



Yakima Health District
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Applying for a New Mobile Food and Beverage Unit

The purpose of this form is to guide you through the steps necessary to obtain a mobile food and beverage unit license for a new or remodeled unit. These guidelines may also apply to a unit's change in ownership. This is not intended to be a complete list, but one of many tools in meeting the requirements for your mobile food unit.

Before you apply:

- Do your research!
 - Use the Washington State Retail Food Code (WAC 246-215) as a resource:
<http://www.doh.wa.gov/Portals/1/Documents/Pubs/332-033.pdf>
- Know your risk level in Yakima County. Visit the Food Safety page at www.yakimahealthdistrict.org for more information.
- There may be other state and local agencies you will need to contact for approval as well, such as the city you plan to operate in for any permits or code regulations, Labor & Industries, Fire Department, Department of Licensing, and the Washington State Department of Agriculture.

STEP ONE – Complete and submit all the following documents to the Health District at least 30 calendar days before the planned opening of your establishment (WAC 246-215-08310).

- Food and Beverage License Application
- Mobile Food & Beverage Unit Plan Review Packet including:
 - Proposed Menu and Food Flow
 - Floor Plan of Mobile Unit
 - Floor Plan of Commissary Kitchen (if applicable)
 - Equipment Specification List
 - Itinerary Schedule Information
 - Vomit clean-up policy description
 - Sick food worker policy description
 - Photos of the interior and exterior of the mobile unit

STEP TWO – Pay fees as required at time of application submission.

A plan review, preoperational inspection, annual license, and new establishment fee must be paid before a mobile unit may operate. Fees are based on establishment type and risk level categorization. Fee amounts are subject to change, see the Food and Beverage License Application for the most up-to-date fee schedule.

STEP THREE – Wait for an Approval Letter.

A full review of the plans will take 7-10 business days. Once the submitted plans are approved, an Environmental Health (EH) Specialist will send an approval letter (assuming approval from other agencies). The unit must be constructed according to the approved plans and inspected by Labor and Industries if applicable. If initial plans are not approved, the applicant will be contacted by phone or letter stating the necessary revisions to be resubmitted for rereview.

STEP FOUR – Schedule the preoperational inspection at least 7 days before the opening date.

An EH Specialist will conduct a preoperational inspection of the mobile unit and the commissary kitchen at the location of the commissary to verify the approved plans. When the mobile unit is ready to operate, contact the EH Help Desk to schedule the preoperational inspection to take place at least 7 days prior to opening date at (509) 249-6508 or email YHD.Help.Desk@co.yakima.wa.us. Please allow 7-10 additional business days for an inspection to be scheduled. If the preoperational inspection is not satisfactory, a detailed correction notice will be given to the operator or person-in-charge. Once the items have been corrected, verification will be sent to the EH Specialist. The mobile unit cannot operate until receiving written approval!

STEP FIVE – Approval to Operate

If all facilities are in place according to the plans, equipment is functioning properly, workers are trained and have food worker cards, and fees are paid; approval to operate will be given and an annual license will be mailed to post in the mobile unit.

General Requirements for Mobile Food and Beverage Units:

All mobile units must have a commissary kitchen. The commissary kitchen is an approved food establishment where food is stored, prepared, portioned or packaged to be served somewhere else. The mobile unit must return to the commissary kitchen each day. Use of a commissary kitchen outside of Yakima County is not allowed. The commissary kitchen must provide the following:

- Potable water and sewage disposal
- Commercial-Grade Cooking equipment (as necessary)
- Mop sink
- Restrooms
- Three-compartment sink for dishwashing
- Separate sink for hand washing only
- Food preparation sinks (as necessary)
- Garbage disposal (as necessary)
- Adequate, designated, and labelled space for mobile unit food and dry storage

Mobile units must be clearly marked with the name of the food establishment in a location visible to customers.

Mobile food units must maintain their mobility and return to the commissary kitchen daily for storage and cleaning. Mobile food units may not be stored at a residence.

Mechanical refrigeration is required for all food that must be kept cold. Food that must be kept cold for safety must be kept at 41°F or below.

Thermometers must be visible in all refrigeration units. It is required to pre-chill refrigeration units prior to loading food. An ice chest is allowed for storage of beverages that do not require refrigeration.

