



# County of Riverside DEPARTMENT OF ENVIRONMENTAL HEALTH

www.rivcoeh.org

Department of Environmental Health

P.O. Box 7909  
Riverside, CA 92513-7909

Decal # \_\_\_\_\_

District # \_\_\_\_\_

PR# \_\_\_\_\_

PE# \_\_\_\_\_

SR# \_\_\_\_\_

EHS \_\_\_\_\_

OCR# \_\_\_\_\_

Commissary Location/Assigned Area

Riverside County/ Area \_\_\_\_\_

Out of County/ Area \_\_\_\_\_

## APPLICATION TO OPERATE A MOBILE FOOD FACILITY

Riverside County Code 4.52 and the California Health and Safety Code

THIS APPLICATION IS FOR:                      NEW OPERATION                      ANNUAL RENEWAL                      CHANGE OF OWNERSHIP

NAME OF OWNER: \_\_\_\_\_ DBA: \_\_\_\_\_

ADDRESS OF DBA: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME OF COMMISSARY: \_\_\_\_\_

COMMISSARY ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DATE YOU PLAN TO OPEN: \_\_\_\_\_ DID YOU OPERATE THIS BUSINESS LAST YEAR? \_\_\_\_\_

### MOBILE FOOD FACILITY (MFF) PERMIT CATEGORIES:

1. Produce Vehicle – whole, uncut produce only ..... \$247.00

VEHICLE LICENSE # \_\_\_\_\_ YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_

2. Prepackaged Food Push Cart – ice cream push cart, tamale cart, etc. .... \$160.00

3. Prepackaged Food Vehicle – ice cream trucks, catering trucks, etc. .... \$410.00

VEHICLE LICENSE # \_\_\_\_\_ YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_

4. Non-Prepackaged Food Vehicle or Mobile Support Unit - limited open food items – hot dog, churro, snow cone, pretzel, etc. .... \$578.00

VEHICLE LICENSE # \_\_\_\_\_ YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_

5. Mobile Food Preparation Unit – food truck/trailer ..... \$740.00

VEHICLE LICENSE # \_\_\_\_\_ YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_

Please submit cash, credit card or money order **payable to** Riverside County Dept. of Environmental Health **with your application.**

AN ENVIRONMENTAL HEALTH PERMIT APPROVED BY A REPRESENTATIVE OF THIS DEPARTMENT IS REQUIRED BEFORE OPERATING A NEW OR CLOSED FOOD FACILITY. YOU ARE **NOT AUTHORIZED** TO OPERATE UNTIL ALL APPROVALS HAVE BEEN OBTAINED. IN THE EVENT THE PERMIT IS NOT APPLIED FOR OR NOT RENEWED WITHIN THIRTY (30) DAYS OF THE DATE OF PERMIT EXPIRATION, AN ADDITIONAL PENALTY FEE OF 20% WILL BE REQUIRED. IF THE PERMIT IS NOT APPLIED FOR OR NOT RENEWED WITHIN SIXTY (60) DAYS OF THE DATE OF THE PERMIT EXPIRATION, AN ADDITIONAL PENALTY OF 100% WILL BE REQUIRED. I HEREBY APPLY FOR A RECEIPT/PERMIT, WITH APPROPRIATE FEES ATTACHED, TO OPERATE THE ABOVE INDICATED NON-PERMANENT FOOD FACILITY.

**PERMITS ARE NOT REFUNDABLE OR TRANSFERABLE.**

DATE: \_\_\_\_\_ OWNER/OPERATOR: \_\_\_\_\_

SIGNATURE

DRIVERS LICENSE# / EXP. DATE

BUSINESS TELEPHONE: \_\_\_\_\_ HOME TELEPHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

COUNTY NOTES:

For Our Office Locations Call Us at (888)722-4234 or Visit Our Website at www.rivcoeh.org

## MFF PERMIT CHECKLIST

The following information must be provided annually for mobile food facilities, as indicated, before a permit will be issued:

- Commissary agreement letter (permit category 2-5)
- Commissary schedule (permit category 2-5)
- Written operational procedures (permit category 4, 5)
- Menu/listing of all foods offered from mobile food facility (permit category 4, 5)
- Route sheet or proof of other Department approved reporting/tracking method (permit category 4, 5) Other: \_\_\_\_\_
- Food Manager/Food Handler Certificates \_\_\_\_\_ (permit category 4, 5)  
# of employees
- Restroom agreement letter for any selling locations facility is at for longer than 1 hour (permit category 5)
- Valid driver's license for all proposed drivers (permit category 1, 3, 4, 5)

NAME	DRIVER'S LICENSE #	EXP. DATE
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- Vehicle registration (permit category 1, 3, 4, 5)
- Business liability insurance naming Riverside County as an "additional insured" (permit category 5)
- Fresh water tank testing (all units with water tanks) – bacteriological results from an accredited laboratory indicating no presence of coliform or *E.coli* bacteria
- Viable plan submitted for waste grease and/or trash disposal (permit category 4, 5)

I, \_\_\_\_\_, certify by initialing below that I shall comply with the following items:  
(PRINT NAME)

\_\_\_\_\_ Mobile food facility is stored at the approved commissary daily (permit category 1-5)  
INITIAL

\_\_\_\_\_ Water for food facility is solely from a potable water source at my designated approved commissary (all units with water tanks)  
INITIAL

\_\_\_\_\_ Conspicuous trash receptacle provided within 20 feet of the mobile food facility when in operation (permit category 4, 5)  
INITIAL