

## **Checklist:**

### **Steps to Obtaining a Permit to Operate:**

- Attend a certified manager course and/or Food handler class
- Obtain a signed commissary agreement from the commissary owner
- Submit Commissary Agreement for approval to SLCoHD
- Register with Department of Commerce
- Apply with City business licensing
- Fill out Food Cart Mobile Unit Plan Review application
- Fill out food flow charts for every menu item to be served
- Fill out Permit Application
- Obtain a Restroom agreement signed by PROPERTY owner (Not needed for Mobile Trucks)
- After Commissary Agreement has been approved submit to SLCoHD:
  - Truck/trailer registration if applicable
  - Vending route if applicable
  - Completed Food Cart Mobile Unit Plan Review application
  - Completed Food flow charts
  - Restroom agreement signed by PROPERTY owner (Not needed for Mobile Trucks)
  - Completed Permit Application
  - Applicable fees

## **Estimation of Total Costs:**

- Commissary rentals: Varies
- Construction/purchase/improvement costs: Varies
- Fees outside of SLCoHD
  - Department of Commerce \$22-\$70  
(Depending on type of business)
  - Business License \$45-\$290
- Plan Review Fee \$520
- Permit Fee Tier I- \$200  
Tier II- \$350
- Follow-up Fee \$100
- Food Handler Class per employee \$25-\$30
- Certified Manager Class \$80-\$150

**Note: There may be other fees that are not listed here. Fees are subject to change without notice and may vary from what is listed above.**

# Food Handler Class Schedule

For the latest schedule, go to <http://food.slcgov.org> or call 385-468-3865.

Food Handler Cards are valid for 3 years.

**Please bring cash!** Cost is \$30. Most locations do not accept checks or credit cards.

**Arrive 15 minutes early to register.** Pre-Registration is not required.

**Picture ID is required to register. Bring Your ID!**

Classes will start on time. Late arrivals will not be admitted.

**Children are not allowed. No exceptions!**

**Classes are taught at the following locations:**

**Online Every Day: For an approved list of approved providers go to**

[http://health.utah.gov/epi/community/sanitation/foodSafety/foodHandler\\_list.pdf](http://health.utah.gov/epi/community/sanitation/foodSafety/foodHandler_list.pdf)

**1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each Month**

**Entrada High School** (825 East 9085 South – Building 1) <http://entrada.canyonsdistrict.org>  
3:30 PM or 6:00 PM. Off-site classes also offered. For more information call 801-826-6675

**1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each Month**

**West High School** (241 North 300 West): Cafeteria at North end of school  
6:00 PM only. For more information call 801-578-8518 or 801-578-8377

**Health Regulation R391-100: Food Employee Training:** Food employees shall be trained in food safety and shall hold a valid food handler's card issued by a local health department.

*Individuals requiring assistance under the Americans with Disabilities Act (ADA) should contact the individual schools three (3) working days prior to attending the class to request reasonable accommodations.*

(Over for Español)

## Anuncio

Ahora hay más clases en Español donde se puede obtener el permiso para trabajar en la industria del manejo de los alimentos.

### Cuando

El primer y el tercer martes 5:00 de la tarde en <b>Entrada High School</b> Dirección: 825 East 9085 South – Bldg. 1 Sandy, Utah 801-826-6675 <a href="http://entrada.canyonsdistrict.org">http://entrada.canyonsdistrict.org</a>	El primer y el tercer martes 6:00 de la tarde <b>West High School</b> Dirección: 241 North 300 West Cafeteria en el lado norte 801-578-8518
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**Atención:** No se permiten los niños. No excepciones. Deberá estar puntual en la clase o no será admitido.

Precio \$30.00 No se aceptan tarjetas de crédito.

Vale para tres años

Favor de llegar temprano para asegurar que haya espacio en la clase. Si tiene preguntas, favor de llamar al 801-578-8518 (West High School) o 385-646-4328 (Taylorsville High School).  
Favor de llamar después de las cuatro de la tarde.

Además, es posible tener clase en su sitio. Los educadores se pueden cobrar un precio además del precio normal para este servicio. Favor de llamar a West High School 801-578-8518, o Granite Peaks 385-646-4328, después de las cuatro de la tarde para hacer los preparativos necesarios.

(Over for English)

**NOTICE TO ALL FOOD SERVICE OPERATORS IN SALT LAKE COUNTY****Health Regulation R392-100 requires:**

- At least one employee that has supervisory and management responsibility and the authority to direct and control food preparation and service shall be a certified food protection manager who has shown proficiency of require information through passing a test that is part of an accredited program.
- Each food establishment that is assessed at risk level 2 or above shall employ at least one full-time manager certified in food safety at each establishment site.
- If the manager certified in food safety terminates employment, the establishment shall have sixty (60) days to employ a new manger certified in food safety.

**To qualify as a manager certified in food safety, a person must:**

- Successfully complete a training course and pass an examination approved by the Utah Department of Health.
- Register the certification with Salt Lake County Health Department, located at 788 East Woodoak Lane in Murray or call 385-468-3845, and pay the \$15 application fee.

