-04405 and 04410

11. Have you submitted plans to Labor and Industries? Yes No
Once L&I has approved your plans they will give you a tag to post on the mobile unit. This will need to be verified at time of pre-opening inspection.

WAC 246-215-09100 (2)

12. Surfaces of **walls, floors, ceilings, counters, shelves and equipment** throughout the establishment must be **smooth, non-absorbent, durable and easily cleanable**. Have you included a finish schedule (list types of surface materials used (i.e. counter finishes, tile, enamel paint, stainless steel) with the plans?

Yes No

WAC 246-215-06200

13. Surfaces of all food preparation/storage/service areas must be **smooth, durable, non-absorbent and easily cleanable**. Have you included a finish schedule with the plans?

Yes No

(See [Appendix B](#))

WAC 246-215-06100 (1)

14. All floor-wall junctures and permanent floor junctures must be coved. Are all floor-wall junctures coved?

Yes No

WAC 246-215-06210

15. Are all wood and concrete surface sealed?

Yes No

WAC 246-215-04100

16. Handwashing sinks must be provided in **all** food preparation and service areas. More than one may be required. Do you have handwashing sinks in these areas?

Yes No

WAC 246-215-05230 and 05255

17. Handwashing instructional signs are required at each handwashing sink. Will signs or posters be provided?

Yes No

WAC 246-215-06320

18. Handwashing sinks must be provided with water at a 100°F minimum. Are handwashing sinks provided with water at a 100°F minimum?

Yes No

WAC 246-215-05210 (1)

19. Soap and paper towel dispensers are required to be installed at all handwashing sinks. Have you provided soap and paper towel dispensers?

Yes No

WAC 246-215-06320 and 09140

20. Dish/utensil washing sinks in all food preparation/service areas large enough to wash, rinse and sanitize all utensils, dishes and cookware used in the establishment. A three compartment sink is required for all facilities. Does your dishwashing equipment meet these requirements?

Yes No

21. Have you installed a grease trap for your 3-compartment sink? Yes No
If no, submit copy of an approval letter from the local sewer department or the EHU if you are planning to dump your gray water into an onsite septic system.

22. Do you have drain boards on both sides of the dish washing sinks? Yes No
WAC 246-215-04310

23. Is a utility/mop sink provided at the commissary location? Yes No
WAC 246-215-05240
If No, how will you dispose of mop water or clean floor without mopping? _____

24. A food preparation sink or sinks may be required. You cannot use the three compartment sink, mop or hand washing sink for food preparation.
Do you have the necessary food preparation sinks? Yes No N/A
There must be a separate sink for produce and raw protein.
Check which you will provide. Produce Sink Raw Protein Sink
WAC 246-215-04325

25. Have you provided indirect drains for the following items: Yes No N/A
 Food Preparation Sinks
 Ice Machines
 Condensate from refrigeration units
 Dishwasher
 Espresso machines
 Other – Explain: _____
WAC 246-215-05215 and 05410

26. Will you be providing power to the unit and equipment while at the commissary? Yes No
If no, where will the food be stored during the downtime? _____
This cannot be generator power while it is unsupervised and must be protected from anyone interrupting the power.

27. Have you contacted the city of jurisdiction that you will be operating in? Yes No
Each city will have specific requirements as well as zoning issues that you will need to address.
Which City(s): _____

28. Have you provided employee restrooms that are within 500' of unit, or at a site that the unit is stopped for more than 1 hour? Yes No
Provide commissary agreement for each location.
WAC 246-215-09150

29. Do the restrooms have hand washing sinks equipped with running hot and cold water and are they provided with soap and single service towel dispensers or air hand drying devices? Yes No
WAC 246-215-05210

