



**Gila County Division of Health & Emergency Management
Environmental Health Section**

MOBILE FOOD UNIT PLAN REVIEW APPLICATION PACKAGE

Instructions:

- 1) Complete the form on the bottom of page 1 and look at the samples on page 5 to get the idea and you may use blank drawings on pages 6, 7, and 8 in this package to show the fixtures and equipments in your own unit, (separate engineering blue prints are also acceptable). Show the potable and waste water tanks locations, capacities, and related plumbing. Then, submit page 1 and your drawings to one of the addresses printed below.
- 2) Once you received an approval of your plan, you can start the construction of the unit. If you already have a unit that is constructed, you may either make an appointment for inspection or submit drawings of your existing unit for approval before making an appointment for inspection. If your unit needs any corrections or alterations, we will let you know before you come for inspection.
- 3) When you pass the inspection, complete the **Commissary Agreement** on page 4, complete application for **Permit To Operate**, and together with your food and beverage **Menu** submit them to one of the addresses printed below. You can also submit all these documents before coming for inspection.
- 4) Obtain a **Food Handler's Card** from Gila County Health Department as soon as you can before starting your food business. If you have a **Food Handler's Card** from other Counties and it is not expired, it is acceptable. However, you must become a **Certified Food Service Manager** within 6 months from the date you start to work as a **Mobile Food Unit** operator. For more information call Health Department.

**Gila County Health Department
5515 South Apache Avenue Suite 100-EHS
Globe AZ 85501
Phone 928.425.3189
Fax 928.425.0794**

**Gila County Health Department
107 West Frontier Street Suite A
Payson AZ 85541
Phone 928.474.1210
Fax 928.474.7069**

Name of Establishment: _____

Name Of Owner: _____

Physical Address: _____

Mailing Address: _____

Phone Number: _____

All set-up locations must be approved by the local jurisdictions

Mobile Food Unit means and refers to an enclosed food service facility that is mounted on a vehicle, which is readily movable and in which food is prepared, processed, or compounded; and from which food is either vended, sold, or given away free of charge.

A **Commissary** is a permitted food establishment where food for the Mobile Food Unit is received, stored or prepared. **Commissary** is also the location where the Mobile Food Unit is cleaned, sanitized, and serviced.

PROVISIONS OF A MOBILE FOOD UNIT CONSTRUCTION & OPERATION

- 1) All equipment must be constructed of approved materials, adequate in size, easily cleanable, and in good working conditions. Equipment must be commercial grade, NSF approved or equivalent. The use of household refrigerators, stoves, sinks, vent hoods and other equipment is not permitted.
- 2) Walls and ceiling of the unit must be smooth, easy to clean, durable, non-absorbent, and light in color.
- 3) All lights inside the unit must have shatterproof covers.
- 4) A three-compartment sink with rounded basins and mixing faucet for hot and cold water must be installed. Three-compartment sink must have basins large enough to submerge all utensils or equipment halfway down. Two drain boards are also required.
- 5) A hand washing sink with soap and paper towel dispenser must be installed. The sink must be equipped with a hot and cold mixing faucet with adequate pressure.
- 6) A splash guard (metal or hard plastic) at least 12" high from the adjacent surfaces must separate the hand wash sink from adjacent sections.
- 7) All exterior openings must be fly-tight. Self-closing door or screen must be installed.
- 8) All Windows must be screened with 1/16 inch mesh. Service window must have a screen that can be open and close easily.
- 9) The capacity of potable water tank must be 30 gallons or more (including hot water). Fill point for potable water tank must not be a standard hose connection.
- 10) Waste water storage tank must have a capacity of at least 35 gallons or more. The capacity of this tank must always be at least 15% more than the potable water tank.
- 11) The waste water outlet (drainage) point outside the unit must be at a lower location than the potable water inlet (filling) point. Waste water plumbing must have an air gap before drainage into the waste water tank and potable water plumbing must be safely installed.
- 12) Potable water hose must be approved for potable water use. Regular garden hose is not acceptable. Also, this hose must be stored inside the unit in a clean location and with both ends closed to prevent contamination and used only for filling potable water tanks.