**To become a certified food safety manager in Utah, you must pass an approved certified exam. Food safety manager certification is valid for three (3) years from the date of issue unless revoked or suspended by the Salt Lake County Health Department.**

**The following exams are approved in Utah:**

- Servsafe (National Restaurant Association)
- Prometric
- Utah State University Food Safety Manager Course
- National Registry of Food Safety Professionals

**The following organizations give an approved examination in Utah (not all-inclusive):****In-Person**

**Easy Food Handlers**  
Michele Corigliano  
435-631-9942  
[easyfoodhandlers.com](http://easyfoodhandlers.com)

**Utah Restaurant Association**  
Melva Sine  
801-274-7390  
[utahrestaurantassociation.org](http://utahrestaurantassociation.org)

**Food Industry Training Services**  
Jan Carter  
801-440-6187

**Bintz Restaurant Supply**  
Tamera Bach  
801-310-7338  
801-463-1515

**Spanish**

**Easy Food Handlers**  
Michele Corigliano  
435-631-9942  
[easyfoodhandlers.com](http://easyfoodhandlers.com)

**Nicholas & Company**  
George Pezely  
801-530-5252  
[george.pezely@nicholassandco.com](mailto:george.pezely@nicholassandco.com)

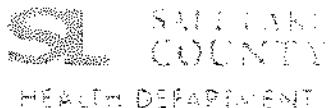
**Online Classes**

(Two parts: take training online, then take proctored exam in-person)

**Utah State University Extension**  
[extension.usu.edu/foodsafety/](http://extension.usu.edu/foodsafety/)

**State Food Safety**  
[statefoodsafety.com](http://statefoodsafety.com)

**Prometric**  
[prometric.com](http://prometric.com)



## Certified Food Safety Manager Registration Form

Application Fee: \$15 valid for up to 3 years

Food Protection Bureau, Environmental Health Division

Phone 385-468-3845; Fax: 385-468-3846

### Section 1: Applicant Information

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Date of Birth \_\_\_\_\_ Home Phone \_\_\_\_\_ Email \_\_\_\_\_

### Section 2: Business Information

Restaurant/Business Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ ZIP Code \_\_\_\_\_

### Section 3: Training Information

Training Organization \_\_\_\_\_ Date on Training Certificate \_\_\_\_\_

Certificate Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

*Attach copy of training certificate. Applications without training certificate and payment will not be processed.*

Submit

For payment: Call 385-468-3845 to provide credit card information (Visa/MasterCard only)

Or print and send check or money order to: Food Protection Bureau

Environmental Health Division

Print 788 East Woodoak Lane (5380 South)  
Murray, Utah 84107

### HEALTH DEPARTMENT USE ONLY

Date received: \_\_\_\_\_  Card  Cash Check # \_\_\_\_\_ Invoice # \_\_\_\_\_ Received by \_\_\_\_\_

# BUSINESS LICENSING CONTACTS

CITY	NAME	PHONE	EMAIL
BLUFFDALE	Jenn Morrill	(801) 254-2200	<a href="mailto:jmorrill@bluffdale.com">jmorrill@bluffdale.com</a>
COTTONWOOD HEIGHTS	Sherry Martell	(801) 944-7067	<a href="mailto:smartell@ch.utah.gov">smartell@ch.utah.gov</a>
DRAPER	Jennie	(801) 576-6530	<a href="mailto:businesslicensing@draper.ut.us">businesslicensing@draper.ut.us</a>
HERRIMAN	Alicia Williams	(801) 727-0952	<a href="mailto:awilliams@herriman.org">awilliams@herriman.org</a>
	cc Travis Dunn	(801) 727-0906	<a href="mailto:tdunn@herriman.org">tdunn@herriman.org</a>
HOLLADAY	cc Michelle Lemmon	(801) 527-3890	<a href="mailto:mlemon@cityofholladay.com">mlemon@cityofholladay.com</a>
MIDVALE	Audrey Cullimore	(801) 567-7213	<a href="mailto:acullimore@midvale.com">acullimore@midvale.com</a>
MILLECREEK	Alex Wendt	(801) 214-2718	<a href="mailto:awendt@millcreek.us">awendt@millcreek.us</a>
MURRAY	Sherrie Willden	(801) 270-2432	<a href="mailto:swillden@murray.utah.gov">swillden@murray.utah.gov</a>
RIVERTON	Pauline Matagi	(801) 208-3139	<a href="mailto:pmatagi@rivertoncity.com">pmatagi@rivertoncity.com</a>
SALT LAKE CITY	Veronica Scanlan	(801) 535-6644	<a href="mailto:veronica.scanlan@slcgov.com">veronica.scanlan@slcgov.com</a>
	cc Denise Hooper	(801) 535-6644	<a href="mailto:denise.hooper@slcgov.com">denise.hooper@slcgov.com</a>
SALT LAKE COUNTY	Business Licensing	(385) 468-6684	<a href="mailto:businessinfo@slco.org">businessinfo@slco.org</a>
SANDY	Raima Tobler-Fleming	(801) 568-7256	<a href="mailto:rtobler-fleming@sandy.utah.gov">rtobler-fleming@sandy.utah.gov</a>
SOUTH JORDAN	Ambra Katwyk	(801) 254-3742	<a href="mailto:akatwyk@sic.utah.gov">akatwyk@sic.utah.gov</a>
SOUTH SALT LAKE	Tracy Swenson	(801) 483-6063	<a href="mailto:tswenson@southsaltlakecity.com">tswenson@southsaltlakecity.com</a>
	cc Karla Slick	(801) 483-6031	<a href="mailto:kslick@southsaltlakecity.com">kslick@southsaltlakecity.com</a>
TAYLORSVILLE	Virginia Kidd	(801) 963-5400	<a href="mailto:vkidd@taylorsvilleut.com">vkidd@taylorsvilleut.com</a>
WEST JORDAN	Marsha Lancaster	(801) 569-5005	<a href="mailto:marshal@wjordan.com">marshal@wjordan.com</a>
WEST VALLEY	Russell Condie	(801) 963-3290	<a href="mailto:russell.condie@wvc-ut.gov">russell.condie@wvc-ut.gov</a>
	cc Nora Clements	(801) 963-3290	<a href="mailto:nora.clements@wvc-ut.gov">nora.clements@wvc-ut.gov</a>

