



## Mobile Food Unit Plan Review Checklist

Facility name: \_\_\_\_\_

This checklist will help you prepare a complete plan review packet. Submit the completed plan review packet and checklist with the required application fee. Incomplete plan review packets will not be accepted. Make a copy of this plan review packet for your records prior to submittal. Plan review fees are non-refundable.

<input type="checkbox"/>		ITEM	DESCRIPTION	Office Use Only
				<i>Intake</i>
<input type="checkbox"/>	1	Application	<b>Provide complete Food Stand / Mobile Food Unit Plan Review application and plan review fee = \$150.</b>	
<input type="checkbox"/>	2	Plan review questionnaire	<b>Provide complete Plan Review Questionnaire form.</b>	
<input type="checkbox"/>	3	Floor plan or photos of interior	<b>Provide a floor plan of the entire facility, or interior photos if already built.</b> Floor plan must show location of all equipment (sinks, refrigeration, cooking, hoods, blenders, countertop appliances, etc.). Floor plan must be no smaller than ¼ equals 1'.	
<input type="checkbox"/>	4	Photo of vehicle	<b>Provide a photo of the outside of the mobile vehicle</b>	
<input type="checkbox"/>	5	Equipment list	<b>Provide make and model numbers of all equipment (including countertop appliances). Show location on floor plan.</b> Only commercial grade, National Sanitation Foundation (NSF) or equivalent, equipment is acceptable.	
<input type="checkbox"/>	6	Menus	<b>Provide a detailed menu of all the food and beverages you will be serving or a list of food and beverages you will be selling.</b> Include condiments, iced beverages and baked goods. Be sure to include specials and seasonal items. Only food and beverages listed may be served.	
<input type="checkbox"/>	7	Food sources	<b>Provide a list of all food and beverage suppliers.</b>	
<input type="checkbox"/>	8	Food preparation steps	<b>Provide a description of how each menu item will be prepared.</b> Include preparation steps both at the commissary and on the mobile unit.	
<input type="checkbox"/>	9	Commissary agreement letter	<b>Provide a complete commissary agreement letter with a food service establishment permitted in Johnson County.</b> Hours of operation of the commissary must be the same as the mobile unit's hours of operation, or the mobile unit's operator and his/her employees must have keyed access to the commissary.	

I understand I cannot open this food establishment until I have received written approval from this program, obtained all annual operating permits and have been inspected and approved by all applicable city, county, and state agencies.

Signature/Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Food Stand /Mobile Food Vehicle Plan Review

Application must be completed in full and submitted with the items listed for processing:

Reviewed by: \_\_\_\_\_  
 (EHS Initials)

**TYPE OF PLAN REVIEW (Check applicable box)**

<input type="checkbox"/>	<input type="checkbox"/> Food Stand Concession (New)
	<input type="checkbox"/> Mobile Food Vehicle (New)
<input type="checkbox"/>	Remodel of existing Food Stand Concession or Mobile Food Vehicle or revision of approved plan
<input type="checkbox"/>	Reopen former Food Stand Concession or Mobile Food Vehicle

**ESTABLISHMENT INFORMATION**

Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

City: _____	ZIP: _____
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**OWNER INFORMATION**

Name: _____	Phone: _____
Address: _____	E-mail Address: _____
City: _____	State: _____ Zip: _____

**CONTACT INFORMATION (if different than owner)**

Name: _____	Phone: _____
Address: _____	E-mail Address: _____
City: _____	State: _____ Zip: _____

**COMMISSARY INFORMATION**

Commissary Name: \_\_\_\_\_

Local Building Inspection Agency: \_\_\_\_\_

Commissary Water Supply (check one): <input type="checkbox"/> Private Well <input type="checkbox"/> Public	Water District: _____
Commissary Sewage Disposal (check one): <input type="checkbox"/> Onsite Sewage System <input type="checkbox"/> Sewer	Sewer District: _____

Inspection is based upon requirements of Johnson County Code of Health Regulations Food Service Ordinance. Other agency approvals requisite to your operation may include County or City Planning, Building, Plumbing and Fire Departments, Water and Sewer Utilities.