- 13) All food preparations including cooking, grilling, barbecuing, displaying, and storage must be done inside the unit. Large kettle corn equipment may be set up separately in a tent with three sides closed and with cover and floor protection. Mobile Food Unit must be adjacent to the tent.
- 14) The business name must be plainly indicated on the right, left, and rear sides of the exterior of the vehicle. Letters must be made of contrasting colors and at least three inches high with a minimum of 3/8 inch wide.
- 15) Whenever the Mobile Food Unit is operating at the same location for more than 1 hour, restroom facilities that meet all Health Department Codes must be available not farther than 200 feet from the Unit.
- 16) Gila County Environmental Health Section may impose additional requirements to protect against hazards related to the conduct of the Mobile Food Unit and may prohibit the sale of some or all potentially hazardous food.

Note:

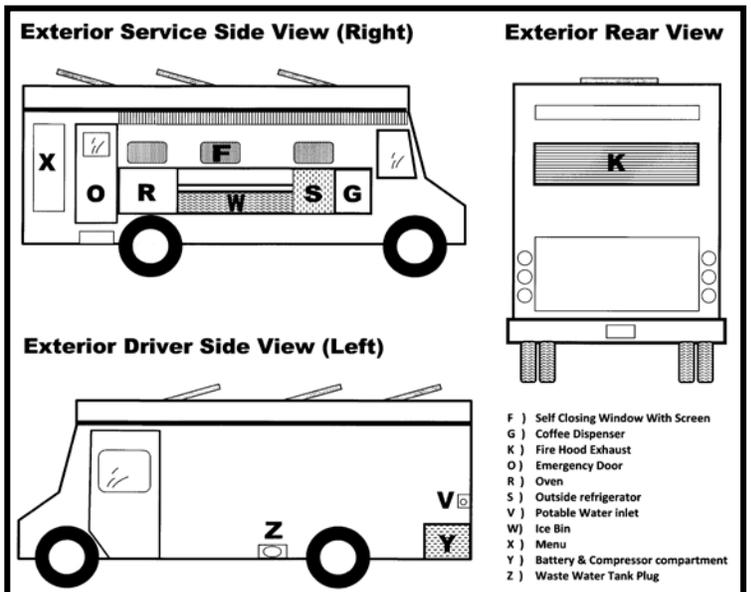
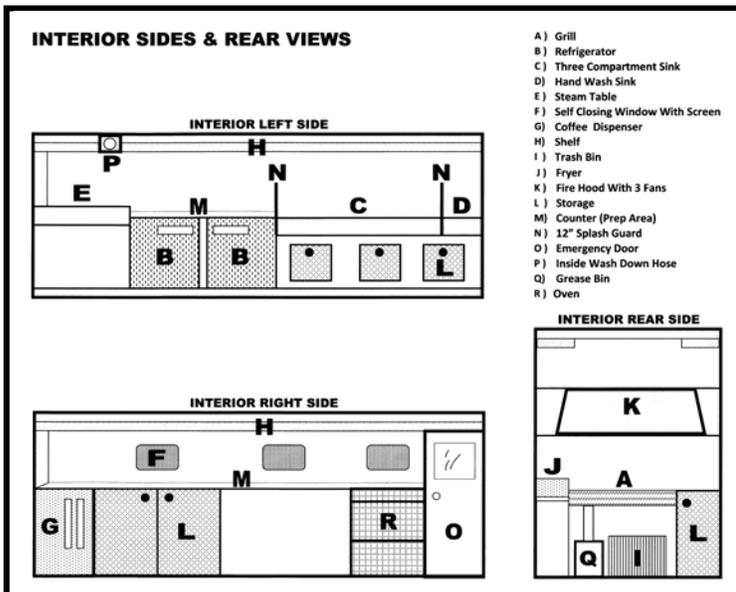
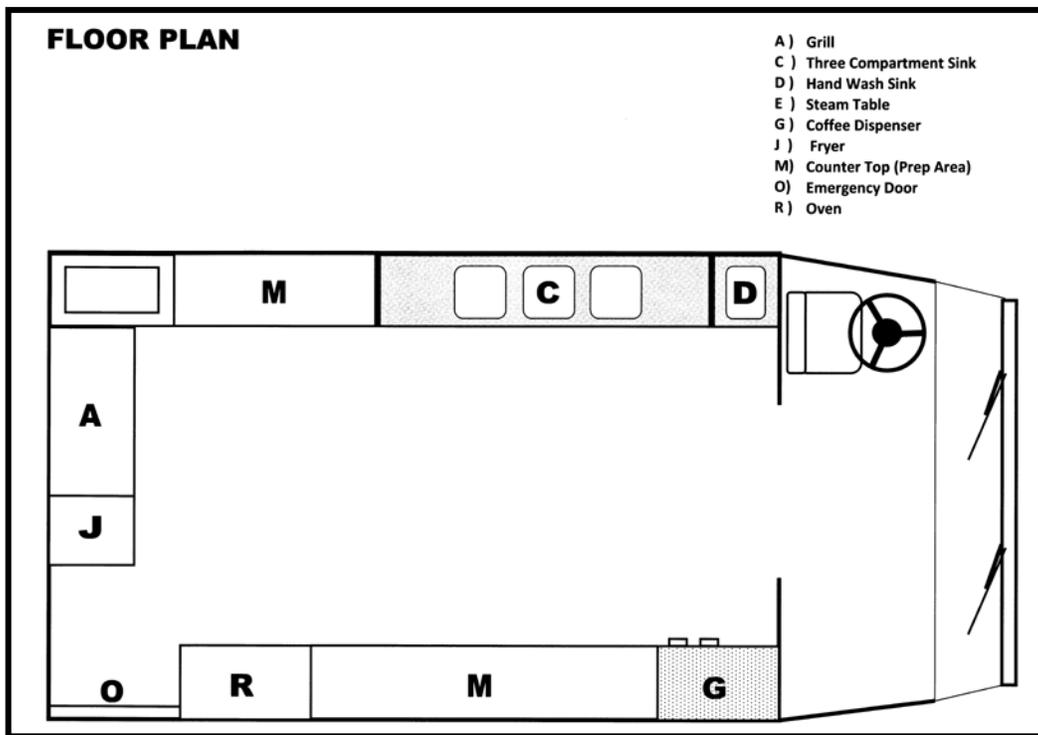
If you have any questions regarding the above provisions, please do not hesitate to call Gila County Health Department either in Globe or Payson. You are required to resolve all the problems that may exist before you start the operation of your Mobile Food Unit.