## DEPARTMENT OF COMMERCE

PHONE 801-530-6447

160 EAST 300 SOUTH

SALT LAKE CITY UT 84114



# COMMISSARY AGREEMENT

**THIS FORM MUST BE KEPT AT YOUR VENDING LOCATION AT ALL TIMES**

Food Protection Bureau  
788 E. Woodoak Lane  
Murray, UT 84107

## **Establishment Information**

Permanent Vending Location     Vending Route     Events

Business Name \_\_\_\_\_

Operating Address \_\_\_\_\_

Business Owner (print) \_\_\_\_\_

Home Phone / Cell Phone \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

Business Phone # \_\_\_\_\_

## **Commissary Information**

(To be completed by commissary owner or manager)

Renewal

\*New Tenant

Commissary Name \_\_\_\_\_

Commissary Owner (print) \_\_\_\_\_

Commissary Address \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

Commissary Owner Phone # \_\_\_\_\_

Commissary agrees to provide the following commissary services and space for the above establishment:

Check Yes or No		Services Provided	Hours Available	Check Yes or No		Services Provided
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Food Cooking Facilities		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Commercial Refrigeration
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Food Preparation Tables		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Disposal of Waste Water
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dish Washing Facilities		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Overnight Parking
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Cart/Truck Cleaning Facilities	NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Storage of Food and Supplies
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Supply Potable Water	NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Supply Culinary Ice
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Supply Food Products	NA	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Garbage Dumpster Access

Days of the week that commissary is available: \_\_\_\_\_

Hours that commissary is available: \_\_\_\_\_

Commissary Owner/Manager Approval \_\_\_\_\_

Date \_\_\_\_\_

I agree to report to the commissary facility listed above as required by SLCoD Health Regulation #5 for food preparation, food storage, supplies, cleaning and service operations. I understand that failure to use the commissary on each day of operation and failure to immediately report any change in commissary arrangements to the Food Protection Bureau may result in permit suspension. I understand that providing false or inaccurate information on this form may result in my permit being denied, suspended, or revoked.

Signed \_\_\_\_\_  
Establishment Owner \_\_\_\_\_

Date \_\_\_\_\_

Approved by EHS

Sign \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_



## Mobile Fire Inspection Requirements

Food Protection Bureau  
788 E. Woodoak Lane  
Murray, Utah 84107  
Phone: 385-468-3845  
Fax: 385-468-3846

Name of Establishment \_\_\_\_\_ Location \_\_\_\_\_

Business Owner \_\_\_\_\_ Phone ( ) - \_\_\_\_\_ - \_\_\_\_\_ Phone ( ) - \_\_\_\_\_ - \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

All requirements are from the International Fire Code, NFPA and State Rule R710. Any installation of a propane system, hood system, or suppression system must be done by an installer certified and registered with the State Fire Marshal.

