



MOBILE FOOD FACILITIES (MFF) PLAN CHECK PROCEDURES

STEP ONE

- A. Review [Chapter 10: Mobile Food Facilities \(MFF\) in California Retail Food Code](#) and any code referring to this Chapter.
 - a. Permits are not transferrable.
 - b. Existing units not under permit with San Mateo County shall comply with current Mobile Food Facility Regulations and may need to submit drawings.
- B. For “Occupiable” units, contact the [California Department of Housing and Community Development \(HCD\)](#) Department at (916) 255-2501 or (916) 445-3338 with regards to the requirements for a “[Commercial Modular](#)” and their construction review process. For occupiable units with plumbing and/or electricity, Environmental Health Services (EHS) will not issue a permit without clearance from HCD.

STEP TWO

- A. Complete and submit the a Plan Check Application through the [MyEHS Portal](#) along with attachments.
 - a. Two (2) scaled drawings 1”-1’ scale showing the 4 sides.
 - b. Include separate drawings for the interior and exterior.
 - c. Include an overhead view of the Mobile Food Facility.
 - d. EHS will keep one set of plans and return any additional sets to the applicant.
- B. Your application will be reviewed in the order received. A complete application will expedite the permitting process.
 - a. Allow 20 business days for processing and approval for a typical MFF.
 - b. For current fees please visit smchealth.org/ehfees.

STEP THREE

- A. After obtaining instructions and approval from EHS, the MFF must be constructed as specified on the plans. Deviations from the approved plans should be discussed with EHS.

STEP FOUR

- A. Obtain a HCD insignia from State Housing and Community Development via inspection of occupiable vehicle (see above contact information). A final inspection is performed upon MFF completion.



CONSTRUCTION REQUIREMENTS

PLUMBING

- A. Provide a PLUMBING DRAWING.
- B. Label all plumbing fixtures. Plans must include a handwash sink and a 3-compartment sink for utensil washing (if applicable).
- C. Indicate size (in gallons) of the potable water and wastewater holding tanks.
 - a. Wastewater holding tanks must be at least 50% larger than the potable water holding tank.
 - b. The potable water tank shall be sufficient capacity to furnish an adequate quantity of water for food preparation, cleaning, and handwashing purposes (minimum of 30 gallons/ waste tank 45 gallons for occupiable units)
- D. Indicate potable water inlet(s) and indicate how it is protected (i.e. quick connect and other approved protective cover or device).
- E. Indicate where overflow valve(s)/overflow pipe(s)/ air vents are located and how openings are protected. Note: Overflow pipes are not permitted on wastewater tanks.
- F. Indicate the location of wastewater tank valves.
- G. Indicate the location of the gas supply and/or water heating device.
- H. Ice cabinet(s) and designated wastewater tanks (indicate dimensions at least 24 inches x 36 inches).
 - a. Interior latching mechanism shall be operable by hand without special tools or key.
 - b. Ice cabinet(s) and designated wastewater tanks (indicate volume in gallons and dimensions (L x W x D)).
 - c. Ice bins are required to have separate wastewater tanks (1/3 the volume of the ice cabinets to accommodate the drainage of the ice melt).
- I. Identify the location of the access port for inspection and cleaning of the potable water tank. If not available, provide written operational procedures for the cleaning and sanitizing of the potable water tank.

POWER SOURCE

- A. Provide information on the propane tanks (i.e., make, gallons, etc.)
- B. Demonstrate that the power supply will be sufficient for operating all equipment.
 - a. Provide a chart for EACH power supply (generator, battery, propane).
 - b. Indicate the name of the equipment.
 - c. Indicate how much power the equipment requires (generator: volt, amps, and watts, battery: volts, propane: BTUs/hour).
 - d. Indicate how many hours you will be operating and indicate the rated weight of the propane tank (i.e., 30#).
 - e. Provide total power required (summation of all equipment power).
 - f. Indicate the amount of surplus power.
 - g. Note: Compressor units that are not an integral part of food equipment, auxiliary, engines, generators, and similar equipment shall be installed in an area that is



completely separated from food preparation and food storage and that is accessible from outside the unit for proper cleaning and maintenance.

- C. Provide gas and electrical lines.

