

## APPLICANT'S CHECKLIST FOR MOBILE FOOD UNITS

This sheet is intended to help track your progress through the plan review process. When all steps are completed, your mobile food unit will be ready for licensing operation.

DATE COMPLETED:

	<p>1. Submit plan review application, plans, and completed review packet which include the following:</p> <ul style="list-style-type: none"> <li>• Mobile Food Unit Plan Review Application</li> <li>• Mobile Food Unit Plan Worksheet</li> <li>• Mobile Food Unit Itinerary and Operating Schedule</li> <li>• Mobile Food Unit Commissary Agreement</li> <li>• Application for License.</li> <li>• Pay the required fees</li> </ul> <p>Wait for plan review approval letter prior to beginning operation.</p>
	<p>2. Obtain any required approvals from other agencies, i.e. planning, zoning, and building codes. (see below*).</p>
	<p>3. Plans approved by the health department. (see below *) You will receive a response within 10 working days.</p>
	<p>4. Call the health department for a pre-operational inspection at least one week prior to the date you intend to open.</p>
	<p>5. Submit a <b>Mobile Food Unit license Application</b> with the required fee along with a <b>Mobile Food Unit Commissary Agreement</b> and a <b>Mobile Food Unit Itinerary and Operating Schedule</b>, if applicable.</p>
	<p>1. <b>Pre-operational Inspection</b> performed and mobile food unit is approved for operation.</p>
	<p>2. After steps one through six has been completed and your application has been approved, you may open.</p>