**APPLICANT SIGNATURE**

**DATE**



## Mobile Food Unit Plan Review Questionnaire

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Name of Mobile: \_\_\_\_\_

1.  Yes  No Is all equipment permanently attached or mounted to the cart, truck, or trailer? Detached preparation tables, grills, and water tanks are not allowed.
2.  Yes  No Will the mobile unit operate on a route? If yes, submit a complete itinerary with sale site names and addresses of each location, as well as arrival times.
3.  Yes  No Will the mobile unit operate at a single location? If yes, provide the sale site name, address, and hours of operation:  
\_\_\_\_\_
4.  Yes  No Are you aware that restroom access must be provided for employees within 200 feet and without crossing any major streets or intersections, for all sale sites longer than 1 hour?
5.  Yes  No Do you intend to provide seating? If yes, customer access to restrooms is required.
6.  Yes  No Will any items be served raw or undercooked?
7.  Yes  No Will any raw meat, seafood, or eggs be cooked on the mobile unit?
8. List any raw items and how they are prepared. \_\_\_\_\_  
\_\_\_\_\_
9. Describe how condiments will be served to the public will be protected from contamination.  
\_\_\_\_\_  
\_\_\_\_\_
10. How many sets of utensils will you have? \_\_\_\_\_
11. How often will utensils be washed? \_\_\_\_\_
12.  Yes  No Are all refrigerators and equipment (except freezers) commercial grade?
13.  Yes  No Are all the surfaces (floors, walls, ceilings, countertops) on the mobile unit smooth, easily cleanable, and non-absorbent? Raw wood is not allowed.
14.  Yes  No Is a vertical partition or a horizontal separation of at least 16 inches provided between the handwash sinks and all food preparation and dishwashing areas?
15. How will you provide power to the mobile unit at the sales site? \_\_\_\_\_

## **Mobile Food Unit Plan Review Questionnaire**

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16. How is food kept cold when mobile unit is in route to sale sites? \_\_\_\_\_  
\_\_\_\_\_
17.  Yes  No Is the handwash sink at least 10" long x 10" wide x 5" deep?
18.  Yes  No Is a mixing faucet installed at the handwash sink?
19.  Yes  No Are both hot and cold water available at the handwash sink?
20.  Yes  No Is a mechanical water pump installed? Gravity feed systems are not allowed.
21.  Yes  No Is the mechanical pump capable of pressurizing both the hot and cold-water system to 15 psi?
22. What is the size of the mobile unit's freshwater tank? \_\_\_\_\_gallons
23. Where will fresh water be obtained? \_\_\_\_\_  
\_\_\_\_\_
24. What is the size of the mobile's wastewater tank? \_\_\_\_\_gallons (must be 15% larger than freshwater tank)
25. Where will wastewater be disposed? \_\_\_\_\_  
\_\_\_\_\_
26. Where will refrigerated items be stored at the end of each night? \_\_\_\_\_  
\_\_\_\_\_
27.  Yes  No Are you aware that no cooling is allowed on a mobile?  
\_\_\_\_\_
28. What happens to leftover cooked food at the end of the day? \_\_\_\_\_
29. How often are deliveries made to support the operation? \_\_\_\_\_
30. Where will the mobile unit be stored overnight? \_\_\_\_\_

## Mobile Food Unit Plan Review Questionnaire

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### Questions 31-36 for Mobile Truck/Trailer Only

31.  Yes  No Is a 3-compartment sink installed on the mobile unit?
32.  Yes  No Does the 3-compartment sink have drainboards on each end?
33.  Yes  No Does the faucet reach all three compartments of the 3-compartment sink?
34.  Yes  No Are the basins of the 3-compartment sink large enough to submerge and wash all equipment? If no, what equipment does not fit and how will it be washed?

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35.  Yes  No Can you completely fill two compartments of the 3-compartment sink with hot water (100°F) without the temperature dropping below 100°F?
36.  Yes  No Do all outside doors provide a tight-fitting seal to protect food during transport?

### Questions 39-41 for Mobile Carts Only

37.  Yes  No Is the menu limited to pre-cooked food items?
38. How is the cart transported from the commissary kitchen to the sales site? \_\_\_\_\_
39. How is the cart, food, and single-service items kept clean during transport? \_\_\_\_\_

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Provide copies of your menus. Include all food and beverages you will serve. If the facility is a grocery store serving only fruits, vegetables or commercially prepackaged food, a list of goods sold may be submitted in place of the menu. Be sure to include specials and seasonal items. **Only food and beverages listed may be served. Submit copies of all breakfast, dinner, lunch, bar/lounge, happy hour, kids, catering, and online menus, fresh sheets, tabletops or menu boards.** If a menu board will be used, provide photographs of the menu showing all food and beverages listed. All menu items must be readable in photographs.

