



# Calaveras County

## Environmental Management Agency

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### **Mobile Food Facilities & Mobile Support Unit Construction Guide**

#### **I. Permit Requirements:**

This construction guide is intended for anyone planning to construct or remodel a Mobile Food Facility (MFF) or Mobile Support Unit (MSU) for use in Calaveras County. Mobile food facilities include, but are not limited to, motorized ice cream trucks, motorized produce trucks, hot dog carts and all other types of pushcarts, mobile food preparation units (temporary event hot food trucks). This guide is intended to serve as a general overview for MFF's and MSU's construction and permit requirements and should not be considered all-inclusive. Please contact the Calaveras County Environmental Health Department (Department) if you require further information regarding your particular plan.

- All MFF's and MSU's shall meet the applicable requirements of the California Retail Food Code (Cal Code) Chapters 1-8, inclusive, and Chapter 10, and obtain a health permit from the Department, unless specifically exempted from any provisions in Cal Code.
- Operator shall not be required to replace or modify an existing MFF APPROVED FOR OPERATION PRIOR TO 7/1/2007, so long as the facility is operated in accordance with the conditions of approval. Plans and specifications may be required by the Department if it determines that they are necessary to assure compliance with this part (Sec. 114309).
- Contact the Calaveras County Planning Department and the City of Angels for proper administrative use permits to operate a MFF prior to submittal of plans.
- After the unit is approved to operate no modification may be made to a MFF or MSU without approval of the Department.
- If the MFF is occupied and has 110 volt electrical power, plumbing, gas appliance/equipment, a mechanical generator or compressor, it must have a **certification insignia issued by the CA Department of Housing and Community Development (HCD)**. The insignia certifies that the MFF meets construction, electrical, plumbing and fire safety requirements to assure the health and safety of California purchasers and occupants. Contact HCD at (916) 255-2501 for more information.
- MFF's that sell soft serve ice cream must obtain a semi frozen (Soft Serve) milk product plant permit from California Department of Food and Agriculture. Contact Department of Food and Agriculture at (209) 466-7186 for more information.

#### **II. Plan Submission/Fees:**

- An annual mobile food facility permit is \$178. A permit issued by the Department will be mailed to the operator after the plan check and final approval of the MFF or MSU is given.
- Two (2) sets of plans to be submitted and approved for any new or remodeled MFF, MSU, prior to construction. Plans may also be required for a change in menu on an MFF that is presently permitted. **The plan check fee is \$89 per hour.** Current fee

schedules are available upon request. Generally, the plan review process takes up to 10 days to complete.

- Complete easily readable plans that are drawn to scale (1/4"= 1 ft) on white paper with dark ink, blue prints, or other standard floor plans. Drawings shall show all four (4) sides and the top view of the MFF or MSU. The location and type of each of the following, if applicable, shall be shown on the plans:
  - Potable water tanks (indicate volume and dimensions, length x width x depth)
  - Potable water inlets (indicate thread type)
  - Overflow lines
  - Waste water tanks (indicate volume and dimensions, length x width x depth)
  - Waste tank drain valves
  - Backflow prevention devices
  - Water heaters (indicate type and size in gallons)
  - Utensil and hand-wash sinks (indicate volume and dimensions, length x width x depth)
  - All associated plumbing
  - Each piece of food service equipment and its placement
  - Specifications for the equipment indicating manufacturer make and model number shall be indicated either separately or on the plan. Weight of equipment should also be listed
  - Ice bins (indicate volume and dimensions, length x width x depth)
  - Finish schedule for food contact surfaces, counter tops, food compartments, walls, floors and ceilings
  - Food compartment(s) and doors in their open position
  - All other component details (such as utensils, tray inserts, insulations, counters, shelving, storage areas and food preparation areas, etc.)
  - Identification signage on one side for a non-motorized and two sides for a motorized MFF or MSU
  - The identification must include the business name (at least 3" high lettering in color contrasting with vehicle exterior), the name of the permittee if different from the name of the business name, the city, state and zip code also need to be displayed (in 1" lettering). All signage shall be legible, clearly visible to consumers, and be permanently affixed to the side of the MFF or MSU
  - Type and location of the fire protection equipment
  - Power source (size indicated)
  - Mechanical ventilation for units with cooking equipment, (must meet Uniform Mechanical Code requirements)
  - Size and location of any pass through windows
  
- The following items shall accompany the plans:
  - A commissary agreement letter
  - Menu
  - Operational procedures for unenclosed MFF's. procedures must include food handling, including water refilling and the cleaning and sanitizing of food contact surfaces, food equipment and utensils.
  - MFF's that operate at a single location must provide a toilet facility agreement letter. The food sales must be conducted within 200 feet of an approved and readily available toilet and Handwashing facility.

