

Duplin County Environmental Health
Mobile Food Unit Application

Type of Application: New Change of Commissary Transfer of Ownership

Name of Unit (as posted on unit): _____

Owner Name: _____ Emergency Contact Name & Phone: _____

Owner Mailing Address: _____

Owner Phone: _____ Owner Email: _____

Owner Physical Address: _____

Address for Unit Storage: _____

Permanent Power Supplied at Storage address: _____

Commissary Name: _____

Commissary Address: _____

Commissary Contact Person and Phone: _____

Type of Unit: Pull Type Trailer Drivable Truck VIN # of Unit: _____

License Plate: State _____ Number _____

Description of Unit (color, markings, etc.): _____

Make/Model/Color/Plate # of vehicle (hauler): _____

Type (well/municipal) and location of freshwater used to fill tank: _____

Water heater: _____ Size _____ Type _____ Make _____

Size of freshwater holding tank: _____ Size of sewage holding tank: _____

I hereby certify that the information contained in this application is correct. I understand that any deviation without prior approval from Duplin County Environmental Health may nullify plan approval. Plan submission does not guarantee that a permit can be issued. Incomplete applications will not be reviewed. Submit a \$120 application fee with application. I have read and understand the requirements on page 2 of this application, entitled 'Important Information for Mobile Food Unit Operation'.

Signature of Owner/Responsible Party: _____

Printed Name: _____ Title: _____ Date: _____



Duplin County Health Department / Duplin County Environmental Health / Food & Lodging Section
121 Middleton Cemetery Lane Kenansville, NC 28349 / P.O. Box 948 Kenansville, NC 28349
910.296.2126 PHONE / 910.296.0250 FAX
Mary Cashwell REHS, F&L Program Specialist / mary.cashwell@duplincountync.com

Important Information for Mobile Food Unit Operation

Minimum Requirements for Mobile Food Units

- Must operate in conjunction with a permitted commissary and report back daily for supplies, cleaning and servicing unit; i.e. washing dishes, disposal of waste, cool large quantities of food, wash produce, replenish water/supplies.
- At least a single-vat NSF approved sink with integral drain boards on each side
- A separate handwashing sink
- Hot (minimum 110°F) and cold running water
- Wastewater tank sized 15% larger than the total potable water storage capacity
- Water holding tank of at least 20 gallons
- Commercial ANSI / NSF equipment (refrigeration, freezers, cooking, hot holding, food processors)
- Approved materials for floors, walls and ceilings that are easily cleanable
- Adequate counter top space for food preparation
- Fans, screen or closeable openings (service windows) are required to protect from insects

Water/Wastewater Supplies

- Water faucets must be equipped with a suitable backflow prevention device when attached to a hose.
- Water inlets must be capped when not in use.
- Waste connections shall be located lower than the water inlet connection.
- A food grade water hose is required for conveying freshwater to the holding tank.
- The onboard water holding tank must be disinfected after repair, modification or emergency situation.
- A sewage conveying hose is also required.
- Separate storage should be provided for the freshwater and sewage water hoses.

Required Documents for Application Submission

- Completed application
- Commissary Verification Form
- Specification sheets for all equipment
- A picture(s) of your unit to show unique markings such as a business name

Requirements for Mobile Food Unit Operation

- Permitted units must contact the health department in each county in which the unit plans to operate with proposed locations/times of operation. Other counties can ask you to leave if you have not contacted them prior to arrival.
- Failure to submit this information in a timely manner can result in permit suspension.
- Counties that you operate in may enter your unit and conduct inspections.
- A current grade card must be posted on your unit at all times where it can be readily seen by the public.
- Grade cards are the property of NC and may not be photocopied, transferred, sold or discarded.
- The owner of the unit is responsible for updating contact information should it change.
- The mobile food unit **MUST** report to the commissary EACH DAY of operation for servicing. Failure to comply with this requirement will result in permit suspension.

List of All Equipment on Mobile Food Unit - Attach Manufacturer Specification Sheets for Each

Cooking Equipment:

Cold Holding Equipment (must keep food <41°F, include freezers, ice boxes, etc.):

Hot holding Equipment (must keep food >135°F, include crocks, Cambro containers, etc.):

Dishwashing and/or preparation sinks:

Food processors or blenders used for TCS foods:

Description of Construction Materials/Finishes Used on Unit:

Floors: _____

Walls: _____

Ceilings: _____

Countertops: _____

Cabinets/Storage: _____

Light Shields: _____

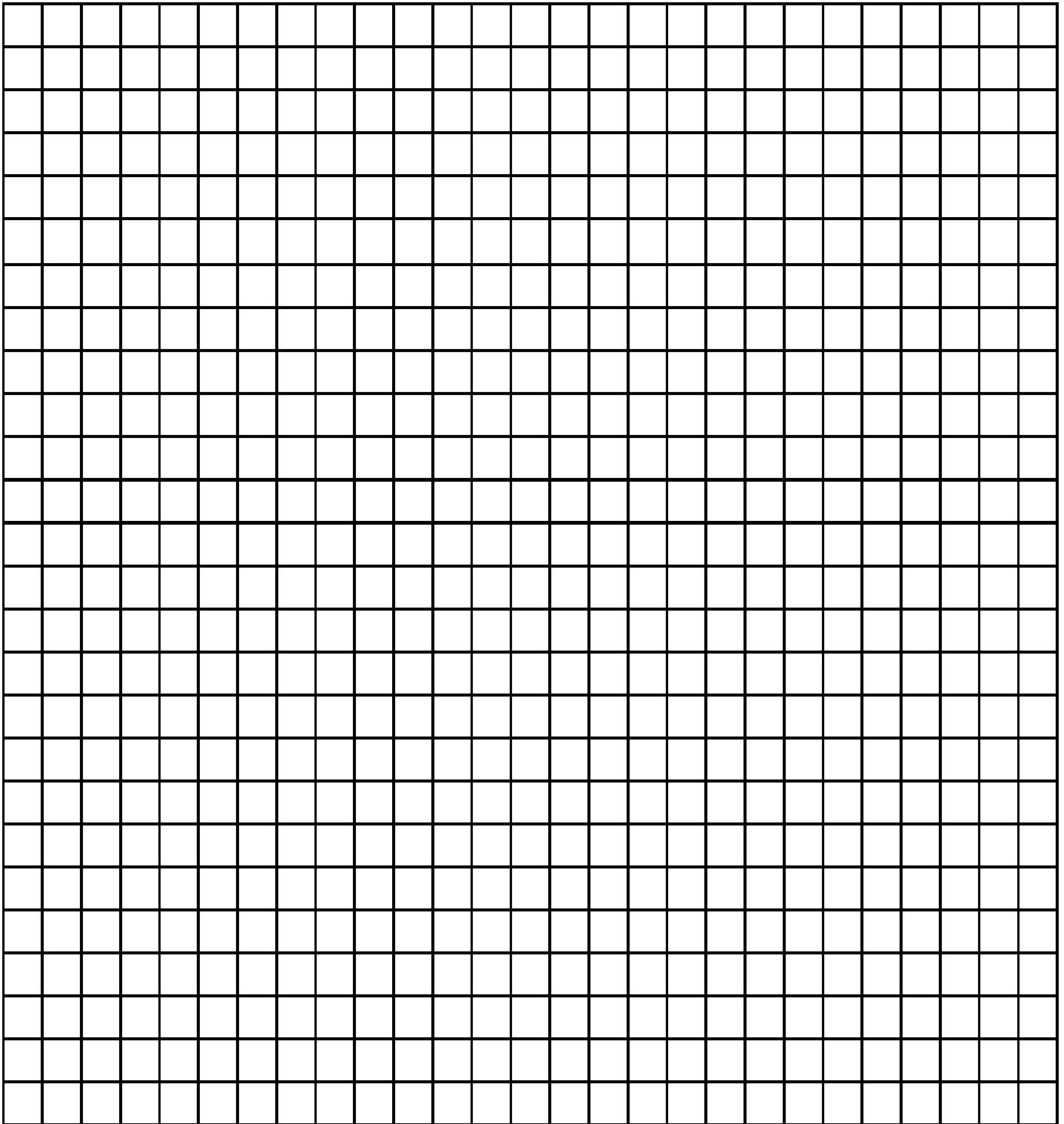
Window Openings (must be protected from insect entry):

* Outermost doors on the unit must have self-closing devices.

Water Holding Tank: _____

Wastewater Holding Tank: _____

Plans of Unit Drawn, Including Placement of Equipment – Drawn to Scale



Duplin County Environmental Health
Mobile Food Unit / Pushcart Commissary Agreement

Title 15 A NCAC 18A .2600, Rules Governing the Food Protection and Sanitation of Food Establishments specifies in Section .2670, "General Requirements for Pushcarts and Mobile Food Units" that:

"(4) Pushcarts or mobile food units shall operate in conjunction with a permitted commissary and shall report at least daily to the commissary for supplies, cleaning, and servicing."

Title 15 A NCAC 18A .2672 "Specific Requirements for Mobile Food Units" further states:

"(g) A servicing area shall be established at a commissary for the mobile food unit. Potable water servicing equipment shall be installed, stored, and handled to protect the water and equipment from contamination. The mobile food unit's sewage storage tank shall be flushed and drained during servicing operation. All sewage shall be discharged to an approved sewage disposal system in accordance with 15A NCAC 18A .1900 or 15A NCAC 02H .0200."

I, _____ (commissary representative), give permission to _____ (owner of unit) of _____ (name of unit) to operate a mobile food unit/pushcart in conjunction with my facility _____ (name), located at _____ (address).

I understand that applicable regulations require that the unit/cart report daily to my establishment for supplies, cleaning and servicing (including replenishing any on-board water supply and disposal of all solid and liquid wastes). I agree to allow all supplies for the unit to be stored on my premises and understand that the Rules Governing the Food Protection and Sanitation of Food Establishments does not permit supplies for such facilities to be stored in any private residence. I understand that any sanitation deficiencies resulting at my establishment, even if directly or indirectly related to the operation of the mobile food unit/pushcart, will be reflected in the sanitation grade of my establishment. This agreement shall stay in effect as long as I am the restaurant owner/operator, unless rescinded by notifying the mobile food unit/pushcart and Duplin County Environmental Health.

As the restaurant/food stand (commissary) operator, I can and will provide the necessary facilities for the above-mentioned mobile food unit/pushcart at my permitted facility as indicated below:

*Please note that all items that are bold and underlined must be checked (provided).

- Checkboxes for: Utensil washing, Water for filling holding tank, Refrigeration storage, Supply storage, Dry food storage, Handwashing/restroom use, Outdoor cleaning facilities (disposal area for sewage water, etc.), Solid waste disposal (dumpsters), Preparation of food, Dish drying area, Freezer storage, Overnight Parking, Electrical hook-up, Delivery of supplies (from supplier)

Signature of Shared Use Kitchen/Restaurant Owner _____ Date _____

Signature of Food Stand Owner _____ Date _____



Duplin County Health Department / Duplin County Environmental Health / Food & Lodging Section
121 Middleton Cemetery Lane Kenansville, NC 28349 / P.O. Box 948 Kenansville, NC 28349
910.296.2126 PHONE / 910.296.0250 FAX
Mary Cashwell REHS, F&L Program Specialist / mary.cashwell@duplincountync.com