Equipment used to keep food hot must maintain at 135°F or above. Mechanical units are required, either powered by propane, electricity or generators. It is required to pre-heat hot holding units prior to loading food.

All potentially hazardous food that is kept hot must be served the same day. Cooling and reuse of leftover hot food is not allowed. Hot food must be discarded at the end of each day.

All food must be protected from contamination. Work areas, food and single-service items must be protected from customer contamination by sneeze guards, dome lids or other approved means.

A handwash sink must be provided. Handwash sinks must be easily accessible and cannot be located underneath counters or in locations that make access difficult. If the sink is installed on a slide-out drawer it must be locked in an open position when food is prepared or served. A hot water heater must be installed and able to provide hot water (100°F or above) to all sinks.

If fruits or vegetables, such as lettuce, tomato, onion, avocado, etc. are washed in the mobile unit, a commercial NSF approved sink is required. If food prep sinks are installed on the mobile unit, additional potable water supply and wastewater tank may be required.

A three-compartment sink with an attached drainboard is required. The sink compartments should be large enough to submerge and wash all equipment used on the mobile truck. Attached drainboards should be the size of a sink compartment.

The fresh water tank must be 5 gallons or larger. Buckets are not allowed. The wastewater tank must be 6 gallons or 15% larger than the fresh water tank.

Obtain Labor and Industries inspection and seal of approval prior to final inspection with Yakima Health District (black label affixed to the outside of the vehicle.) All occupied vehicles (commercial coaches, trucks, trailers) must obtain approval from Washington State Department of Labor and Industries. Labor and Industries regulations govern the safety of design and the installation of plumbing, heating and electrical equipment. Contact the Labor and Industries Plans Examiner at (360) 902-5222 for more information.

Frequently Asked Questions

What is a plan review?

A plan review is the process by which the Yakima Health District ensures that plans and equipment meet the state and local health requirements before construction of the project begins. By communicating early in the endeavor, costly mistakes can be prevented, while ensuring the mobile food and beverage unit is built and equipped in compliance with the minimum standards and in the best interest of the public's health.

How much time does it take?

The Yakima Health District strives to have an initial response to complete applications within 7-10 business days. The time it takes to get final plan approval may be several more weeks, based on the number and type of items that need to be clarified or altered, and the speed in which the applicant is able to reply with sufficient information or changes. Upon plan approval, a preoperational inspection must also be scheduled to occur at least 7 days prior to the proposed opening date and conducted for final approval. Please allow 7-10 business days for the inspection to be scheduled. From initial application submission, an applicant may be approved to operate within 21-30 business days.

How much does it cost?

The annual fee schedule can be found on the New Food and Beverage License Application. For a new mobile food and beverage unit, fees are based on risk level categorization and must be paid for services including the plan review, preoperational inspection, annual license, new establishment processing, and any additional time and services deemed necessary by the Environmental Health Specialist for facility approval.

What if the Health District requires a plan revision OR I revise my plans after the original plans have been approved?

Applicants will be notified if revisions are required. Revised plans indicating all the required changes must be submitted for additional review. An additional plan review fee may be assessed if revised plans are submitted after original plan approval. Failing to resubmit plans when changes have been made will delay final approval for the facility.

How will I be notified of my project status?

A letter will be sent to the applicant indicating approval, disapproval, or a need for additional plan review information.

What will the inspector look for during the preoperational inspection?

The inspector will be ensuring the following items have been satisfactorily completed:

1. The mobile unit is constructed as indicated on the last set of YHD approved plans;
2. The mobile unit has obtained final approval from all other applicable agencies;
3. The commissary kitchen meets YHD standards as indicated on last set of YHD approved plans;
4. The utilities such as water, gas, electric, and wastewater disposal are provided; and
5. All equipment is in working order

What if I am purchasing or taking over a current mobile food and beverage unit?

Mobile food and beverage unit licenses are not transferable to new owners. Please contact the Yakima Health District Environmental Health Division to receive the proper forms and required fees to obtain a new license. A plan review and preoperational inspection may be necessary depending on changes made to the unit and operation that have not been approved by YHD. To contact the EH Help Desk, call (509) 249-6508 or email YHD.Help.Desk@co.yakima.wa.us.