



612 6<sup>TH</sup> STREET, SUITE D  
PORTSMOUTH, OH 45662  
P: 740.355.8358  
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WWW.SCIOTOCOUNTYHEALTH.COM

## Obtaining a Mobile Food License

The following steps must be completed to obtain a mobile food license.

1. Complete the application which must include the following:
  - A. Foods to be prepared and served (a Menu)
  - B. Source of food
  - C. Hot holding facilities
  - D. Cold holding facilities
  - E. Hand washing facilities
  - F. Warewashing facilities
  - G. Equipment and utensils
  - H. Support facilities (commissaries, additional storage, etc.)
  - I. A drawing of the layout of the facility
  - J. Sign the statement stating that you have reviewed and understand the enclosed rules
2. A payment of \$73.00 cash or check made out to the Scioto County Health Department.
3. Call to schedule a time with an inspector for a pre-licensing inspection.

If you have any questions, contact the Scioto County Health Department at (740) 355 8358.

Prevent. Promote. Protect.

## Minimum Standards for Temporary and Mobile Food Booths

- All foods served shall be from approved sources. No items stored or prepared from home shall be used.
- All foods shall be covered and stored off the ground at all times.
- All potentially hazardous foods intended for cold holding shall be held at 41 degrees F or below, intended for hot holding shall be held at 135 degrees F or above at all times.
- Metal stem thermometers shall be available at all times to ensure that hot held foods are 135 degree or above.
- Refrigeration thermometers shall be supplied in all coolers intended for cold holding to ensure the foods are being held at 41 degrees F or below.
- Supply ice scoop with handle that is constructed of easily cleanable surface.
- All utensils shall be washed, rinsed and sanitized on site in that order.
- Approved sanitizer with appropriate test kit must be available.
- Hand wash sink shall be provided and shall be used for no other purpose than washing hands. Sink must have hot water, soap and paper towels.
- Only items that are NSF approved or equivalent shall be used and constructed of non-porous, smooth, and easily cleanable surfaces.
- A verifiable employee illness policy is required. No person with communicable diseases, open sores or cuts is to sell, prepare, or in any way come into contact with foods.
- No smoking in the food prep areas.
- All wiping clothes shall be stored in the appropriate sanitizing solution.
- Personal items shall be stored away from where food is being prepared or served.
- Only those persons working in food service shall be in work area.
- A proper means of hair restraints shall be used at all times, such as a ball cap or hair net.
- Supply single use gloves to ensure there is no bare hand contact with ready to eat foods.
- Those persons preparing or serving food shall wear no jewelry other than a plain wedding band.
- Backflow preventer (ASSE standard 1012 or 1024) must be used if a hose is used to supply water to the mobile unit.
- Lights must have adequate shields.
- The name of the business must be clearly displayed on the mobile. The name of the city of origin must be placed on the outside of the mobile in letters at least 3" high by 1" wide. The phone number must also be posted.

⇒This list is a brief summary of some of the required standards. All operations must follow all of the Ohio Food Safety Codes. ⇐



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### RECOMMENDED INSTRUCTIONS FOR COMPLETING PLANS

*Fill in the following information:*

- 1) Operation Name: \_\_\_\_\_  
Operation Address: \_\_\_\_\_  
Operation Phone: \_\_\_\_\_
- 2) Operator Name: \_\_\_\_\_  
Operator Address: \_\_\_\_\_  
Operator Phone: \_\_\_\_\_

3) Description of proposed operation:

4) List of proposed menu items or attach a menu with your application:

5) Fill out the provided Equipment List. Numbers should correspond to your layout, as described in #7.

6) Fill out the provided Materials/Surface Finishes List. Letters should correspond to your layout, as described in #7.

7) On the provided grid paper or your own, neatly and legibly draw a detailed layout of your proposed establishment, including ALL of the following:

- a) All areas of the establishment, including bathrooms, storerooms, dining area, etc. Label each room with the corresponding letter on your Materials/Surface Finishes List.
- b) All entrances and exits.
- c) All plumbing fixtures and equipment, including shelving, tables, counters, appliances, light fixtures, etc. Label each with the corresponding number on your Equipment List.
- d) Plan of lighting: mark surfaces and rooms with foot candle levels by use of a light meter.
- e) Toxic substance storage, janitorial area and inside/outside garbage storage.

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8) Read and initial that you plan to comply with the following:

\_\_\_ Unless sufficient space is provided for easy cleaning between, behind and above fixed equipment, the equipment shall be sealed to the adjoining equipment or adjacent walls of ceilings. Cove molding will be provided at wall/floor joints.

\_\_\_ Floor mounted equipment, unless easily movable shall be: a) sealed to the floor b) installed on a raised platform of sealed concrete or other smooth masonry or c) elevated on legs to provide at least a 6- inch clearance between the floor and equipment.

\_\_\_ Exposed utility service lines and pipes should be installed in a way that does not obstruct or prevent cleaning of the walls and ceilings. Utility service lines and pipes should not be unnecessarily exposed on walls or ceilings in the food prep areas, equipment washing and utensil washing areas, toilet rooms and vestibules.

9) Sign below that you have honestly and fully completed this application to your knowledge of your proposed operation.