### Propane/LP Gas Tanks & Appliances

1. Tanks in use must be mounted in a secure manner and location to prevent twisting, falling or impact. (NFPA 58 – 2014ed Section 6.2.4.3.4 (A-D))
2. Propane tanks shall not be installed, transported, or stored (even temporarily) inside any mobile food truck or trailer. (NFPA 58 – 2014ed Section 6.24.3.2)
3. A flexible connector (hose) shall be installed between the regulator outlet at the tank and the piping system to protect against expansion, contraction, jarring and vibrations. (NFPA 58 – 2014ed Section 6.2.4.5.7 (A-M))

### Portable Generators

1. Generators shall be installed, maintained and used in a manner that does not present a hazard to the public or vehicle occupants as approved by the Fire Code Official.
2. The portable generator manufacturers may specify the minimum distance from the vehicle for use. Local jurisdictions may also specify a required distance from the vehicle for use. (IFC 313.1.1)
3. Generators shall only be fueled at motor vehicle stations or on property owned, leased or rented by the food truck vendor. (IFC 313.1.1)

### Fire Extinguishers

1. A minimum size of 2A10BC extinguisher is required within 30 feet of any commercial cooking operation. (IFC Section 906.1(2))
2. Cooking equipment involving solid fuels, animal or vegetable fats or oils of an appreciable depth shall have a Class K fire extinguisher in conjunction with the 2A10BC extinguisher. (IFC 904.11.5)
3. The fire extinguisher shall be mounted in a conspicuous location and shall be easy to access. **Fire extinguishers must be serviced annually and have a current Fire Marshal's tag affixed to it.** (IFC Section 906.2)

### Hood System/Hood Suppression

1. A type I hood shall be installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produce grease vapors. (IFC Section 609.2)
2. Each required Type 1 hood shall be protected with an approved automatic fire-extinguishing system. (IFC 904.2.1)
3. Ventilation and replacement air shall comply with the manufacturer's recommendations. (IFC 609 and NEPA 96)
4. Cooking hoods shall be cleaned at regular intervals. If during an inspection it is found that the hood and related equipment has a buildup of grease, all components shall be cleaned. (IFC Section 609.3.3.2)
5. **The suppression systems shall be serviced at least every six months and have a current Fire Marshal's tag affixed to it.** (R710.7)

### Conditions of Approval

NOTE: The following checklist may not include additional requirements by the local jurisdiction. Check with your local Fire Prevention office on requirements in your area.

Reviewed by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Print)

Signature \_\_\_\_\_ Municipality \_\_\_\_\_



DIVISION OF ENVIRONMENTAL HEALTH

FOOD PROTECTION BUREAU

788 EAST WOODOAK LANE, (5380 SOUTH) #130

MURRAY, UT 84107-6379

385-468-3845 FAX 385-468-3846

**FOOD CART AND MOBILE FOOD UNIT  
CONSTRUCTION AND OPERATING GUIDELINES**

## **Table of Contents**

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## **Definitions**

**“Commissary”** shall mean a Department-approved staging area where a food cart, mobile food unit, shaved ice stand or transportation vehicle returns regularly for maintenance activities such as equipment cleaning, stocking, storing, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding food. If the food cart, mobile food unit, or shaved ice stand has adequate facilities to accommodate normal functions of the commissary some items may not be required at the commissary.

**“Cooking Temperatures”** shall mean the required temperatures met during the cooking process in order to assure the food is safe. Temperatures vary depending on the food being cooked. Poultry and stuffed meats shall reach 165 degrees F for a minimum of 15 seconds on the innermost or thickest section of the meat. Ground beef and meats that have been chopped or tenderized shall reach 155 degrees F for a minimum of 15 seconds. Solid portions of pork, fish and beef shall reach 145 degrees F for a minimum of 15 seconds. If the meat has already been cooked the meat shall hold temperature of 135 degrees F until served or discarded.

**“Food Cart”** shall mean a readily moveable non-self propelled vehicle that uses approved equipment and is limited to the cooking and serving of foods that are maintained at proper temperatures.

**“Imminent Health Hazard”** shall mean a significant threat or danger to health that is considered to exist when there is evidence sufficient to show that a product, practice, circumstance, or event creates a situation that requires immediate correction or cessation of operation to prevent injury or illness based on the number of potential injuries or illnesses and the nature, severity, and duration of the anticipated injury or illness.

**“Mobile Food Unit”** shall mean an enclosed inside readily moveable, vehicle-mounted food establishment which food is prepared and from which food is sold or given away.

**All other applicable definitions can be found in the Salt Lake Valley Health Department Regulation #5 “Food Sanitation Regulation.”**

### **Permit Options**

Prior to operating a food cart or mobile food unit in Salt Lake County a permit application must be submitted to the Salt Lake Valley Health Department, (SLCOHD) Bureau of Food Protection (See above for address). Due to adverse winter weather conditions, the SLCOHD has two permit options for food carts and mobile food units. A complete list of all menu items is required for the application process.

1. If the food cart or mobile unit's owner plans to operate year round they are required to have a regular "Cart Permit" and the owner must provide verifiable and demonstrable evidence of a system that will prevent all water lines from freezing. (Approval by the Health Department does not guarantee the effectiveness of the system and will not prevent a food cart or mobile food unit's closure in the event that the food cart or mobile food unit water line freezes.)
2. A food cart or mobile unit owner may choose a "Seasonal Permit" which allows the operation of the food facility during the months of March through November. (The owner remains responsible for not operating during these months if unseasonable weather results in the water lines freezing.)

