



# Mobile Unit Plan Review Packet

This plan review packet is designed to guide you through the plan review process and help you submit accurate and complete plans for Spokane Regional Health District (SRHD) to review. A copy of the Washington State Retail Food Code, Chapter 246-215 WAC can be found on our website: <https://srhd.org/media/documents/WAC20246-21520email201305.pdf>.

## APPLICANT INFORMATION

Name of Food Establishment (FE):		
Vehicle Identification #:		
Site Address:		
City:	State:	Zip Code:
Owner Name:		
Mailing Address:		Phone:
City:	State:	Zip Code:
Plan Review Contact Name/Company:		
Phone:	Cell:	Email:
Billing to be sent to:		
Mailing Address:		Phone:
City:	State:	Zip Code:
Email Address:		

### Type of plan review:

<input type="checkbox"/> New establishment <b>OR</b>
<input type="checkbox"/> Existing food establishment adding mobile unit operation out of the permitted kitchen and under same ownership

Do you intend to operate in another Washington state county? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which county(ies)?
And will Spokane county be the primary county of operation? <input type="checkbox"/> Yes <input type="checkbox"/> No

Do you intend to operate at temporary food events in Spokane County? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which event(s)/date(s)?

Are any specialized processes (e.g. vacuum packaging, sous vide, curing, smoking, custom meat processing, acidifying food, growing sprouts, molluscan shellfish tank) included as part of your food preparation and service? <input type="checkbox"/> Yes <input type="checkbox"/> No
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How many meals a day do you anticipate serving?	Will any customer seating be provided? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is the estimated opening date?	
Who will be the manager/person in charge?	
Where will the mobile be stored at the end of business each day?	

**Before beginning construction, the following must be submitted to SRHD for review and approval:**

√	Item	Description
	<b>Menu/Food Preparation steps</b>	Provide a detailed menu of all the food and drinks you will be serving. Provide food preparation steps for all menu items. If using a commissary, explain what food preparation activities will be occurring at the commissary kitchen and what food preparation activities will occur on the mobile unit. <ul style="list-style-type: none"> <li>• All foods must come from an approved source.</li> <li>• No home prepared items allowed.</li> </ul> <b>Any changes to the menu must be submitted and approved by SRHD for prior approval.</b>
	<b>Floor Plan – Mobile Unit</b>	Provide a floor plan, <b>drawn to scale</b> , of your mobile unit. Show the location of all equipment (sinks, refrigeration, countertop appliances etc.), <ul style="list-style-type: none"> <li>• A plumbing plan must be included showing all indirect drainage.</li> </ul> <b>Any changes to the floor plan submitted, must be pre-approved by SRHD</b>
	<b>Equipment List – Mobile Unit</b>	Provide make and model numbers of all equipment (including countertop appliances). All food equipment must be commercial grade, (NSF or equivalent).
	<b>Finish and Lighting Schedule</b>	Provide the materials used for all floors, walls, and ceilings. Finish surfaces must be smooth, easily cleanable, and non-absorbent in all food preparation; food storage, ware washing areas, and bathrooms. Provide list of all light fixtures used in the food establishment. Lighting over any food preparation; food storage, and ware washing areas must be shielded, covered, or shatter-proof.
	<b>Cleaning Schedule</b>	The cleaning schedule must describe procedures and frequency of cleaning of utensils, equipment, fresh water tanks, and interior surfaces in the mobile unit. If applicable, include information on when the mobile will be taken to the commissary location for restocking, cleaning of utensils...etc.
	<b>L&amp;I Approval</b>	A copy of the approved Labor and Industries License must be provided to SRHD prior to the pre-operational inspection or the L&I approved sticker affixed to mobile unit at time of the pre-operational inspection.
<b>Commissary / Servicing Area</b>		
	<b>Commissary Kitchen Agreement</b>	If you are not using your own commissary, a written and signed commissary agreement must be provided. The commissary agreement must include a list of all services provided by the commissary, such as restroom use, dry goods storage, use of refrigerator space (including the number of cubic feet of refrigeration space allocated to you), etc.
	<b>Floor Plan – Commissary</b>	Provide a floor plan of your food establishment. Show the location of all equipment (sinks, refrigeration, countertop appliances etc.), <ul style="list-style-type: none"> <li>• A plumbing plan must be included showing all indirect drainage.</li> </ul> <b>Any changes to the floor plan submitted, must be pre-approved by SRHD</b>

