

## Standard Plan

### Compact Mobile Food Operation (CMFO) Checklist

*Submit all applicable applications, documents, and fees to the Mobile Food Program*

#### Step 1 – Questions on Cart Type/Application? Call **Mobile Food Program at (626) 430-5500**

Submit Standard Plan Attestation Letter	<input type="checkbox"/>
Submit Written Operational Procedures with Menu	<input type="checkbox"/>
Submit Commissary Contract dated within the past 30 days -or- Alternative Commissary Contract (Shared Food Facility Agreement)	<input type="checkbox"/>
Submit Public Health Permit Application	<input type="checkbox"/>
Submit Public Health Permit CMFO Supplemental Application + Apply for Site (Cart) Evaluation	<input type="checkbox"/>
Provide Ownership Documents: <b>Sole proprietorship:</b> <b>Corporation or LLC:</b> Copy of driver's license/photo I.D.	<input type="checkbox"/> 1. Copy of the Statement of Information 2. Copy of Articles of Incorporation/Organization 3. Copy of IRS form with employee identification number (tax I.D. #)

#### Step 2 – Pay for Fees (For a list of fees, refer to the Fee Schedule: <https://bit.ly/EH-FeeSchedule>)

Pay Public Health Permit Fee	<input type="checkbox"/>
Pay CMFO Site (Cart) Evaluation Fee	<input type="checkbox"/>
Pay Home Storage Endorsement Evaluation Fee, if applicable	<input type="checkbox"/>
Pay Shared Food Facility - Dependent Food Operator Evaluation Fee, if applicable	<input type="checkbox"/>

#### Step 3 – Make Appointment

Make an appointment with <b>Mobile Food Program at (626) 430-5500</b> for CMFO Site (Cart) Evaluation, and Home Storage Endorsement and/or shared food facility evaluation, if applicable	<input type="checkbox"/>
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#### Step 4 – Evaluation

*Note: CMFO cart and home storage location and /or shared food facility may be evaluated at the same time if the cart is located at the same location*

CMFO cart is evaluated	<input type="checkbox"/>
Home Location or Shared Food Facility is evaluated	<input type="checkbox"/>

#### Step 5 – Certification + Approval

CMFO will receive inspection report/approval letter once it passes the inspection. The CMFO is then authorized for immediate operation.	<input type="checkbox"/>
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#### Step 6 – Route Information + Food Handler Card

Submit route information through one of the following platforms: <i>(Failure to submit will be subject to violation)</i> 1. Mobile Food Facility Route Sheet: <a href="https://forms.office.com/g/Dys5sQJqPC">https://forms.office.com/g/Dys5sQJqPC</a> 2. Post on social media (Facebook, Instagram, Twitter, Yelp, or others) 3. Submit an update at <a href="https://trucks.bestfoodtrucks.com/signup/reporting">https://trucks.bestfoodtrucks.com/signup/reporting</a>	<input type="checkbox"/>
<b>Note: These companies are not endorsed by the Department of Public Health.</b> Obtain a food handler card within 30 days of operation. Visit <a href="http://www.ansi.org">www.ansi.org</a> for a listing of Accredited Organizations.	<input type="checkbox"/>