Sign: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



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### Materials/Surface Finishes List

*Fill in the following chart. Be as descriptive as possible regarding materials and finishes:*

	Room Description	Walls	Floors	Ceiling
a				
b				
c				
d				
e				
f				
g				
h				
i				
j				
k				
l				
m				
n				
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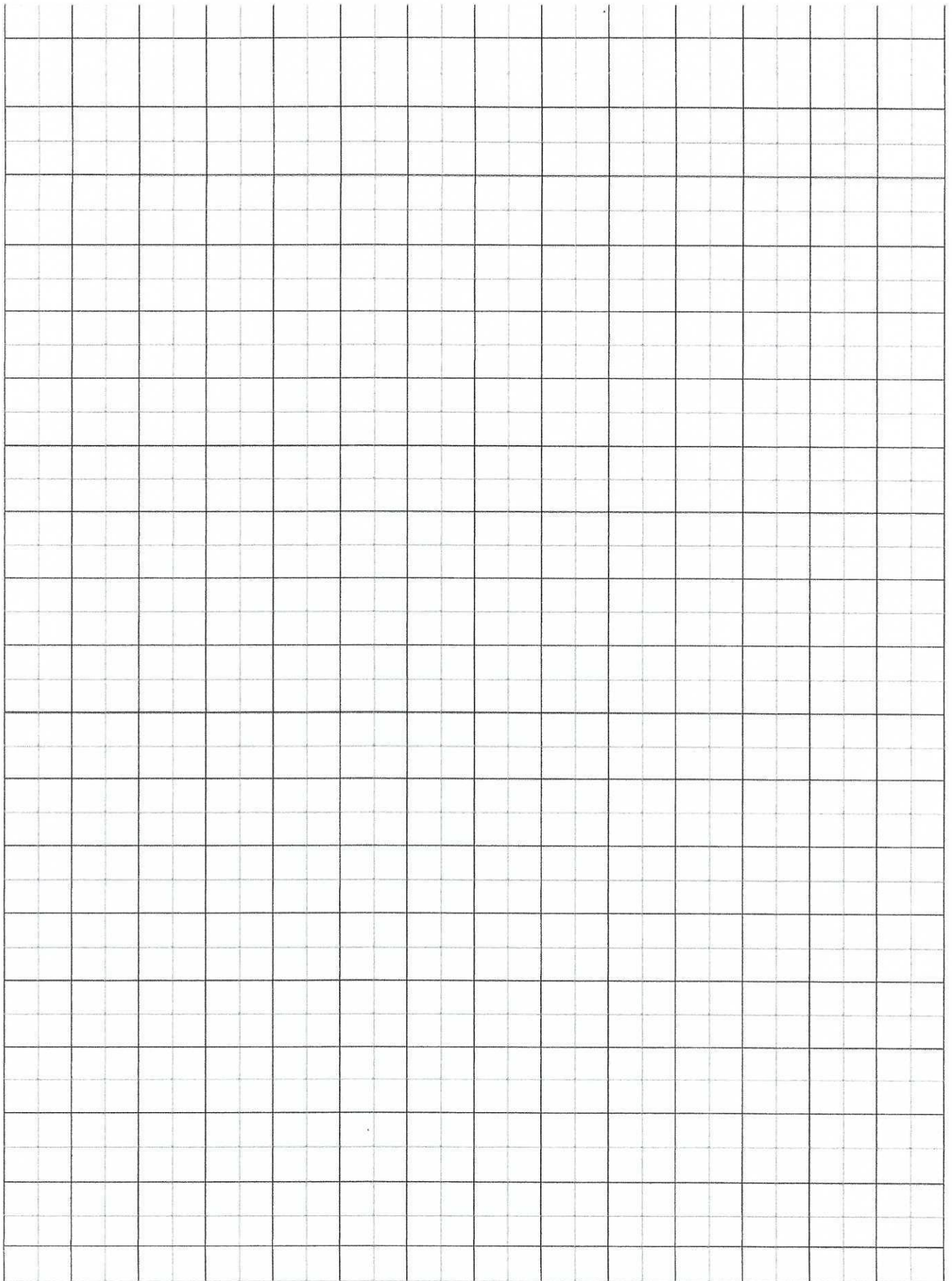


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## Equipment List

Fill in the following chart. Be as descriptive as possible regarding items without manufacturer/model numbers:

	Equipment	Manufacturer	Model Number
1			
2			
3			
4			
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30			



**2022 Application for a License to Conduct a:** (check only one)  **Food Service Operation**  
 **Retail Food Establishment**

**Instructions:**

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to: **Scioto County Health Department**
4. Return check and signed application **by\*: 03/01/2022**

**to: Scioto County Health Department**  
**612 6th Street, Suite D**  
**Portsmouth, OH 45662**

\* There is a mandatory penalty fee of 25% of the renewal fee operating a food service operation or retail food establishment after the deadline (Chapter 3717 of the Ohio Revised Code).

Before license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing/renewing a license. This action is governed by Ohio Revised Code 3717.

Name of Facility		Name of License Holder	
Address		Email	
City		State	Zip
Phone #	Fax #	Check if applicable <input type="checkbox"/> Catering <input type="checkbox"/> Seasonal	
Name of individual certified in food protection (if any) and their certificate number (use back for additional names)			

**Mailing address for annual renewal if different than above:**

Name of parent company or owner		Phone #	
Address		Email	
City		State	Zip
I hereby certify that I am the license holder, or the authorized representative, of the food service operation or retail food establishment indicated above:			
Signature			Date

**Licensors to complete below**

Category MOBILE			
License fee	+ Late fee	+ State amount	= Total amount due
45.00		28.00	<b>73.00</b>

Application approved for license and certified as required by Chapter 3717 of the Ohio Revised Code.

By	Date	Audit no.	License no.
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As per AGR 1269 (Rev. 1/2018) The Baldwin Group, Inc.  
 As per HEA 5319 (Rev. 1/2018) The Baldwin Group, Inc.