### III. Operation from a Commissary- Cleaning and Servicing:

- MFF's must operate in conjunction with a commissary, MSU, or other facility approved by the Department.
- MFF's must be stored at or within a commissary or other location approved by the enforcement agency in order to have protection from unsanitary conditions. It is recommended that cart type MFF's be stored within the building.
- MSU's must be operated from and stored at a designated commissary and must be permitted. MSU's shall report to a commissary or other approved facility for cleaning, servicing and storage at least daily.
- Unless serviced by an MSU or operating at a community event, MFF's must report to the commissary or other approved facility on a daily basis.
- The commissary must be approved by the Department for the MFF applying to use it.

### IV. California Retail Food Code, Chapter 2: Definitions

- **Auxiliary Conveyance (AC)** is a means of transport used in conjunction with an MFF
- **Commissary (Section 113751)** means a food facility that services MFF's, MSU's, or vending machines where any of the following occur:
  - Food, containers, or supplies are stored.
  - Food is prepared or prepackaged for sale or service at other locations.
  - Utensils are cleaned.
  - Liquid and solid wastes are disposed.
  - Potable water is obtained.
- **Conveyance** is a means of transport: vehicle, cart.
- **Food Compartment (Section 113784)** is an enclosed space with all of the following characteristics:
  - The space is defined by a physical barrier from the outside environment that completely encloses all food, food-contact surfaces and the handling of nonprepackaged food.
  - All access openings are equipped with tight-fitting closures, or one or more alternative barriers that effectively protect the food from contamination, facilitate safe food handling, while minimizing exposure to the environment.
  - It is constructed from materials that are nontoxic, smooth, easily cleanable and durable and is constructed to facilitate the cleaning of the interior and exterior of the compartment.
- **Limited Food Preparation (Section 113818)** means food preparation that is restricted to one or more of the following:
  - Heating, frying, baking, roasting, popping, shaving of ice, blending, steaming or boiling of hotdogs, or assembly of non-prepackaged food.
  - Dispensing and portioning of nonpotentially hazardous food.
  - Holding, portioning, and dispensing of any foods that are prepared for satellite food service by the onsite permanent food facility or prepackaged by another approved source.
  - Slicing and chopping of food on a heated cooking surface during the cooking process.
  - Cooking and seasoning to order.
  - Preparing beverages that are for immediate service, in response to an individual consumer order, that do not contain frozen milk products.

- **Limited Food Preparation DOES NOT INCLUDE (Section 113818 (b))**
  - Slicing and chopping unless it is on a heated cooking surface.
  - Thawing.
  - Cooling of cooked food potentially hazardous food.
  - Grinding raw ingredients or potentially hazardous food.
  - Reheating of potentially hazardous foods for hot holding, except for steamed or boiled hot dogs and tamales in the original, inedible wrapper.
  - Hot holding of non prepackaged, potentially hazardous food, except for roasting corn on the cob, steamed or boiled hot dogs, and tamales in the original, inedible wrapper.
  - Washing of foods.
  - Cooking of potentially hazardous foods for later use.
- **Mobile Food Facility (MFF) (Section 113831)** means any vehicle used in conjunction with a commissary or other permanent food facility upon which food is sold or distributed at retail. “Mobile food facility” does not include “transporter” used to transport packaged food from a food facility, or other approved source to the consumer.
- **Mobile Support Unit (MSU) (Section 113833)** means a vehicle, used in conjunction with a commissary that travels to and services the MFF’s as needed to replenish supplies, including food and potable water, clean the interior of the unit, or dispose of liquid or solid wastes.
- **Prepackaged food (Section 113876)** means any properly labeled processed food, prepackaged to prevent any direct human contact with the food product upon distribution from the manufacturer and prepared at an approved source.
- **Refrigeration unit (Section 113885)** means a mechanical unit that extracts heat from an area through liquefaction and evaporation of a fluid by a compressor, flame, or thermoelectric device, and includes a mechanical thermostatic control device that regulates refrigerated blown air into an enclosed area at or below the minimum required food storage temperature of potentially hazardous foods.
- **Tight-fitting (Section 113931)** means fabricated so that joining members are in contact along the entire seam with no opening greater than 1/64<sup>th</sup> inch (.04 cm).
- **Transporter** means any vehicle used to transport food from a manufacturer, distributor, retail food facility, or other approved source to a retail food facility.
- **Ventilation (Section 114149)** (a) All areas of a food facility shall have sufficient ventilation to facilitate proper food storage and to provide a reasonable condition of comfort for each employee, consistent with the job performed by the employee. (b) Toilet rooms shall be vented to the outside air by means of an openable, screened window, an air shaft, or a light-switch-activated exhaust fan, consistent with the requirements of local building codes.
 

