



## ALAMANCE COUNTY Health Department

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### MOBILE FOOD UNIT PLAN REVIEW SUBMITTALS

The following must be provided for Mobile Food Unit plan review submittals:

- \$250 plan review fee for new mobile food units and push carts. **NO REFUNDS**
- A completed MFU Plan Review Application (below)
- A copy of the proposed menu including seasonal examples; indicate which food items will be produced at the commissary; and indicate any food items planned to serve raw, undercooked or not otherwise processed to eliminate pathogens and how that will be disclosed on the sample menu
- Plans of the unit drawn to scale (1/4" = 1 foot; 1 inch = 4 feet), including: equipment locations, a plan and profile view, plumbing schematic (plumbing lines, water heater, potable water tank, water pump, sewer vent, wastewater holding tank, etc.).
- The plans and specifications should include at least the following, but not limited to:
  - o Equipment plan with the location of all food service equipment with each piece clearly labeled or an equipment legend
  - o Refrigeration and hot-holding equipment
  - o Utensil wash sink/dishwasher equipment
  - o Food preparation sinks, labeled for usage
  - o Hand washing facilities
  - o Cabinets/shelves for storing toxic chemicals
- Manufacturer specification/cut sheets for each piece of equipment shown on the plans for all new equipment; all food service/kitchen equipment must be commercial and meet ANSI sanitation standards; if used or existing equipment is used, supply at minimum a list of make and model numbers.
- For your safety, an LP gas inspection and fire inspection of your mobile food unit is strongly recommended. Provide documentation. Contact NCDA at: <https://www.ncmhtd.com/NCDACS/Standards/FoodTruck> and your local fire marshal for any suggestions.

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STATEMENT: I hereby certify that the information provided within this application is accurate. I understand that:

- any deviation or variance from the information contained in this application may void the operation permit for the unit,
- multiple inspections of the unit may be required,
- if the unit is not in compliance with Rules Governing the Protection and Sanitation of Food Establishments 15A NCAC 18A .2600, the operation permit will not be issued or may be revoked, and
- approval of these plans and issuance of a permit does not relieve me of the obligation to comply with other applicable code, law, or regulation imposed by other jurisdictions.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Plan Review Application for Mobile Food Units

Type of Construction:      New \_\_\_      Used \_\_\_      Change of Ownership \_\_\_

Name of Proposed Unit: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone 2: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name of old business (if change of ownership) \_\_\_\_\_

State law requires that each mobile food unit operate in conjunction with a permitted restaurant and return to that restaurant every day that the unit operates. You will need to provide the following information for the restaurant you propose to operate in conjunction with.

Name of Restaurant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_



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**Part I. The Mobile Food Unit –**

Finishes:

Floors: \_\_\_\_\_

Walls: \_\_\_\_\_

Ceilings: \_\_\_\_\_

Countertops: \_\_\_\_\_

Light Shields: \_\_\_\_\_

List all food service equipment and attach manufacturer’s specification sheets: Cooking equipment (fryers, grills, etc.):


Cooling equipment (refrigerators, freezers, etc.):


Hot holding equipment (steam tables, hot lamps, etc.):




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Utility/Warewashing Sink:

- Number of Compartments: \_\_\_\_\_
- Size of each compartment (Length x Width x Depth) \_\_\_\_\_ L x \_\_\_\_\_ W x \_\_\_\_\_ D
- Number of drainboards \_\_\_\_\_ Length of drain boards (in inches) \_\_\_\_\_
- Will utensils be washed during operating hours of the unit?  YES  NO
- What type of Sanitization will be used? (check one)  Chlorine  QUAT

Number of Hand sinks: \_\_\_\_\_

- At least 1 hand sink is required. Submit a manufacturer specification sheet for the hand sink. **NOTE:** Splash guards may be needed if there is not at least 18 inches of separation from hand sink and food, work or storage areas.