<b>Equipment List - Commissary</b>	Provide make and model numbers of all equipment (including countertop appliances). All food equipment must be commercial grade, (NSF or equivalent).
<b>Mobile Unit Water Source/Wastewater Disposal</b>	<p><b>Potable water:</b></p> <input type="checkbox"/> Public water system name/location <input type="checkbox"/> Well - must be registered with Washington State Dept of Health Drinking Water Program Registration # <p><b>Location for wastewater disposal:</b></p> <input type="checkbox"/> Public sewer location <input type="checkbox"/> On-site septic system – to evaluate system capacity, complete the following questions Address: Parcel #: # of employees <p><b>Provide a site plan and identify the structure that is the commissary kitchen location</b></p>

Plan review for projects that require a permit or approval from SRHD will be billed at the standard hourly rate, including time spent reviewing the project at the pre-application phase. Projects that are considered new construction (e.g. new structures, change of use, building additions, etc.) are charged a 1.5 hour minimum, to be paid at the time of plan submittal. Additional time spent reviewing plans and conducting pre-occupancy inspections is billed at the standard hourly rate.

- **Plan review and pre-occupancy inspections for projects that begin construction without written SRHD approval is charged at 1.5 times the standard hourly rate.**
- **Plan review submittals must be submitted to SRHD at least 14 days before the projected date of opening or the permit fee will be doubled. Applications submitted less than three days before the projected date of opening may not be processed due to the time needed to review the application.**
- **Submit plans in person or by mail to Spokane Regional Health District, 1101 W College Avenue #402, Spokane, WA 99201, by fax to 509.324.3603 or scanned and emailed as a PDF attachment to [FoodSafetyProgram@srhd.org](mailto:FoodSafetyProgram@srhd.org).**

Review of submittals begins only after all required documentation and fees have been received.

## Signatures

By signing this form, you attest to the accuracy of the information provided, affirm that you will comply with Chapter 246-215 WAC, and will allow SRHD access to the establishment and its records as specified in Chapter 246-215 WAC. You agree to notify SRHD in advance of changes in menu, equipment, operation, or ownership.

***You will receive written notification to proceed with construction when your plan review has been approved by SRHD.***

Signature of applicant:

Date:

Printed name:

Phone:



# Plan Review Guidelines for Mobile Units

**What is a Mobile Unit?** It is a unit that is readily moveable such as a pushcart, van, or trailer that is intended to operate in different locations. There is limited space and the foods are usually prepared and immediately served like hot dogs and hamburgers. Dependent upon the equipment, fresh water capacity, hours of operation, number of employees, and type of unit, a mobile can operate with a commissary or be fully self-contained, *except that push carts must have a commissary kitchen.*

**Before beginning operation,** a permit must be obtained from Spokane Regional Health District (SRHD). To receive a permit, a plan review application and checklist packet must be submitted to SRHD for review and approval. If you will be using an existing permitted kitchen for a commissary, the equipment and preparation/storage areas must be adequate for both businesses. Ensure that documents have been provided to and approved by any other applicable agency, e.g. Labor and Industries.

**Menu and food prep sheet(s)** must include all foods and beverages that will be prepared and served, along with a description of all food preparation steps and an estimate of the maximum number of meals served per day. Any future changes in the menu or equipment must be pre-approved by the Health District.

## All plans must include:

- Name and address of mobile food unit business.
- Name and phone number of contact person.
- Commissary kitchen name and address (if different).
  - A copy of the floor plan for the commissary kitchen, including all food preparation, dishwashing, food storage, utility room and restrooms.
  - Equipment layout including make and model numbers.
  - A signed commissary agreement with the establishment owner, when using an existing facility.
- Structural, **to scale drawing** of plans of the mobile unit including specifications of the on-board plumbing.
- Cleaning schedule for mobile food unit (push carts must be returned daily to the commissary for cleaning).
- Source name and address of potable water supply for the mobile unit.
- Location name and address of wastewater disposal site for the mobile unit.
- Cleaning schedule for fresh water tank on the mobile unit – how frequently and describe cleaning and sanitizing procedure. The fresh water tank should be flushed and sanitized according to manufacturer suggested specification. If the mobile unit is operated seasonally, the fresh water tank must be cleaned and sanitized prior to the start of the season.
- Proposed itinerary or sites to be served and/or social media link where itinerary information will be posted.
- Restrooms with plumbed handwashing facilities for food workers must be available within 500 feet of any site if at any one location for more than one hour. Restroom accessibility must match mobile unit hours of operation; a commissary agreement for restroom access is required if a mobile is parked at one location for more than 1 hour.
- If customer seating is provided by mobile unit operator for onsite consumption of foods/beverages at service site, restrooms must be conveniently located and accessible for customers to use during the mobile unit hours of operation.

## Plans for mobile unit must include:

- Structural design showing all equipment and sinks. **Plans must be drawn to scale.**
- Lighting schedule.
- Finished materials list.