## **Permit Approval Guidelines for Food Carts and Mobile Food Units**

**All food cart or mobile food unit permit approval requests will be subject to the following:**

1. If the applicant is planning the construction or modification of a food cart or mobile food unit he/she must go through the plan review process as established by the SLCOHD with all applicable fees. This plan review requires the submission of blueprints, drawn to scale with dark ink, to the SLCOHD Bureau of Food Protection. This blueprint must indicate the features of the cart: measurements, materials used, top and side schematic view of equipment layouts, plumbing for fresh and waste water systems, and heating or cooling devices. For further details on construction and operation of a food cart or mobile food unit refer to the Salt Lake Valley Health Department Health Regulation #5 "Food Sanitation Regulation."

*(Note: The applicant should contact the city or municipality in which operations will be conducted to make sure that the food cart or mobile food unit is in compliance with their regulations.)*

2. The applicant may request a construction inspection to receive comment on the construction or modification of the food cart or mobile food unit.
3. A pre-opening inspection is required for a new food cart, mobile food unit or an existing (previously approved) food cart or mobile food unit before a permit is issued. During this inspection an assigned inspector will verify that the construction and materials used are in compliance with Health Regulation #5. The pre-opening inspection may be conducted at the commissary. The owner or person-in-charge of the food cart or mobile food unit shall be prepared with copies of all documentation required (see documents required below). They will also be required to have all the materials needed for day to day operation which include: soap, water, single use towels (paper towels), probe type thermometers that register internal food temperatures (thermometer range must be between 0 to 220 degrees F or greater), coolers to keep potentially hazardous food at 41 degrees F, chemical sanitizer with sanitizer test strips, hair

restraints, disposable food handling gloves as well as other barriers to bare hand contact i.e. tongs, deli tissue, dispensing equipment, spatulas, etc. The owner or person-in-charge will demonstrate the functionality of all equipment (i.e. grill, steam table or other equipment capable of maintaining hot foods at 135 degrees F) and able to cook foods at appropriate temperatures (see "Cooking Temperatures" in definitions for appropriate cooking temperatures.) A permanent hand washing station with acceptable water pressure is to be installed with hot and cold water available through a mixing valve. Only systems that use a water pump to provide water pressure will be approved. Gravity fed water systems **will not** be approved. In addition, the owner or person-in-charge will demonstrate basic food safety knowledge to minimize the incidence of food borne illnesses. When the minimum requirements are met, an annual permit will be issued.

4. Basic construction requirements include:

- i. Each food cart or mobile food unit shall be constructed to minimize vermin, dust, dirt, splash, and spillage encountered under normal use. It shall also be easily cleaned, maintained, and serviced. A food cart or mobile food unit must be designed and constructed so that all areas of food preparation and food service are protected from contamination. Food preparation areas must be enclosed by a minimum of three sides. Food carts or mobile food units must also be constructed with overhead protection. The food preparation area of the food cart or mobile food unit shall be protected from contamination during storage and transportation. A custom fit cover may be required for food carts to provide adequate protection during transportation. A tarp or loose fitting style cover will not be approved. Design and construction shall minimize the potential of cross-contamination.
- ii. Any collapsible part of the food cart or mobile food unit, such as enclosures to protect the operators and food supplies from adverse environmental conditions, shall be approved by meeting the following criteria:
  1. All materials used must be durable, smooth and easily cleanable.

2. All materials shall be fireproof or fire retardant.
  3. Such enclosures may only be installed on the main food preparation side of the food cart or mobile food unit.
  4. All food cart or mobile food unit enclosures are subject to approval by the SLCOHD.
  5. Be sure to follow-up with other local jurisdictions such as the fire department and city as they may have additional or stricter requirements.
- iii. Surface materials in the food contact areas shall be smooth, easily cleanable, nonabsorbent, corrosion resistant, nontoxic, and stable under normal use conditions. None of the material may impart an odor, color, taste, or contribute to the adulteration of food.
- iv. The business name shall be plainly indicated and easily readable on the exterior customer service side of a food cart and on both sides of a mobile food unit. Lettering shall be a minimum of 4 inches in height.
- v. A food cart or mobile food unit shall have a hand sink.
- vi. A food cart or mobile food unit shall have a three compartment sink on the food cart, mobile food unit or at the commissary. The three compartment sink shall completely accommodate (completely submerge) the largest utensil, dish or pan to be washed, rinsed and sanitized. The three compartment sink shall be equipped with drain boards or utensil racks large enough to accommodate all soiled and cleaned items that accumulate during hours of operation.
- vii. Each food cart or mobile food unit shall have an installed single potable water (food grade approved) tank. The tank is to be safe, durable, corrosion resistant, non-absorbent and finished to have a smooth and easily cleanable surface. The inlet or filling point of the tank shall be on top of the tank. The tank shall be sloped to an outlet that allows complete drainage of the tank. The tank shall be large enough to supply an adequate amount of water

whenever the food cart or mobile food unit is in operation. A minimum of ten (10) gallons storage capacity in the potable water system is required for food carts or mobile food unites for the purposes of hand washing. A minimum of thirty (30) gallons storage capacity is required for food carts and mobile food units that are equipped with a three compartment sink. The equation used to calculate the size of potable water tank in gallons is Length x Width x Height / (divided by) 231 = gallons the tank will hold.