Wastewater and potable water equipment:

- Fresh/Potable Water: Size (Length x Width x Depth), capacity (gallons), and construction material of permanently mounted holding tank:
  - Length \_\_\_\_\_ inches x Width \_\_\_\_\_ inches x Depth \_\_\_\_\_ inches
  - Capacity \_\_\_\_\_ gallons (minimum tank size is 30 gallons)
  - Construction Material: \_\_\_\_\_

Do you have an approved drinking water hose to fill fresh water tank?  YES  NO

How and where will approved drinking water hose be stored between uses?

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On demand pump is required. Attach Product Specification Sheet for Water Pump.

- Wastewater: Size (Length x Width x Depth), capacity (gallons), and construction material of permanently mounted holding tank:
  - Length \_\_\_\_\_ inches x Width \_\_\_\_\_ inches x Depth \_\_\_\_\_ inches
  - Capacity \_\_\_\_\_ gallons (minimum tank size is 30 gallons)
  - Construction material: \_\_\_\_\_

Type of sewer vent:  Vents to exterior (vent protected from rain/vermin)

Vents to interior by an air admittance valve

- Water Heater: Attach manufacturer's specification sheet for water heater required
  - Tank Type:  Storage Tank  Tankless
  - Manufacture and model: \_\_\_\_\_
  - Storage capacity \_\_\_\_\_ gallons
    - Electric Water Heater: \_\_\_\_\_ kilowatts (kW)
    - Gas Water Heater: \_\_\_\_\_ BTU's



Dish/Entrée (Menu Item)	Prepared Day of Event	Prepared Beforehand	Prepared on Mobile Food Unit	Ready to Eat	Ready to Cook	Cooled	Held Hot	Held Cold	Reheated

**Cold Holding**

Describe all cold holding in the commissary (menu items being held cold, how, when, equipment used)

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	Number of Units	Square feet of reach-in cold storage in commissary
Walk-in cold storage:		
Reach-in refrigerator storage:		
Reach-in freezer storage:		
Walk-in freezer storage:		



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Hot Holding

Describe all hot holding in the commissary (menu items being hot held, how, when, equipment used)

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Cooling

Describe all cooling in the commissary. List menu items on lines below that being cooled. Indicate by checking the appropriate boxes how cooked food will be cooled to 41°F within 6 hours. If “Other” is checked indicate type of food:

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Cooling Process	Meat	Seafood	Poultry	Soups	Vegetables	Sauces	Other	
Shallow Pans								
Ice Bath								
Rapid Chill								

Thawing

Describe all thawing in the commissary (menu items, location, process) Indicate by checking the appropriate box how potentially hazardous food (PHF) in each category will be thawed. If other is checked indicate the food:

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Thawing Process	Meat	Seafood	Poultry	Soups	Vegetables	Sauces	Other
Refrigeration							
Running Water less than 70°F (21°C)							
Cooked Frozen							
Microwave							



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Describe food handling procedures in the commissary

Explain the following with as much detail as possible. Provide descriptions of the specific areas of the kitchen and corresponding items on the plan where food will be handled.

Explain the handling procedures for the following categories of food. Describe the process from receiving to service including:

- How the food will arrive (frozen, fresh, packaged, etc.)
- Where the food will be stored
- Where (specific pieces of equipment with their corresponding equipment schedule numbers) and how the food will be handled (washed, cut, marinated, breaded, cooked, etc.)
- When (time of day and frequency/day) food will be handled

1. READY-TO-EAT FOOD HANDLING (edible without additional preparation necessary, e.g., salads, cold sandwiches, raw molluscan shellfish)

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2. PRODUCE HANDLING

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3. POULTRY HANDLING

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4. MEAT HANDLING

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5. SEAFOOD HANDLING

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Describe the dry storage in the commissary

Provide information on the frequency of deliveries and the expected gross volume that is to be delivered each time:

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Square feet of dry storage shelf space: \_\_\_\_\_

Where will dry goods be stored?