30. All food, utensil and single service items storage must be a minimum of 6" above the floor and no storage can be under sewer and water lines. A separate storage area must be provided for chemicals such as cleaners, lubricants, pest control materials and other poisonous, toxic items. Does your storage facility meet these requirements? Yes No
WAC 246-215-03351
31. Have you indicated the proposed exhaust ventilation system on the plans? Yes No
Contact Labor and Industries. Exhaust hoods may be required.
WAC 246-215-04315
32. Are filters and grease extracting equipment easily removable for cleaning? Yes No N/A
WAC 246-215-05415
33. Do you have provisions for the exclusion of insect and rodents (screened, self-closing doors, down draft fans, weather stripping, etc.)? Yes No
If you have a ramp, rollup or cargo doors these must remain closed or be properly screened during hours of operation.
WAC 246-215-06260
34. Lighting must be adequate in all food preparation, service, storage, restroom and equipment and utensil washing areas. Lighting must be at least 50 foot candle strength in the mobile unit. Does your lighting meet these requirements? Yes No
WAC 246-215-06340 (3)
35. Have you indicated a refuse storage location with an area for container and equipment washing on your plans? Yes No
WAC 246-215-06285
36. Lights in food preparation areas must be shielded or use shatter resistant bulbs. (See [Appendix B](#))
Have you done this? Yes No
Please indicate which: Shatter resistant bulbs Light Shields
WAC 246-215-06240
37. Have you provided a floor plan? Yes No
WAC 246-215-09115
38. Will your sanitizing towels and other material be washed using a three compartment sink? Yes No
If not, how will these items be washed? _____
39. Have you provided plumbing information? Yes No
Provide detailed layouts of fresh water lines and wastewater drainage. Provide tank sizes, and label where they are located. Connections from the wastewater tank must be easy to connect/disconnect and must not leak.
40. What size is the potable water tank? _____
Use [Appendix D](#) to determine tank size.
41. What size is the grey water tank (must be 15% bigger than potable water tank)? _____
WAC 246-215-05400
42. Is your hose used for potable tank refill, a potable water hose? Yes No

43. Where is the hose stored when not in use? _____

44. How is the hose sanitized? _____

45. How is the tank sanitized and how often? _____

- Provide a Standard Operating Procedures (SOP) manual. All SOP shall include the minimum information outlined below per WAC 246-215-09120
- Verification of setup including basic opening procedures that address refrigeration, power, and holding tank capacity
- Sanitizing tanks
- Produce washing
- Warewashing
- Cleaning of mobile unit
- Storage of mobile unit
- Food storage when unit is not in use
- If power, water or septic is available on site - how you will hook up
- If no power, water or septic is available on site - how will you operate

THIS PAGE INTENTIONALLY LEFT BLANK FOR PRINTING PURPOSES

Appendix A

Food Processes Example

***If you have a commissary kitchen you must identify what processes will occur at commissary kitchen and what will be done on mobile food unit**

Meats (Raw)

All chicken will be cooked to 165°F

All ground beef and sausages will be cooked to 158°F

All pork/beef will be cooked to 145°F

Commercially fully cooked foods will be cooked to at least 135°F when hot held

- Burritos
- Taquitos
- Jalapeño Poppers
- Packaged Gravy
- Mozzarella Sticks

Soups will be cooled and reheat for next day service

- Frozen just add water or milk cooked to 165°F as most manufactures recommend

All **lunch meat and cheeses** will be purchased pre-sliced

All **salad** mixes will be purchased as a premix ready to eat

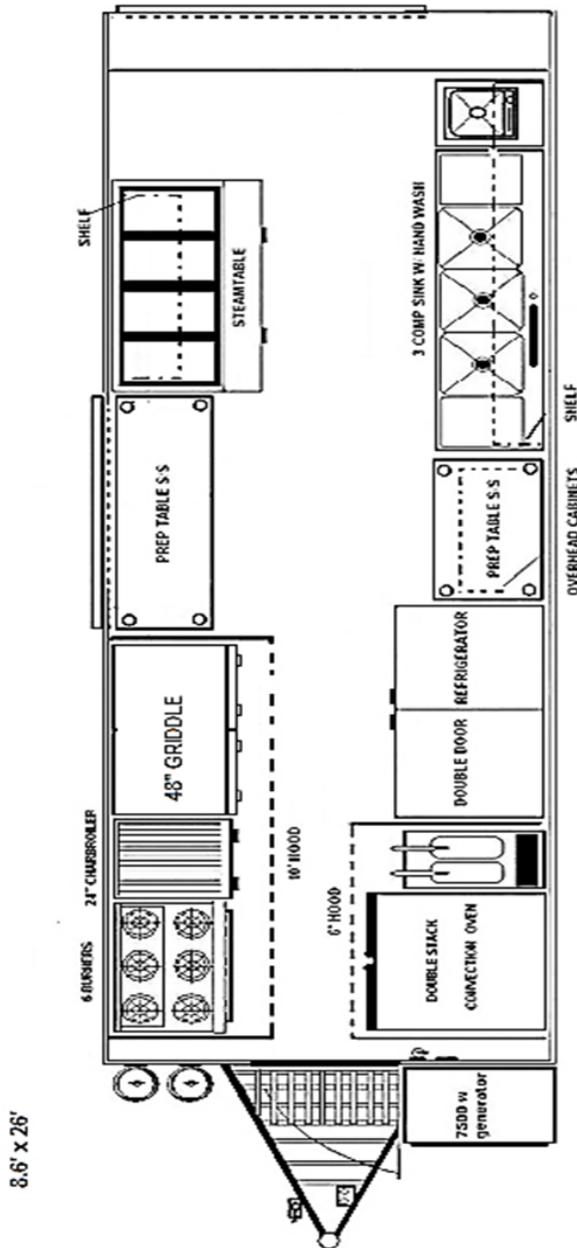
Additional toppings will be washed in a designated food prep sink. Sink will be washed and sanitized before and after each use.