A **consumer advisory** is required for all food of animal origin that is offered raw, undercooked or cooked to the customer's specification. Be sure all menu items requiring a consumer advisory are clearly identified and remind the patron that consuming these foods may result in foodborne illness.

The menu, food preparation steps, and the mode of operation may be restricted to protect public health.

**Sample Menu**

**AAA #1 Drive In**

**Breakfast**

Pancakes .....	\$2.00
Eggs*, hash browns, bacon, toast .....	\$3.00
Oatmeal .....	\$2.00

**Lunch**

Ham sandwich .....	\$3.00
Pho soup* .....	\$3.00
Rib eye steak* .....	\$10.00

**Dinner**

Prime rib* .....	\$10.00
Shrimp pasta.....	\$10.00
Deluxe cheeseburger* .....	\$10.00
Chicken salad .....	\$10.00

**Salads**

Mixed greens.....	\$3.00
Romaine.....	\$3.00
Caesar* .....	\$3.00

**Beverages**

Fountain	beverages
Large .....	\$3.00
Medium .....	\$2.00
Small .....	\$1.00
Coffee.....	\$1.00
Tea.....	\$1.00

\* These menu items are served raw, undercooked or cooked to your specification. Consuming raw or undercooked food may increase your risk of foodborne illness.



***Food Sources***

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Facility name: \_\_\_\_\_

List all food and beverage suppliers you use.

**Name of supplier**

**Phone number**

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## ***Food Preparation Steps***

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Provide the food preparation steps for all menu items. Include how each menu item is obtained, stored, prepared, cooked, cooled and kept hot before serving. Menu items that are prepared in an identical way may be grouped together. Menu, food preparation steps, and the mode of operation may be restricted to protect public health.

Examples:

**BBQ beef/pork** – beef and pork are delivered frozen and stored in the walk-in refrigerator to thaw. After the beef and pork are thawed, they are marinated in our special sauce in the walk-in refrigerator overnight. Meats are then cooked on the smoker. After smoking, the beef and pork are shredded and mixed with our BBQ sauce and cooled in hotel pans at 2" food depth in the walk-in refrigerator. After meats are cooled to 41°F, they are covered with plastic wrap. Meats are reheated in the steamer as needed and kept in the front area steam table until served. Leftover items are cooled uncovered in the walk-in refrigerator at 2" food depth.

**All hamburgers** – patties are purchased frozen. Frozen patties are placed on grill once ordered. Hamburger patties are not cooked in advance.

**Pho soup** – beef bones are delivered and stored in the walk-in refrigerator. The beef bones are placed into a large pot, and water is added. The bones and water are brought to a boil and vegetables and spices are added. After soup is cooked half of the broth is held hot on the range at above 135°F and the remainder is cooled to 41°F uncovered in the walk-in refrigerator at 2" food depth. The remaining pho soup is reheated to over 165°F the next day before use.

**Chicken salad** – raw chicken is purchased frozen and thawed in the walk-in refrigerator. Chicken is marinated overnight in the walk-in refrigerator. Chicken is cooked on char-broiler, cut into small pieces and placed on sheet pan at 2" food depth to cool in the walk-in refrigerator. After chicken has cooled to 41°F, the chicken is portioned and wrapped. Portioned chicken is kept in the preparation refrigerator until ordered. Chicken is mixed with greens and salad toppings per order. All salad greens are rinsed each morning in the food preparation sink and stored in the preparation refrigerator.

**Ham/turkey/roast beef sandwiches** – ham, turkey and roast beef are purchased pre-cooked. Meat is sliced daily, portioned, and placed in the preparation refrigerator. All fruits and vegetables are rinsed each morning in the food preparation sink and stored in the preparation refrigerator. Sandwiches are made to order and served cold or heated on panini grill.

**Shrimp pasta** – shrimp is purchased pre-cooked and frozen. Shrimp is thawed in the walk-in refrigerator. Pasta is par cooked on stove and cooled at 2" food depth uncovered in the walk-in refrigerator. Once cooled to 41°F, the shrimp and pasta are portioned, bagged and stored in the preparation refrigerator. When ordered by customer, portioned pasta and shrimp are sautéed on stove top.