- Potable water supply system layout. A minimum holding tank capacity of five gallons for hand washing is required. Water must be provided under pressure to all fixtures and equipment connected to water. Additional potable water capacity will be required if any food preparation, utensil washing, sanitizing or facility cleaning occurs on the mobile unit. Food grade hoses must be used to fill potable water supply tanks.
- Waste disposal system layout. The minimum holding tank capacity must be at least 15% greater than the potable water supply.
- If the unit is intended to operate year-round, ensure that the plumbing is designed for freezing temperatures.
- Equipment layout including make and model numbers.

#### **Equipment layout:**

- All equipment must be certified by an American National Standards Institute (ANSI)-accredited certification program (i.e. NSF). No home-style equipment is allowed.
- All equipment and supplies must be contained on the mobile unit when operating.
- Equipment must be designed to reach and maintain required food temperatures.
- Refrigeration requirements are based on your menu.
- Adequate refrigerated storage must be available for the separation of raw and ready-to-eat foods.
- Reheating equipment must be capable of reheating from 41°F to 165°F within one hour.
- Hand washing sink(s) must be large enough to accommodate washing of both hands together without contacting the faucet head or sink basin.
- A three-compartment sink must be on the mobile unit to properly wash utensils that are reused on the mobile unit or an adequate number of extra utensils must be available when utensils are washed at the commissary at the end of the day.
- Sufficient overhead cover must be provided to protect all equipment, food storage and food handling areas.
- Power availability must be designed so that electrical demand is available to run all equipment on the mobile unit including countertop appliances. All equipment, including countertop appliances, must be included in plans submitted to Labor and Industries.
- Power inverters to run equipment during extended transportation from the commissary to the operating location may be needed to safely maintain temperatures of foods.

#### **When considering use of an existing kitchen for a commissary**

- All food equipment must be commercial grade, certified by an American National Standards Institute (ANSI)-accredited certification program, (i.e. NSF or equivalent).
- Equipment must be designed to reach and maintain required food temperatures.
- Refrigeration requirements are based on your menu. Cooling on mobile units is not allowed. Cooling in commissary kitchens must be approved by the Health District.
- Adequate refrigerated storage must be available for the separation of raw and ready-to-eat foods.
- One or more food preparation sinks, with an indirect waste drain, are required if produce is cleaned on site or if the ice bath method is used to cool liquid foods.
- A three-compartment sink is required for utensil washing. A mechanical dishwasher may be used in addition to the utensil sinks. Sinks must have adequate drain boards, racks, or tables large enough to accommodate all soiled and cleaned items that may accumulate during hours of operation.
- Hand washing sinks must be accessible to food preparation areas.
- Restroom(s) must be available to food employees while utilizing the commissary.
- A mop sink must be available in the building and may be used for dumping of gray water
- Commissary kitchens on septic systems will require system capacity evaluation and approval by the SRHD Liquid Waste program.

## Application process

- For new establishments, an application for plan review and checklist and permit application must be submitted to SRHD at least 14 days before the projected date of opening or the permit fee will be doubled.
- Applications submitted less than three days before the projected date of opening may not be processed due to the time needed to review the application.
- You will receive written notification to proceed with construction when your plan review has been approved by the Health District.

## Before you open

- The completed Application for a Food Establishment permit, and the permit fee must be submitted and paid at least three business days prior to the scheduled pre-operational inspection.
- A pre-operational inspection of the commissary and mobile food unit must be completed and permit issued.
  - Refrigeration equipment must be plugged in and all plumbing working properly when the mobile unit pre-operational inspection is conducted.
- Washington State Department of Labor & Industries written approval of the mobile unit must be submitted to the Health District or a Labor & Industries approval sticker affixed to the mobile unit.
- The designated business name must be clearly visible and posted on the mobile unit.

## Mobile unit plan review reciprocity

If you intend to apply for plan review reciprocity with another county, be advised:

- Plans must be approved in the primary county of mobile unit operation.
- Variances approved in one county will not transfer to another county.
- Approval to operate a pushcart or trailer with a temporary covering, e.g. tent, may not transfer to other counties.
- Some commissary kitchens in Spokane county do not have their own food establishment permit. A variance may be required by the reciprocating county to use this commissary OR a commissary must be found and used in the reciprocating county.
- Additional equipment and/or permits may be required to operate at temporary food events.
- Reciprocity may not be granted if inspection history in the originating county of approval does not show compliance with all aspects of the Washington State Retail Food Code.

Spokane Regional Health District assures nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act. To file a complaint or to request more information, reasonable accommodations, or language translations, contact 509.324.1501 or visit [srhd.org](http://srhd.org).