FLOORS, WALLS, CEILINGS, AND EXITS

- A. Pass through windows (indicate size) and size of mesh on screening.
 - a. Indicate the distance between pass through windows. Note: Pass through window service openings shall be limited to 216 square inches each. The service opening shall be closer together than 18 inches.
 - b. Each opening shall be provided with a solid or screened window, equipped with a self-closing device. Screening shall be at least 16 mesh per square inch.
 - c. Pass through windows of up to 432 square inches are approved if equipped with an air curtain device.
 - d. The counter surface of the service openings shall be smooth and easily cleanable.
- B. The floor to ceiling height of the vehicle (at least 74 inches) and width of the aisle space (a minimum of 30 inches).
- C. Light bulbs and tubes shall be covered and completely enclosed in plastic safety shields or the equivalent.
- D. Emergency exit (indicate dimensions at least 24 inches x 36 inches). Interior latching mechanism shall be operable by hand without special tools or key.
- E. Provide menu.
- F. Provide FINISH SCHEDULE and material samples for food contact surfaces, countertops, food compartments, walls, ceilings, and floors.
 - a. Floor surfaces shall be coved at the juncture of the floor and wall with a 3/8 inch minimum radius coving and shall extend up the wall at least 4 inches.

EQUIPMENT

- A. Provide an EQUIPMENT SCHEDULE
 - a. includes legend, quantity of equipment, description of equipment, and make and model of equipment.
- B. Provide specification sheets, also known as "cut sheets" for the generator, battery, propane tank(s), water heater, and all food equipment.
- C. Indicate how the equipment is secured to prevent displacement.
- D. Provide MECHANICAL DRAWING/SCHEDULE.
 - a. Provide information and the UL Listing (grease rated) for the exhaust hood, grease filters and exhaust fans.
 - b. Commercial mechanical ventilation over cooking equipment and associated fires suppression system must meet California Mechanical Code requirements.
 - c. The hoods must be certified by CA HCD.
- E. Indicate how the opening on the air vent and overflow pipes are protected.
- F. Type, location, and information of fire protection equipment.
- G. Shelving and dry storage location(s).



MINIMUM MFF REQUIREMENTS

- H. For hot dog carts, indicate the type of overhead protection provided.
- I. Pressurized cylinders shall be securely fastened to a rigid structure of the vehicle.
- J. A 3-compartment sink with 2 integral metal drainboards. Each compartment shall be at least 12 inches wide, 12 inches long and 10 inches deep.
- K. All sinks shall provide hot (120° F) running water and cold running water through a mixing-type faucet.
 - a. Handwashing soap and single-use paper towels in approved dispensers shall be provided and easily accessible.
- L. Handwash sink shall be at least 9 inches wide, 9 inches long and 5 inches deep.
- M. Floors, walls, and ceiling surfaces shall be constructed of smooth, nonabsorbent, and easily cleanable material.
- N. Floor and wall junctures shall be coved with the floor surface extending up the wall at least 4 inches.
- O. Equipment shall be installed as to be easily cleaned, prevent pest harborage, and provide easy access for service and maintenance.
- P. Food contact surfaces shall be easily cleanable and made of non-corrosive and non-toxic materials.
- Q. Light fixtures shall be shatterproof or enclosed in a plastic safety shield or its equivalent.
- R. Liquefied petroleum equipment shall be installed to meet applicable fire authority standards and this installation shall be approved by the fire authority.
- S. "No Smoking" signs, "Exit" signs, and proper handwashing signs shall be posted.
- T. Mechanical exhaust ventilation equipment shall be provided over all equipment as required to effectively remove cooking odors, smoke, steam, grease, and vapors.
 - a. Baffle filters install shall be vertical and not horizontal.
- U. A minimum 10BC-rated fire extinguisher shall be properly charged, mounted, and readily accessible on the MFF.
- V. A first aid kit shall be provided in an enclosed case.
- W. All equipment must properly operate when the vehicle is turned off and powered by built-in sources of power.
- X. All equipment shall be sealed together or spaced a minimum of 4 inches apart.

DRAWING A FLOOR PLAN

A floor plan is a measured drawing that is an exact miniature representation of your unit as seen from an overhead view and side view. The plan must be drawn "to scale," which means that everything must be in the correct proportions. For example, if the unit is 20 feet long and 10 feet wide, then the length would be drawn twice as long as the width on your paper. The same is true for equipment and sinks.



