



Baltimore County Department of Health, Division of Environmental Health Services
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MOBILE FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

The Code of Baltimore County Regulations (COBCR) 1.01.01.36, Maryland Health-General Code Annotated, §21-321 and Annotated Code of Maryland (COMAR) 10.15.03.33, require that plans be submitted and approved **before** a person constructs, remodels, alters, or converts a food establishment.

A plan review is required to:

- Ensure food establishments are constructed, remodeled, altered, or converted according to current rules and regulations;
- Enhance food safety and sanitation by promoting efficient layout and flow of food based on the menu and food preparation processes; and
- Help prevent code violations by addressing potential layout and design issues prior to construction.

This Mobile Food Establishment Plan Review Application Packet is intended to help you through the plan review process and to ensure that your mobile unit complies with regulations. This document should be completed as part of the plan review process and subsequent food service permit issuance. The plan review helps to avoid future problems. By listing and locating equipment on floor plans and diagramming specifications for electrical, mechanical and plumbing systems, potential problems can be spotted while still on paper and modifications made **before** costly purchases, installation, and construction.

Projects require a minimum of 14 days for a thorough review. The following must be submitted:

1. Full menu;
2. HACCP Plan detailing food procedures, employee illness policy, and hand washing/glove use policy. Refer to www.baltimorecountymd.gov/food;
3. Complete floor plans of the unit drawn to scale, including placement of all equipment;
4. List of all equipment necessary for the operation of the unit, i.e., cut sheets, manufacturer's specifications, and/or photos of the unit and all equipment;
5. Plumbing specification of all equipment including ware washing sinks;
6. A description of the construction materials used on the unit, including surface finishes for floors, walls, ceilings, lighting, and countertops (as applicable);
7. Information relating to your base of operation/commissary, including the name, address, and approximate dates of use.

The applicant is responsible for obtaining any required approvals/licenses/registration from other agencies, such as Baltimore County Planning/Zoning, Baltimore County Permits Approvals and Inspections, Maryland Department of Labor, and the Maryland Motor Vehicle Administration.

Baltimore County Mobile Food Establishment Plan Review Worksheet

Mobile food establishments must comply with the applicable requirements of the Code of Baltimore County Regulations for Food Service Facilities. These regulations may be obtained at: www.baltimorecountymd.gov/food.

Date: _____

Mobile Food Establishment Type: Truck Trailer

Proposed Business Name: _____

Owner/Operator:

Name: _____

Mailing Address: _____

Phone: _____ Cell Phone: _____ Fax: _____

E-mail: _____

Projected Food Operation Start Date: _____

Months of Operation: _____

NOTE: If proposed commissary or base of operations is on a private well and/or septic system, approval is required from Baltimore County's Ground Water Management Section. Quarterly potable water tests must be up-to-date for the commissary.

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Following the plan review process, the documents listed below will be required to obtain a Baltimore County food service facility permit:

1. Letter of agreement for proposed Commissary or Base of Operation that is signed by owner of facility (see attached Commissary or Base of Operations Authorization Form). Potable (fresh) water and wastewater disposal is required for all mobile food establishments;
2. Certified Food Managers card, if applicable;
3. Copy of Vehicle Registration.

Please complete the questions on this worksheet in their entirety as they apply to your type of mobile food establishment. Be as specific as possible. Incomplete responses will delay the review process.

1. What is the source of potable (fresh) water for use on the unit? Describe methods of filling and refilling potable water tank(s).

2. What is the size (in gallons) of the potable water storage tank? Provide manufacturer specification sheets and certifications. **Attach a water demand calculation that includes the use of water for equipment, recipes, hand washing, cleaning tasks, and other water usage needs.**

3. Provide information for the food-grade potable water hose used for filling potable water tank(s)? (NSF/ANSI-61 certified hose for potable water is required for filling tanks.)

4. How will your water supply hose, water pipes, and water storage tank(s) be disinfected? Describe the method and frequency of disinfection.

5. How will wastewater be removed from the unit? A dedicated hose is required for emptying the wastewater storage tank.

6. What is the size (in gallons) of your wastewater storage tank? **Note:** The wastewater storage tank must be sized 15% larger than the potable water tank(s).

7. How will you prevent cross-contamination of equipment and cross-contamination between raw and ready-to-eat (RTE) foods during operation with the limited space available on the mobile food establishment?

8. Identify where all food items will be prepared (including foods requiring advance preparation).

9. Describe how perishable foods will be safely stored and transported. Describe how the refrigeration will be operating at all times when food products are present. **Note:** Mechanical refrigeration is required to maintain food products at 41°F or below at all times.

10. Indicate construction material types (quarry tile, stainless steel, plastic covered wall board, linoleum, etc.) that will be used in the unit in the following areas (as applicable):

Floor	Walls including Cove Base	Ceiling

11. Provide information for the lighting within the mobile unit. At least 50 foot-candles of artificial light are required in all food service areas.

12. List all equipment on the mobile unit (i.e., refrigerators, freezers, grills, stoves, fryers, etc.) Provide cut sheets, manufacturer's specifications, and/or photos of the unit and all equipment.

13. Provide information for the electricity source to be used during operation. **Mobile units must operate independently and remain capable of being mobile at all times.** Units may not be connected to the electric grid by extension cords.

14. If there will be equipment onboard that produces grease-laden waste, steam, or heat, provide information for the ventilation hood. Note: Cooking equipment that produces grease-laden waste must be protected by an automatic fire suppression system.

15. Describe ware washing procedures. How and where will dishes and utensils be washed, rinsed, and sanitized? Include information for what will be washed, rinsed, and sanitized on the mobile unit or at the commissary.

16. Provide information for the discharge of FOG (Fats, Oils, and Grease) materials. Prepare a FOG policy for the mobile unit. Guidance can be located at www.baltimorecountymd.gov/food. A review of the commissary's ability to handle FOG discharge will be required.

17. What type of chemical sanitizer will be used for ware washing and food-contact surfaces? Proper sanitizer test strips must be available.

18. Describe the method of storage and disposal of garbage generated during operation. Additionally, if applicable, describe the method of storage and disposal of used cooking grease/fryer oil.

19. Describe how the mobile unit will be cleaned. Where? How? How often?

NOTE: FOOD SERVICE FACILITY PERMIT WILL NOT BE ISSUED UNTIL THE FINAL PLAN REVIEW INSPECTION IS CONDUCTED SHOWING FULL COMPLIANCE

Signature of Owner/Operator: _____ Date: _____

Printed Name of Owner/Operator: _____