- | | | |
|----------|---------|-----------|
| ▪ Tomato | Spinach | Cucumbers |
| ▪ Onions | Egg | Peppers |

Appendix B

Example 1 – Floor Plan with Equipment and Finish Schedules

The following is for example purposes only. Floor plans will vary depending on the needs of each individual food service facility.



Tank Sizes	
3 Compartment sink size:	12" x 10" x 14"
Gallons of water to fill 2x:	44 gallons
Hand sink:	14" x 10" x 5.25"
Gallons of water needed:	min 5 gallons
Potable Water Tank:	50 gallons
Waste Water Tank (+15%):	58 gallons

Finishing Schedule	
Floor	Diamond Plate Aluminum 4" Coving Base Board
Walls	FRP (Fiber Reinforced Plastics) Stainless Steel (Cooking Area)
Ceiling	FRP (Fiber Reinforced Plastic)
<i>Exposed wood is not allowed. If wood has to be used it must be sealed and maintained.</i>	

Light Fixtures	
Lighting	50 foot candles
Shielding	Tube lights shatterproof bulbs All other lights with covers

Example 2 – Finish Schedule Example

The following table is for example purposes only. Finish schedules will vary depending on the needs of each individual food service facility.

Area	Floor	Wall	Ceiling
Kitchen	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board	Vinyl clad, non-perforated tiles, plastic laminate panels, drywall with gloss enamel finish
Food Prep and Ware Washing	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board	Vinyl clad, non-perforated tiles, plastic laminate panels, drywall with gloss enamel finish
Dry storage	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board, drywall with gloss enamel finish	Vinyl clad, plastic laminate panels, drywall with gloss enamel finish
Wait and Serving Stations	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board, drywall with gloss enamel finish	Vinyl clad, plastic laminate panels, drywall with gloss enamel finish
Restrooms	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board, drywall with gloss enamel finish	Vinyl clad, plastic laminate panels, drywall with gloss enamel finish
Janitor Closet	Quarry tile, poured seamless sealed concrete, sheet vinyl	Stainless steel, tile with sealed grout, FRP board	Vinyl clad, plastic laminate panels, drywall with gloss enamel finish
Walk-ins	Quarry tile, poured seamless sealed concrete, aluminum, stainless steel	Aluminum, stainless steel, FRP board	Aluminum, stainless steel, FRP board

Example 3 – Other Food Establishment Plan Review Schedule Examples

Equipment Schedule Example

The following table is for example purposes only. Equipment lists will vary depending on the needs of each individual food service facility. Manufacturer names and model numbers shown are fictitious and for example purposes only.

Item	Equipment	Manufacturer/Model #	Notes
#1	Handwashing Sink	Clean Hands Inc. #HS1	
#2	Food Prep Sink	Sinks for Veggies #VS1	With one drain board
#3	Dish Sink	Clean Products Ltd. #DS1	3-compartment with 2 drain boards
#4	Mop Sink	Clean Products Ltd. #MS1	
#5	Prep Refrigerator	Keep It Cold Co. #PR1	NSF, Sandwich pretable-6 well
#6	Walk-in	Keep It Cold Co. #WI2	Prefab stainless panels
#7	Oven/Range	Hot Stuff Now #O-R2	Combination unit

Plumbing Schedule Example

The following table is for example purposes only. Plumbing schedules will vary depending on the needs of each individual food service facility.