NOTE

The drawings on this page are samples only and your unit does not have to be exactly the same. In your unit, the location of equipments/fixtures inside and outside of the unit does not have to be like these drawings. Also, your drawings do not have to show many details but they must clearly show the location of equipments/fixtures. Your unit can be a small kitchen assembled on a vehicle or a separate manufactured kitchen that is hauled by a truck but in either case, it has to meet all the mentioned provisions for a Mobile Food Unit.

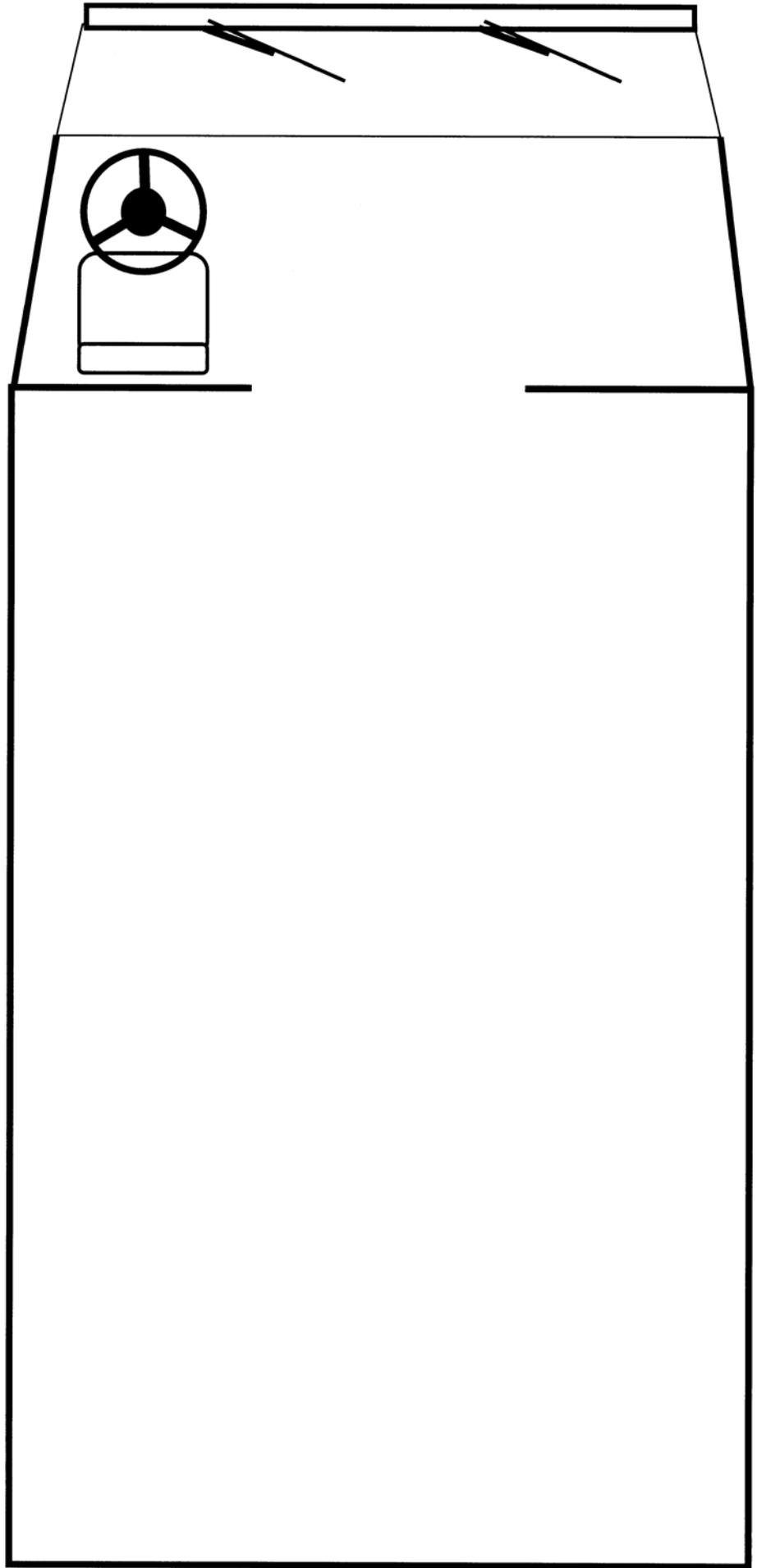
Make sure your unit, either assembled on a vehicle or a separate trailer hauled by a truck, has all the necessary fixtures including a hand washing sink and paper towel dispenser, and a three compartment sink installed.

