



Village of Cedarville
 P. O. Box 51
 Cedarville, Ohio 45314
villageadministrator@cedarville.us
 937-371-6151

MOBILE FOOD VENDOR PERMIT

Ohio law requires that every person who intends to prepare, serve or sell food from a movable vehicle, portable structure or watercraft that routinely changes location, obtain a mobile food license. Ohio law also requires that every mobile food operation comply with the applicable sections of the Ohio Administrative Code (O.A.C. 3717-1)

- This application must be submitted annually for each calendar year; no less than **TEN (10)** business days prior to event
- Application Fee is \$15
- The following items **MUST** accompany this application:
 - A check for the application fee made payable to Village of Cedarville
 - A copy of current Mobile Food License
 - A basic drawing of the Mobile Food Unit interior layout
 - A list of menu items to be served
- Applications can be submitted in person or to the drop box at 301 Palmer in Cedarville; or mailed to P.O. Box 51, Cedarville, OH 45314.
- Vendor is required to notify the Village Administrator at villageadministrator@cedarville.us or 937-371-6151 prior to each event vendor will be attending
- No refund will be given if vendor does not attend any events in the Village of Cedarville during the permitted calendar year

Name of Mobile Food Unit	Vehicle License Plate Number	Name of Owner/Operator	Address	Phone # and Email

Unit must be no less than three (3) feet from another mobile food unit

EVENT/PERMIT EFFECTIVE DATE _____

TYPE OF MOBILE FOOD UNIT:

- Knockdown concessions (tent and tables)
- Push-Cart
- Self-sufficient Trailer/Truck/Vehicle
- Non-self-sufficient Trailer/Vehicle

INSPECTION REQUIRED

An inspection of your Mobile Food Unit is required for permit approval. This inspection will follow the guidelines of the Ohio Department of Commerce Mobile Food Unit Checklist. You will be contacted by the Cedarville Township Fire Department to schedule this inspection for normal business hours on a weekday only. Outside inspections will not be accepted.

ADDITIONAL INFORMATION

- All persons operating the unit must restrain their hair (hats, hairnets, beard covers, etc.)
- Person in charge of unit must coordinate with the event organizer to set up potable water supply
- Approved Mobile Food Vendor Permit must be on site for the entirety of the above referenced event

STATEMENT FROM APPLICANT

All information contained in this application is true, accurate and complete to the best of my knowledge. I hereby agree to abide by all applicable state and local regulations in conjunction with the operation of my Mobile Food Unit. I understand that a violation of any such regulations may be cause, among other penalties, for revocation of this permit.

Owner/Operator Signature

Date

*******OFFICIAL USE ONLY*******

Fee _____ Date Application & Payment Received _____ Check # _____

Zoning Approved _____ Date _____

INSPECTION: Passed Failed Date _____

Inspector Signature

CORRECTIVE MEASURES: _____

REINSPECTION: Passed Failed Date _____

Inspector Signature

INSPECTION CHECKLIST

This list does not cover every possible item that will be inspected, nor does meeting all the guidelines listed mean that a unit will pass inspection. Units must be ready at inspection for operation. All systems may be required to be demonstrated.

- Fire Inspection form issued by License Bureau with truck/trailer identification information
- Mobile Food Vendor License is displayed
- Signage
 - Name, address and contact information on body of unit
 - Visible and legible from a distance of 25 feet
 - Indicate type of fuel present
 1. PROPANE/NATURAL GAS
 2. NO SMOKING
 3. EMERGENCY SHUT-OFF
- Detection Systems
 - All units must be equipped with a working UL listed carbon monoxide detector suitable for commercial use
 - All units must have a hand-held listed flammable gas leak detector
- Unit is fully operational
- Commercial grade equipment
- Utilities and equipment are properly connected and operational (including food grade water hose)
- Electrical
 - All wiring should meet commercial restaurant standards
 - No exposed wiring
- Generators
 - Must be securely and safely mounted as not to extend into the public right of way
 - Must be mounted so as not to impact propane/natural gas systems
- Propane/Natural Gas
 - Propane/natural gas piping must be constructed and installed in accordance with manufacturer's recommendations. Manufacturer and construction labels must be legible
 - Propane/natural gas lines that are routed beneath or penetrate a wall/partition of the unit must be constructed of rigid piping
 - All propane tanks DOT approved not to exceed 200lb total for all tanks
 - All tanks securely mounted. Rear mounted tanks at least 36" above ground to bottom of tank
 - No quick disconnects on any exterior propane tanks
 - No copper lines connected to LPG tanks
 - Rubber propane hose from regulator tank to be stamped "Approved for LP Gas 350 psi"
 - Moveable-grade, braided, PVC-coated, 304 stainless steel commercial gas connector designed for use with moveable equipment and caster-mounted equipment that is moved on a regular basis for cleaning and repair.
 - Daily propane system leak check should be performed prior to putting the unit into service and after any movement of the vehicle and after movement/change or addition of any gas fed appliance. These leak checks shall be performed with a hand-held listed flammable gas leak detector

- Exterior emergency shut off sufficient to stop the supply from all propane/natural gas tanks. Required emergency shut off sign

Extinguishers

- All units will have at least (1) 3A:40B-C rated extinguisher (1A:20B-C for pushcarts)
- Any unit using an electric or gas deep fryer will, in addition to the above extinguisher, have at least (1) 6L type “K” wet chemical extinguisher
- Fire extinguishers shall bear a current inspection tag validated within the past twelve months **OR** a receipt of purchase within the last twelve months shall be available for inspection

Unit Ventilation

- It is recommended that any unit using an appliance that produces grease laden vapors should have a Type 1 hood system installed
- All trucks/trailers must be equipped with a working adequate ventilation system. Small trailers will be evaluated for adequate ventilation on a case by case basis
- Units with deep fryers must have a commercial grade hood system

Cooking Appliances

- All cooking appliances must be listed by Underwriters Laboratories or NSF International for mobile applications for the appropriate fuel and be clearly marked with the appropriate rating sticker
- All deep-fat fryers shall be installed with at least a 16 inch space between the fryer and surface flames from adjacent cooking equipment. Where a steel or tempered glass baffle plate is installed at a minimum 8 inches in height between the fryer and surface flames of the adjacent appliance, the requirement for a 16 inch space shall not apply
- Movement of appliances with casters shall be limited by a restraining device installed in accordance with the connector and appliance manufacturer’s installation instructions.

Temperature controlled foods are maintained at:

- 41°F or lower for cold foods
- 135°F or higher for hot foods

Food containers are stored a minimum of six (6) inches above the floor or ground

Utensils and non-latex gloves are being used for the transfer, preparation and/or serving of food

Properly calibrated thermometer is available to verify cooking and holding temperatures

Handwashing facility

Adequate sink(s)

Adequate cleaning and sanitizing materials

Egress/Exit adequate and unobstructed