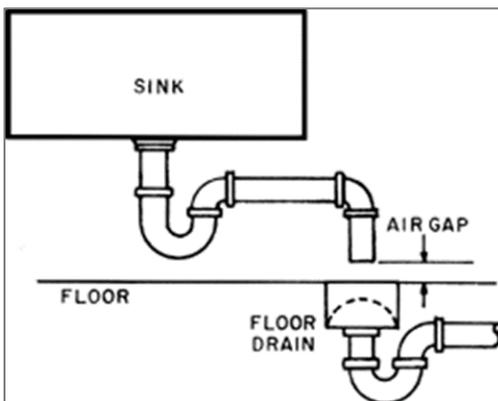
Item	Fixture	Drain	Cold Water	Hot Water	Notes
#1	Hand Sink	Direct	Yes	Yes	
#2	Prep Sink	Indirect	Yes	Yes	To floor sink
#3	Dish Sink	Indirect	Yes	Yes	To floor sink
#4	Dishwasher	Indirect	Yes	Yes	To floor sink
#5	Mop Sink	Direct	Yes	Yes	
#6	Walk-in condensate line	Indirect			To floor drain
#7	Steam table	Indirect	Yes	Yes	To bell drain

Examples of Plumbing Fixtures Requiring Indirect Drain (drainage buckets not allowed)

The following list is for example purposes only. Plumbing schedules will vary depending on the needs of each individual food service facility.

- Food preparation sinks
- Ware washing sinks (verify with jurisdictional plumbing authority)
- Dishwashers
- Refrigerators and freezers including walk-in refrigerators
- Ice machines and ice storage bins
- Steam tables and kettles
- Dipper wells
- Espresso machines and fountain beverage machines
- Any other equipment which holds food and requires a drain

Example 4 – Indirect Drain Example



Example 5 – Sink and Lighting Examples

The following is for example purposes only. Sink and lighting requirements will vary depending on the needs of each individual food service facility

Sinks		
<p>Hand Sink</p> 	<p>3-Compartment Sink</p> 	
<p>Food Prep Sink</p> 	<p>Floor Mounted Mop Sink</p> 	
Lights		
<p>Tube Guards</p>  <p>T5 HD Series "Vented" End Cap</p> <p>T5 HD Series Heat Sink Screen</p> <p>T5 HD Series Tube Guard</p>	<p>Wraps</p> 	<p>Shatter Proof Bulbs</p> 

Appendix C

Required Operating Documents

Food Worker Cards

All employees must have food worker cards prior to the opening of the food establishment. Food worker card testing is done online at <https://www.foodworkercard.wa.gov/>. Once opened, new employees must either have a food worker card prior to starting work or obtain within 2 weeks if the establishment provides documented food safety training.

Certified Food Protection Manager

At least one person for the Food Establishment must have a certificate from an ANSI accredited Certified Food Protection Manager (CFPM) program. The list of companies that provide the certification are on our website at <https://www.co.cowlitz.wa.us/1201/Food-Industry-Resources>. The certificate must be obtained within 60 days of opening of the food establishment. The CFPM is then also required to train every Person In Charge for the establishment so they can maintain Active Managerial Control of the food establishment. The list of requirements for the Person In Charge can be found on our website. Please note some low-risk food establishments are exempt from the requirement.

Vomiting and Diarrhea Cleanup Plan

All food establishments must have a written Vomit and Diarrhea cleanup plan. A template is available in multiple languages for creating the plan. Please see our website or ask your plan reviewer for a copy.

Illness Policy

Employee illness policies are required to help prevent the spread of foodborne diseases. Employees are required to be informed of their duty to report to the Person In Charge information about their health and activities as they relate to diseases that are transmissible through food. A training log, poster with requirements or some other documented way of demonstrating the information as been provided is required. Laminated illness signs are available from our department to help meet this requirement.

Appendix D

Potable Water Tank Sizing Guidelines

Water tank sizing

The potable water tank must be large enough to hold all water needed for an operation cycle (from time of fill of potable water to disposal of wastewater). The following must be considered when sizing the needs for potable water.

This list is cumulative and shall be added to determine max usage.

Handwashing sink(s)

If unwrapped food is handled onboard, enough water must be available to allow for each food worker onboard to wash routinely and as required by code.