You can use the blank drawings to show the location and arrangement of Equipment/fixtures inside and outside of your own unit or provide factory blue prints of your unit.



- A)
- C)
- D)
- E)
- G)
- J)
- M)
- O)
- R)

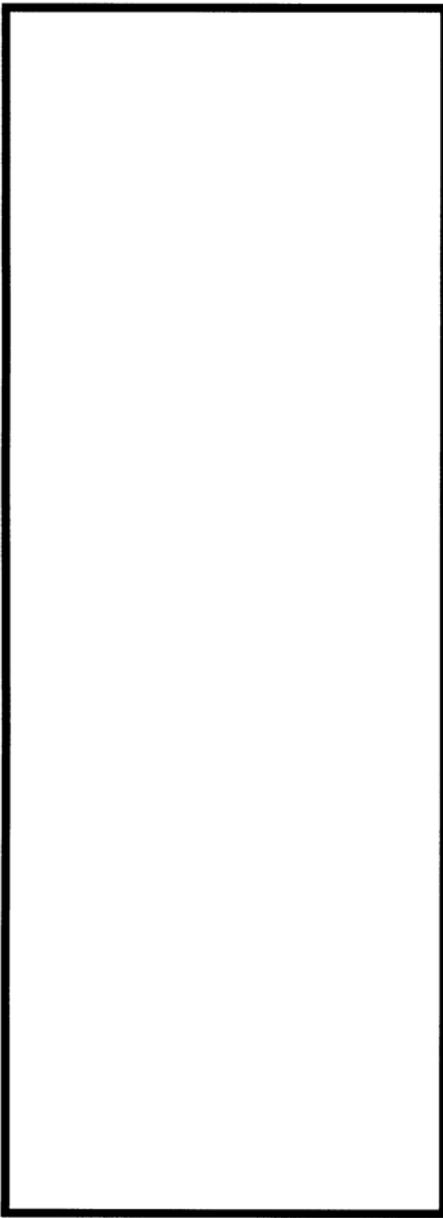
FLOOR PLAN



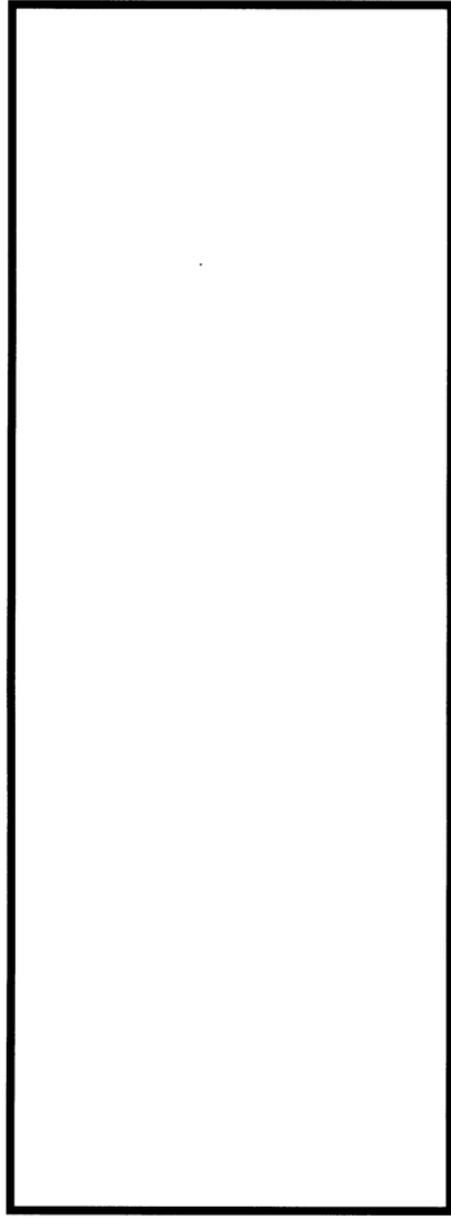
INTERIOR SIDES & REAR VIEWS

- A)
- B)
- C)
- D)
- E)
- F)
- G)
- H)
- I)
- J)
- K)
- L)
- M)
- N)
- O)
- P)
- Q)
- R)