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Miscellaneous items

Describe the warewashing plans at the commissary:

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Will refuse be stored at the commissary?  Yes  No If no, describe where it will be stored:

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Describe the process for obtaining fresh water supply:

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Describe the process for discharging gray water:

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## **Mobile Food Unit Construction Guidelines**

### **Water and Sewer Services:**

- A servicing area shall be provided at the restaurant for the Mobile Food Unit (MFU). This servicing area must provide a sanitary method of obtaining potable water from an approved water supply. This servicing area must also provide a means by which the wastewater from the MFU can be disposed of in an approved municipal sewer system or a septic tank system that will accommodate the additional water flow without creating a problem for the system.
- The MFU must have a potable water supply that is sufficient for the day's operation. The fresh water storage tank must be designed to accept and store potable water.
- The MFU must have a sewage storage tank that is at least 15% larger than the size of the water supply system on the MFU. All wastewater from the MFU must flow into this sewage tank for storage, transport and disposal in the servicing area at the base restaurant.
- The wastewater tank connection must be lower than and of a different design than the connection for the potable water inlet. The water inlet must be positioned in such a way that it is protected from contamination.
- Toilet facilities are not required on a MFU.

### **Hot and Cold-Water Supply:**

- The MFU must be provided with water that is under pressure and serves all sinks required for this unit.
- Proper air gaps must be provided at all sources of water.
- Hot water under pressure must be provided to each sink required for this MFU. The water heater must be sized to adequately meet the needs of the unit.

### **Menu:**

- A menu of the foods must be provided with the proposal so the plan submitted can be evaluated for the requirements of the foods proposed. In order to simplify the operation of a MFU, the foods should be purchased in a prepared state so that the handling of foods within the MFU is kept to a minimum.

### **Equipment Layout:**

- The placement of the equipment within the MFU should be such that the movement of raw foods does not cross contaminate the foods and ingredients that will not be cooked further.
- Storage shelving will need to be provided to meet the needs of this operation.
- Work aisles should be adequate for movement within this unit.
- Adequate cold and hot holding equipment must be provided in such quantities as determined to be adequate for the menu submitted for consideration.



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### **Equipment Specifications:**

- The equipment for a MFU is to be built in such a way as to meet National Sanitation Foundation Standards. The equipment must be installed to either allow for cleaning or be sealed in an approved manner so that the accumulation of soil or the harborage of vermin is not possible.

### **Unit Construction:**

- The MFU is to be built to be easy to keep clean. The finishes for the floor, walls and ceiling are to be smooth and non-absorbent. Electrical and plumbing lines will need to be concealed to the greatest extent possible.

### **Handwashing Sink:**

- An approved sink that is dedicated to hand washing only must be provided. This sink must be separate from the utensil sink. Splashguards or adequate space must be provided to prevent contamination of other foodservice areas. This sink must be provided with soap and disposable individual hand drying towels. Hot and cold water is to be provided to this sink through a mixing faucet.

### **Utensil Washing Sink:**

- At least an approved single-compartment sink shall be provided for utensil washing when food is prepared with in this MFU. This sink must have drainboards on each end of the utensil sink that are integral to the sink. The drainboards must be sized to accommodate the air drying of the washed utensils. This sink must also have an integral backsplash provided on this sink. It is preferred that a two or three compartment sink, such as a bar type sink, be provided to meet this need.

### **Prep Sink:**

- Depending on the size of the operation and the extent of food processing within this MFU, a separate, approved food prep sink may be required. This will depend on the information provided with the menu for the foods to be served.

### **Outer Openings:**

- The outer openings including windows and doors are to be closable. The windows are to be screened and capable of being closed off to exclude flying insects from entering the MFU.

### **Servicing Operations:**

- The MFU must be returned to the base restaurant each day of operation for servicing, cleaning and resupplying. Supplies for the MFU are to be kept at the base restaurant on approved shelving in such a way that it does not interfere with the base restaurant's operation.

**Power Source:**

- Special considerations and detailed planning will need to be given to the design of the power source utilized to operate this MFU. If a generator is used, the larger the generator the greater the noise and in some cases, this can be a problem where there is music or other entertainment onsite. A combination of gas and electrical equipment can be used to reduce the size of the generator and thus the noise problems. Verification of the adequacy for the generator used for this MFU will be required for permit issuance.



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