Example: 12in. x 12in. x 17in. = 2448 / 231 = 10.6 Gallons

*It is recommended that the water tank be removable for ease of washing, rinsing and sanitizing.*

- viii. A food grade approved water hose shall be provided (garden hoses are not food grade). This hose is to be used only to fill the fresh water tank. When the hose is not in use, the hose ends (inlet and outlet) must be capped or connected to each other. *It is recommended that each food cart or mobile food unit have its' own hose and it be stored on the food cart or mobile food unit.*
- ix. Each food cart or mobile food unit must have a single wastewater storage tank with minimum holding capacity being 15% larger than the potable water tank. If a ten (10) gallon potable water tank is used a minimum wastewater tank capacity of eleven and a half (11.5) gallons is required. If a thirty (30) gallon potable water tank is used a minimum wastewater tank capacity of thirty four and a half (34.5) gallons is required. To calculate wastewater holding tank capacity, take the gallons of the potable water tank x 1.15. Example: 20 gallons x 1.15 = 23 gallons. The wastewater tank shall have a spigot or other valve of adequate size located at the lowest point in the tank to allow for drainage. The inlet or filling point of the tank shall be on top of the tank.
- x. The water temperature from the three compartment sink faucet must be greater than 110°F in order to maintain 110°F in the wash solution.

- xi. A commercial water heating system shall be supplied and be of adequate capacity and recovery rate to furnish a continuous supply of hot water. A commercial water heating system may hold one or more gallons of water and must be included as part of capacity for the wastewater tank. For example if the water heating system holds three gallons and the potable water tank holds 30 gallons the potable water tank capacity is now 33 gallons. A homemade water heating system that runs copper tubing through a heating element will not be approved. Hand sinks shall have a minimum temperature of 100°F within 30 seconds of opening the faucet. Three compartment sinks shall maintain a wash solution at a minimum of 110°F. In addition, if the mobile unit is outfitted with a three compartment sink, the capacity of the hot water heater shall be sufficient to fill each compartment of the three compartment sink to completely submerge the largest piece of food equipment in the mobile unit and have enough remaining capacity for hand washing.
- xii. A splashguard that is made of waterproof material and is at least 12 inches high must be installed between the hand sink and the food preparation area if adjacent to each other.
- xiii. Adequate lighting must be available. Minimum lighting requirements are 50 foot candles for food preparation areas (lighting must be bright enough to fully illuminate preparation areas). Supplemental lighting must be available during hours when natural light does not meet this minimum requirement and all light bulbs must be shatter-proof or shielded.

#### **Required Documents and Information**

**In addition to completing an application, the following documents must be available before a permit will be issued. If the document ends with an asterisk (\*) it must be present on the food cart or mobile food unit for verification during inspections by SLCOHD. Copies of documents are acceptable.**

1. **Commissary agreement\*** with an approved facility that complies with Health Regulation #5.

This form is available at the SLCOHD Bureau of Food Protection.

2. **Restroom agreement\*** for a restroom that is within 500 feet of the vending location. The restroom must be open during all hours of the food cart or mobile food unit hours of operation.

This form is available at the SLCOHD Bureau of Food Protection.

3. **Registered food safety manager certificate\*** from SLCOHD.

4. **Written waste water disposal plan\*** for all gray water including the sanitizing water and melted ice from coolers or ice chests.

5. **Food handler cards\*** for each employee.

6. Days and hours of operation.

7. Vending location or address where food operations are being conducted.

#### **Daily Operation Requirements**

The following list is a summary of important practices all food cart and mobile food unit operators must comply with.

1. The following food cart or mobile food unit activities are not allowed at home:

- i. Cooking
- ii. Portioning
- iii. Thawing
- iv. Seasoning
- v. Storage of food or equipment including single use items
- vi. Cleaning of equipment or
- vii. Other activities related to the food cart or mobile food unit.

If any of these activities are performed at home the food cart or mobile food facility may be closed by SLCOHD as an imminent health hazard.

