

MOBILE FOOD FACILITY PERMITTING CHECKLIST

RENEWAL APPOINTMENT

HOTLINE: 510-567-6810

Please attach the following **required** documents to your permit application:

- ☐ Completed Alameda County Mobile Food Unit Application (this packet) with required fees, attachments and approvals (to download this form go to http://www.acgov.org/aceh/food/mobile_food_units.htm)
- ☐ Menu (Proposed or Current)
- ☐ PART D – Commissary Commercial Kitchen Agreement and permit issued by local County Environmental Health Department and/or copy of applicable State or Federal Registration/License(s)*
- ☐ **Current** Food Safety Certificate of Person in Charge of food safety management
- ☐ Current DMV Registration
- ☐ Valid Driver License
- ☐ Seller's Permits from Board of Equalization
- ☐ Business License(s) from City(s) of operation

Additional documents/items that may be required depending on type of permit:

- ☐ Business Plan and Standard Operating Procedures (required for caterers, espresso and cooking cart/kiosk applicants)
- ☐ Certification from State Dept. Housing & Community Development (required on all enclosed mobile food facilities)
- ☐ Copy of Processed Food Registration from State Food and Drug Branch* <http://www.cdph.ca.gov/programs/Pages/FDB%20ProcessedFoods.aspx>
- ☐ State Canning Registration* <http://www.cdph.ca.gov/programs/Pages/fdbCAN.aspx>
- ☐ Milk Handlers License, Milk Product License, or Soft Serve Machine License issued by Dept. of Food and Agriculture, Milk and Dairy Branch* http://www.cdфа.ca.gov/ahfss/Milk_and_Dairy_Food_Safety/Milk_Product_Licenses.html#Frozen
- ☐ License issued by the USDA or State Meat, Poultry, and Egg Safety Branch* <http://www.cdфа.ca.gov/ahfss/mpes/index.html>
- ☐ Copy of Alameda County issued Cottage Food Operator Permit/Registration*
- ☐ Copy of HACCP or other applicable food safety program
- ☐ Sampling Plan if you intend to provide samples of your product to the consumer
- ☐ Example of labels and packaging that will be used on prepackaged products
- ☐ Cold or hot holding equipment that will be used to maintain required holding temperatures for potentially hazardous foods during transit and at point of service
- ☐ Copy of current liability insurance policy coverage summary page for the existing/proposed food service business

To avoid delays and cause for re-inspection and associated extra fees on catering trucks/trailers and carts, please bring your unit ready to pass inspection. Have all equipment clean and in working order.

Double check:

- ☐ Are your refrigeration units, steam table, and warming oven turned on and adequately chilled or heated?
- ☐ Is there adequate volume and pressure of Hot and Cold Water supplied to hand and utensil washing sinks?
- ☐ Is there liquid soap and disposable paper towels supplied in clean dispensers at the hand sink?
- ☐ Is there a properly mounted, up-to-date B/C rated Fire Extinguisher readily accessible?
- ☐ Do you have a well-stocked, up-to-date First Aid Kit?
- ☐ Is the exterior signage up-to-date on the truck/trailer (both sides) or cart (consumer side) that includes: Business Name, City, State and Permit Holder's Name?

For Information: Ph:510-567-6700 • En Español: 510-567-6717

FAX: 510-337-9134 • Website: <http://www.acgov.org/aceh/index.htm>

State Dept. of Housing & Community Development: 916-255-2501