Begin by measuring the length and width of your unit with a tape measure as well as the lengths and widths of all equipment. Write down all the measurements taken on a piece of paper for future reference. If your unit is not currently built or you have not decided upon the exact equipment, use estimated measurements.

You may use any size graph paper, but the most common (and simple) graph paper is labeled as 1/4-inch grid. Each small square is 1/4 inch long. You can find this type of graph paper in office supply stores. To draw your plan “to scale”, make each 1/4-inch square equal to a real life distance. For example, if you decide that 1 foot is equal to a 1/4 inch square, then grill 2-feet long and 1-foot wide is drawn to cover 2 squares across and 1 square deep. Remember to show all doors and windows.

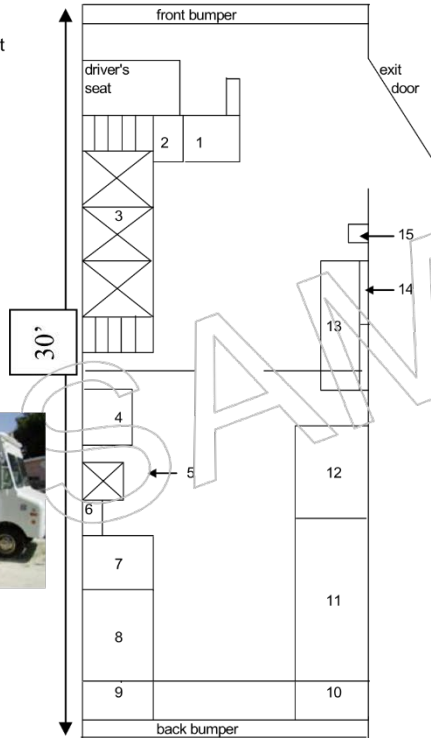
Identify all pieces of equipment with a number and create a list identifying what each number refers to. As an alternative, you may label each item like in the sample below. Provide two (2) copies of the floor plans to include the location of all sinks, potable and wastewater tanks, food storage areas, refrigerators, cooking equipment, work surfaces, propane tanks (if applicable), doors, windows, and any other equipment present. Wastewater holding tanks must be larger than the potable water holding tank (indicate size in gallons).

The completed drawing should be a good representation of exactly how your vehicle looks in real life or how you intend it to look when completed. By following these simple instructions, you will be able to draw an accurate, scaled floor plan yourself.



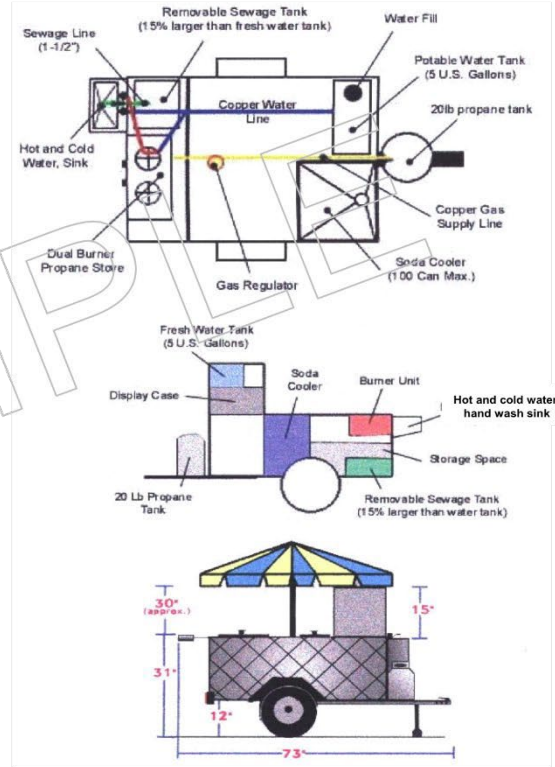
MOBILE FOOD DISPENSING VEHICLE

1. Potable water tank – 20 gallons
2. Water heater
3. Three-compartment sink w/drainboards
4. Wastewater tank – 25 gallons
5. Handwash sink
6. Waste receptacle
7. Flat top griddle
8. Stove
9. Propane tank
10. Generator
11. Work table
12. Refrigerator
13. Service counter
14. Service window
15. Fire extinguisher



SIDE VIEW

HOT DOG CART



DRAWINGS ARE NOT TO SCALE AND DO NOT REPRESENT AN ACTUAL MFF. IT IS FOR DEMONSTRATION ONLY.