- Allow for at least 1 gallon per food worker per hour of operation cycle.
- Allow 2 gallons per food worker per hour with on-demand (rather than batched) raw meat prep.

Three compartment sinks

If TCS are prepared onboard, enough water must be available to fill two of the sinks to submerge on-board utensils every 4 hours. Operators that prepare (such as mix, cut, form) raw meat on-board will need to have one additional warewashing for batch operations or every 4 hours for on-demand raw meat preparation.

- Operators that do not prepare raw meat and are able to maintain sufficient equipment to batch wash or use a commissary for warewashing may be considered for 1 full wash at end of day.
- Operators using a commissary or servicing area for warewashing may be approved to batch utensils.

Produce prep sink

Self-contained mobiles and other units must purchase ready-to-eat fruits and vegetables or provide a dedicated sink for produce washing. Allow for 15 gallons per hour for continuous produce preparation; can be batched to once per day. Sink must be indirectly drained to the wastestream if the mobile food unit is permanently connected to water supply.

Meat prep sink

Self-contained mobiles marinating or preparing (mixing, cutting, or forming) raw meat in a sink basin will provide a sink dedicated for meat prep. Allow for 15 gallons per hour, batched to once per day or less frequent procedure if possible. Sink must be indirectly drained to the wastestream if the mobile food unit is permanently connected to water supply.

Additional fixtures. When other fixtures such as toilets, drink machines, running water dipper wells, or ice makers are provided, the water supply shall be sized to include the manufacturer specification for each figure.

Appendix E

Commissary Exemption Application

Please consult food program staff before submitting

Applicant and Mobile Food Unit (MFU) Information:

Applicant Name

Business Name

Mailing Address

City, State Zip

Food Safety Requirements:

MFU food handlers are required to make sure that food safety rules are followed. Read the statements below and mark Yes, No, or Not Applicable (N/A).

1. MFU contains all equipment and utensils needed for complete onboard preparation of an approved menu. Yes No N/A
Please describe: _____
2. MFU is protected from environmental contamination when not in use. Yes No N/A
Please describe: _____
3. All required food temperatures are maintained during storage, preparation, service, and transit. Yes No N/A
Please describe: _____
4. MFU must have a dedicated hand wash station to permit frequent hand washing at all times. Yes No N/A
5. MFU must have an adequate water capacity and ware washing facilities to clean all multiuse utensils as specified by WAC 246-215. Yes No N/A
Please describe: _____
6. Adequate space in the MFU must be provided for cleaning and sanitizing tools. Yes No N/A
7. All food, water, and ice is prepared on board or obtained from an approved source. Yes No N/A
8. Wastewater and garbage will be sanitarily removed from the MFU following an approved written plan or by a licensed service provider. Yes No N/A
9. Local health officer approves the menu and plan of operations for the MFU. Yes No N/A

NO CHANGES WILL BE MADE TO MFU OPERATION WITHOUT CCHHS DEPARTMENT APPROVAL.

Signature of Applicant

Date

Signature of Regulatory Authority Date

Appendix F

Plan Review Receipt



Cowlitz County Health & Human Services

1952 9th Avenue
Longview, WA 98632
TEL (360) 414-5599
FAX (360) 425-7531
www.co.cowlitz.wa.us/fhhs

Board of County Commissioners
Ame Mortensen District 1
Dennis Weber District 2
Richard R. Dahl District 3

PLAN REVIEW RECEIPT

ALLOW AT LEAST 30 DAYS from the date submitted for review of plans.

PLANS FOR:

- Food Establishment Public Water System
 Other _____

ADDRESS OF PROPOSAL: _____

SUBMITTED BY:

NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

CONTACT:

NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

Submitted by:

Signature Date

OFFICE USE ONLY

Received by: _____ Date Received: _____

Type of Plan Review:

- Minimum/Onsite \$300 (5649)
 Complex \$600 (5620)
 Multiple Permits \$1200 (5621)
 Limited \$380 (5622)
 Water System \$600 (5207)
 Fast Track Fee (6020 – Food & Drinking Water)

Total Fee Paid: _____ Date Paid: _____ Clerk Initials: _____ Client ID Number: _____

Date Entered into Database: _____ By: _____

Date of Final Review/Approval: _____ By: _____

Last Date Revised: 05/09/2023
EHS Form: 51-4932