INTERIOR LEFT SIDE



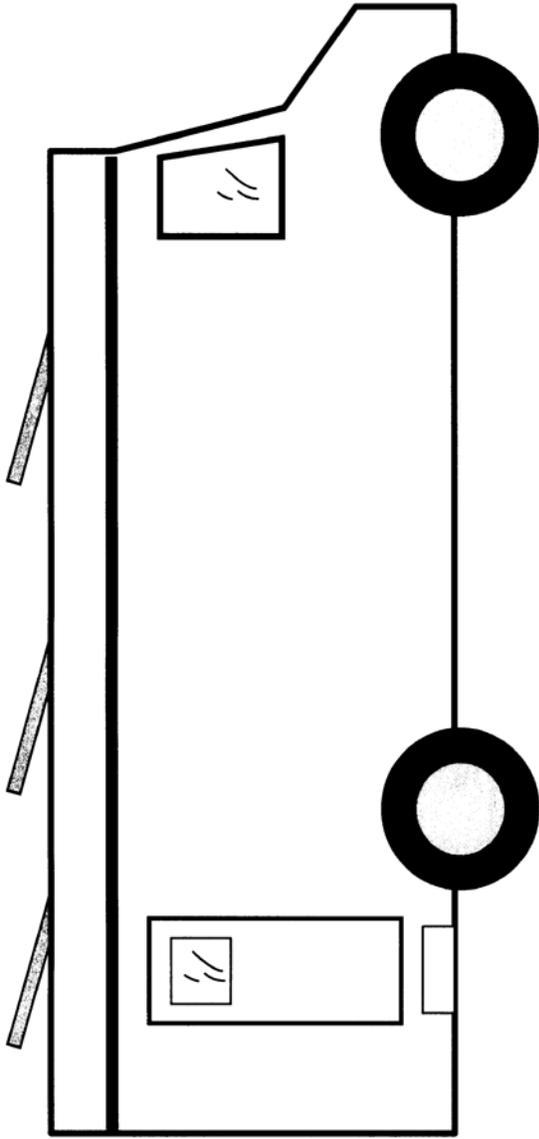
INTERIOR RIGHT SIDE



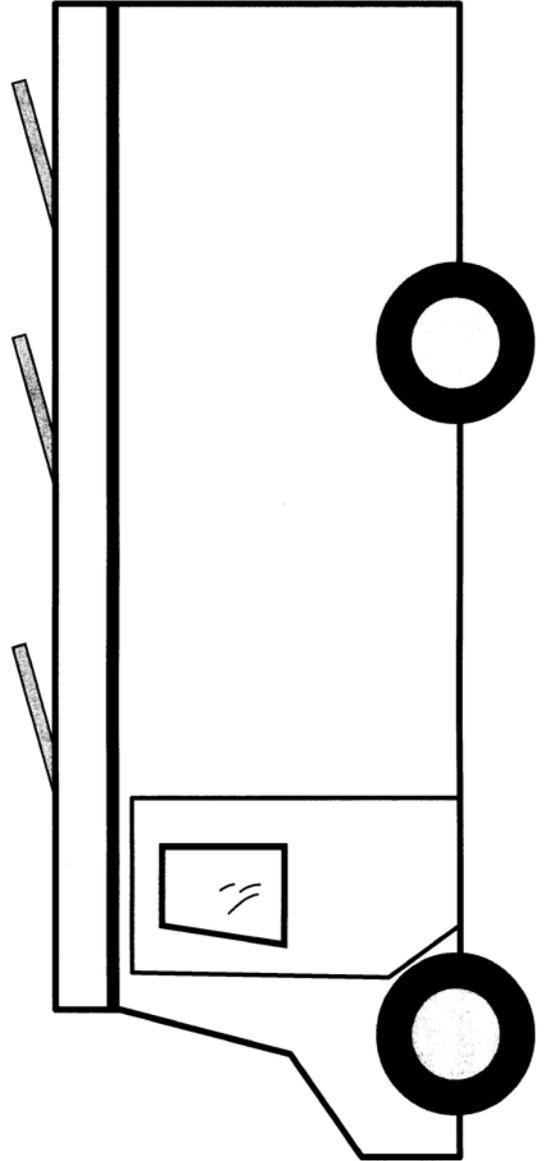
INTERIOR REAR SIDE



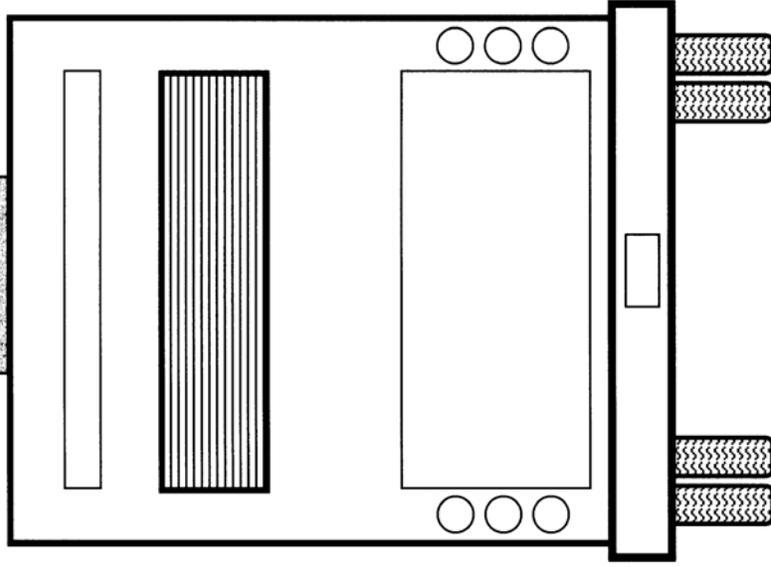
Exterior Service Side View (Right)



Exterior Driver Side View (Left)



Exterior Rear View



- F)
- G)
- K)
- O)
- R)
- S)
- V)
- W)
- X)
- Y)
- Z)



GILA COUNTY DIVISION of HEALTH and EMERGENCY SERVICES

107 W. Frontier St., Suite A, Payson, AZ 85541

5515 S. Apache, Globe, AZ 85501

"Improving the Quality of Life for all Residents"

PHONE: (928) 474-1210

(928) 425-3189

COMMISSARY AGREEMENT

Part A – To be completed by business owner

Name of business: _____

Owner's Name: _____

Owner's Address: _____

I agree to use the business listed below for all commissary services. I also understand that no food may be stored or prepared in a private home.

Owner's Signature: _____ Date: _____

Part B – To be completed by commissary owner

Commissary's Business Name: _____

Commissary Address: _____

Gila County Permit Number: _____

(Please check all that apply)

- I agree to allow the business named above to use my establishment to store and prepare food for use in their mobile food unit.
- I agree to allow the business named above to use the ware washing facilities in my establishment to clean and sanitized equipment used in their mobile food unit.
- I agree to allow the business named above to use my waste water dump station to dispose of waste water from their mobile food unit.
- The above named mobile food business has contracted my services as a permitted waste water pumper to pump waste water from their mobile food unit.

Commissary owner's signature: _____ Date: _____