2. Food carts and mobile food units shall be returned to the commissary on a daily basis for the purposes of cleaning, storing, stocking and water tank maintenance. SLCOHD may approve less frequent returns to a commissary depending on the capacities of the food cart or mobile food unit, menus and volumes of food being served. Failure to return to the commissary may lead to the facility being closed by SLCOHD as an imminent health hazard. If the food cart is being repaired or having maintenance work done and unable to be returned to its commissary, the person-in-charge is required to notify the Bureau of Food Protection at SLCOHD.
3. A food cart or mobile food unit shall be stored at the commissary when not in use. Additionally the facilities shall be protected during storage to minimize vermin, dust, dirt, and splash.
4. The potable water tank, pump and hoses shall be flushed and sanitized before being placed in service after construction, repair, modification, periods of non-use and at a minimum of every 30 days.
5. Potentially hazardous foods (time/temperature control for safety food) shall be maintained at less than or equal to 41°F or greater than or equal to 135°F. A thermometer for checking the interior food temperatures shall be available during all hours of operation.
6. If potentially hazardous foods (time/temperature control for safety food) are being reheated for hot holding, they must be reheated to 165°F and then placed in hot holding equipment at a temperature of 135°F or above.
7. The hand sink shall be operational at all times of operation. Failure to have an operational hand sink shall be deemed an imminent health hazard and result in closure of the food cart or mobile food unit. Hand sinks are to be used by the food facility operators for hand washing only.
8. Hand washing must take place before food handling begins. Hand washing shall occur after touching bare human body parts other than clean hands and clean exposed portions of arms, after using the toilet room, after coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking, after handling money or soiled equipment and utensils.

Additionally hand washing must take place during food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks, when switching between working with raw food and working with ready-to-eat food, before donning gloves and after engaging in other activities that contaminate the hands.

9. The food cart or mobile food unit owner shall be responsible to prevent any water line freeze during the winter months. If a line freeze prevents the proper flow of water to the hand washing sink it shall be considered an imminent health hazard, and the food cart or mobile food unit shall be closed.
10. There shall be no contact of ready-to-eat foods with bare hands. Food that is ready to be served to the public and will not go through a process to kill microorganisms (such as cooking) before serving is considered ready-to-eat.
11. Food carts and mobile food units shall be equipped and set-up with sanitizer solution, sanitizer wiping clothes, and sanitizer test strips.
12. Food carts and mobile food units that do not have a three compartment sink for washing, rinsing and sanitizing shall have adequate numbers of utensils available at the food cart or mobile food unit to cover the period of operation before returning to the commissary.
13. Supplies of food, utensils, equipment and single-use items that are not contained in the food cart or mobile food unit during transportation and operation must be stored and protected in food grade containers.
14. Storage of food, equipment, and single-use articles is prohibited in a private vehicle when a food cart or mobile food unit is not in operation.
15. A food cart or mobile food unit shall only provide single-use articles for use by the consumer.
16. Sewage and other liquid wastes from a food cart or mobile food unit shall be disposed of at a SLCOHD approved location. If wastewater is found to be illegally dumped, such as dumping

down a storm drain, a fee of \$1,000.00 to \$2,000.00 will be assessed for each reoccurring violation.

17. The waste water tank shall be thoroughly flushed and drained into a sanitary sewer.
18. A food cart shall operate on a concrete, asphalt or surface that has been effectively treated to minimize dust and facilitate maintenance.

### **Personal Health and Cleanliness**

The permit holder shall require food employees to report information about their health to the person-in-charge as it pertains to anyone of the following: Norovirus, Salmonella, Shigella, E-Coli or Hepatitis A virus. Employees diagnosed with these illnesses are prohibited from engaging in food operations. Additionally, a food employee shall be restricted from working if they have any of the following symptoms: diarrhea, vomiting, jaundice, or sore throat with fever. If a food employee has a lesion containing pus such as a boil or infected wound that is open or draining and is on the hands or wrists, the employee shall be restricted from working or shall wear an impermeable cover, finger cot, and a single-use glove.

### **Commissary Requirements**

A food cart or mobile food unit owner is required to have a contract with a SLCOHD approved commissary. The commissary will be where a food cart or mobile food unit and transportation vehicles return for maintenance activities such as equipment cleaning, stocking, storing, discharging liquid or solid wastes, food preparation and cooking, refilling water tanks and ice bins, and boarding food. If the

food cart or mobile food unit has adequate facilities to accommodate normal functions of the commissary, some items may not be required at the commissary.

**The following are SLCOHD requirements for a facility to qualify as a commissary.**

1. A commissary shall be in good standing with SLCOHD. A permitted facility acting as a commissary with a history of multiple critical violations is subject to have SLCOHD revoke its commissary status.
2. A commissary shall have adequate storage space for food, single use items, cleaning supplies, equipment and utensils. The available space inside the commissary will determine the number of carts the commissary may service.
3. A commissary shall have adequate parking space for food carts and mobile food units.
4. Refrigeration units must be available at the commissary and must have adequate refrigeration storage capacity for each vendor. Refrigeration units can be supplied by the commissary or by the owner of the food cart or mobile food unit. Refrigeration units that hold multiple vendors' food shall have the name of each vendor and have a clearly designated storage space within, identifying each user's space. The assigned spaces must be divided so as to prevent cross-contamination especially when storing potentially hazardous foods such as raw meats. Refrigerator units must be NSF approved or equivalent. The commissary contract with each food cart or mobile food unit owner shall stipulate that the commissary management shall have access to these units for purposes of the SLCOHD conducting inspections. If the food cart or mobile food unit vendor is not present, the commissary management will accompany the SLCOHD inspectors during inspections.
5. A commissary shall provide a kitchen that is equipped with adequate food preparation space and adequate cooking equipment for food carts and mobile food units that lack on-board cooking.

equipment. Cooking areas must comply with SLCOHD regulations, as well as local building and fire regulations.