**114149.1.** (a) Mechanical exhaust ventilation equipment shall be provided over all cooking equipment as required to effectively remove cooking odors, smoke, steam, grease, heat, and vapors. All mechanical exhaust ventilation equipment shall be installed and maintained in accordance with the California Mechanical Code, except that for units subject to Part 2 (commencing with Section 18000) of Division 13, an alternative code adopted pursuant to Section 18028 shall govern the construction standards. (b) Restricted food service facilities shall be exempt from subdivision (a), but shall still provide ventilation to remove gases, odors, steam, heat, grease, vapors and smoke from the food facility. In the event that the enforcement officer determines that the ventilation must be mechanical in nature, the ventilation shall be accomplished by methods approved by the enforcement agency. (c) This section shall not apply to cooking equipment when the equipment has been submitted

to the local enforcement agency for evaluation, and the local enforcement agency has found that the equipment does not produce toxic gases, smoke, grease, vapors, or heat when operated under conditions recommended by the manufacturer. The local enforcement agency may recognize a testing organization to perform any necessary evaluations. (d) Makeup air shall be provided at the rate of that exhausted. **114149.2.**(a) Every hood shall be installed to provide for thorough cleaning of all interior and exterior surfaces, including, but not limited to, the hood, filters, piping, lights, troughs, hangers, flanges, and exhaust ducts. (b) Exhaust ventilation hood systems in food preparation and warewashing areas, including components such as hoods, fans, guards, and ducting, shall be designed to prevent grease or condensation from draining or dripping onto food, equipment, utensils, linens, and single-use articles. (c) Filters or other grease extracting equipment shall be designed to be readily removable for cleaning and replacement if not designed to be cleaned in place. (d) Every joint and seam shall be substantially tight. No solder shall be used, except for sealing a joint or seam. (e) When grease gutters are provided they shall drain to a collecting receptacle fabricated, designed, and installed to be readily accessible for cleaning. (f) Exhaust hood ducting shall meet the following requirements: (1) All seams in the duct shall be completely tight to prevent the accumulation of grease. (2) The ducts shall have sufficient clean-outs to make the ducts readily accessible for cleaning. (3) All ducts in the exhaust system shall be properly sloped. (4) Intake and exhaust air ducts shall be cleaned and filters changed so they are not a source of contamination by dust, dirt, and other materials. **114149.3.** Heating, ventilating, and air conditioning systems shall be designed and installed so that make-up air intake and exhaust vents do not cause contamination of food, food-contact surfaces, equipment, or utensils and do not create air currents that cause difficulty in maintaining the required temperatures of potentially hazardous foods.

## V. Food Safety Certification

- MFF's that prepare, handle, or serve non prepackaged potentially hazardous foods are required to have an owner or employee who has successfully passed an approved and accredited food safety certification exam. No person can act as the certified person at more than one food facility. **Certification must be obtained within 60 days of initial MFF operation date.**

**Calaveras County**  
**ENVIRONMENTAL HEALTH DEPARTMENT**  
 891 Mountain Ranch Road San Andreas, CA 95249  
 Phone: 209-754-6399 Fax: 209-754-6722

**Food Facility Permit Application**

**Establishment Name** \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Operator(s) Name \_\_\_\_\_

Current Phone \_\_\_\_\_ Emergency Phone \_\_\_\_\_

Prior Operator Name \_\_\_\_\_ Prior Facility Name \_\_\_\_\_

**Establishment Type** (check applicable box): Restaurant  Bar  Mobile Food Unit  Market   
 Bed & Breakfast  Other (specify) \_\_\_\_\_

**Type of Food Sales** (complete each line):  
 Limited menu (specify briefly): \_\_\_\_\_  
 With alcoholic beverage service  without alcoholic beverage service   
 With food service on the premises  without food service on the premises   
 Day(s) / hours of operation: \_\_\_\_\_

**Food Safety Certified Operator(s)** \_\_\_\_\_ **Certified Date** \_\_\_\_\_

**Sewage Disposal:** Private  or Public Utility  \_\_\_\_\_ name

**Water Supply:** Private  or Public Utility  \_\_\_\_\_ name

**Solid Waste Disposal:** Self  or Commercial Collection \_\_\_\_\_ name

**Application Submitted By** \_\_\_\_\_ **Date** \_\_\_\_\_

**Below For Office Use Only**

	<u>Fees</u>	<u>Receipt #</u>	<u>Date</u>
Plan Check Deposit	_____	_____	_____
Plan Revision	_____	_____	_____
Change of Ownership	_____	_____	_____
Permit Fee	_____	_____	_____
TOTAL	_____	_____	_____