6. A commissary shall provide an adequate number of three compartment sinks and hand sinks to accommodate dish washing during the busiest times at the commissary. Three compartment sinks shall accommodate the largest utensil and equipment to be washed, rinsed and sanitized.
7. If a commissary provides a “Cleaning Area” where food carts and mobile food units are washed, this area must be in compliance with all environmental laws, making sure that all waste water is properly disposed to the sanitary sewer. If wastewater is found to be draining down a storm drain, a fee of \$1,000.00 to \$2,000.00 will be assessed for each reoccurring violation.
8. The commissary shall provide a “Commissary Log” to record the daily activities of the food carts and mobile food units located at the facility. The logs are to be filled out and signed by the food cart or mobile food unit operators, including their signatures. The commissary personnel will monitor the sign-in sheets for accuracy and completion. Upon request from the SLCOHD a copy of the sign-in Commissary Log will be provided by the commissary management. This may be on a regularly scheduled monthly occurrence. At the time of inspection, the commissary shall provide all commissary logs for each of the vendors.
9. Each commissary reserves the right to determine its hours of operation. All food vendors are responsible to choose a commissary that will allow full access to its facilities during the food units’ hours of operation. All food units must be returned to the commissary after their hours of operation, including weekends.
10. If the commissary management finds that a food cart or mobile food unit is not utilizing the commissary on a regular basis, as required by SLCOHD Health Regulation #5, Food Sanitation, the commissary management shall report this to SLCOHD.
11. Commissary personnel shall have, at a minimum, a current food handler card.

## **Permit Renewal Guidelines for Food Carts and Mobile Food Units**

Annual renewal of a food cart or mobile food unit permit is required. A food cart or mobile food unit owner will receive a bill for renewal by mail. In order to receive a new permit the owner/operator must bring the food cart or mobile food unit to SLCOHD Bureau of Food Protection. The food cart or mobile food unit will be inspected and if approved for renewal, new stickers will be placed on the unit. All "Required Documents and Information" listed above with updates must be brought to the Bureau of Food Protection. The food cart or mobile food unit owner shall keep SLCOHD informed of any change in contact information (i.e. address, phone number(s), commissary, cart operating location and ownership change.) Failure to comply will lead to a suspension of the food cart or mobile food unit permit.

## **Penalty Procedures for All Permitted Food Facilities Identified as Imminent Health Hazards**

The SLCOHD has a vested interest in local public health, and together with its enforcement division of Environmental Health and the Bureau of Food Protection is poised to provide preventive education and enforcement of the food safety policies as established in Health Regulation #5. **The Bureau of Food Protection has established new procedures and penalties for food facilities that consistently are found to be imminent health hazards and therefore issued closures notices to cease food operations.**

1. Receipt of the first permit suspension shall result in suspension of food service operations until the SLCOHD has verified that identified violations of Health Regulation #5 have been corrected. A follow-up inspection with a \$100.00 fee will be conducted to verify violations before reopening.

2. Receipt of a second permit suspension shall result in suspension of food service operations for a period of a minimum of seven days. A follow-up inspection with a \$100.00 fee will be conducted to verify violations before reopening.
3. Receipt of a third permit suspension may result in the food establishment permit being revoked. The owner of the said establishment may be restricted from operating a food establishment for a minimum of 180 days, at which time the owner may be required to make application and submit a plan review etc., as if the establishment was a new establishment. Additional requirements may be required by the SLCOHD for approval of the establishment to operate.

# Food Cart Mobile Unit Plan Review Application

**Food Protection Bureau**  
 788 East Woodoak Lane  
 Murray, Utah 84107  
 Phone: (385) 468-3845  
 FAX: (385) 468-3845



07/17

Establishment Name _____	Contact Person _____
Operating Address _____	Contact Phone (      ) _____ - _____
City _____ Zip _____	Contact Fax (      ) _____ - _____
Owner Name _____	Contact Email _____
Owner Phone (      ) _____ - _____	Architect/Designer _____
Home Address _____	Phone (      ) _____ - _____
Owner Email _____	

Date Plans Submitted \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Projected Completion Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Mobile Type:  Food Cart  Truck  Trailer Business License City: \_\_\_\_\_

*The following information is required to be submitted prior to review of plans. Plans will not be accepted or reviewed until all items are submitted:*

- ❖ Proposed Menu, listing all foods served
- ❖ Completed Risk & Operational Assessments
- ❖ Dimensional Floor Plan (top & side views with all equipment shown)
- ❖ Floor, wall, ceiling finish materials schedule

**Fee Schedule:** Cart, Truck, Trailer.....\$520.00

\*The plan review fee includes up to 2 construction inspections and 1 pre-opening inspection. Additional follow-up inspections may generate a fee of \$100.00 each.

\*\*Please Note: Prior to commencing food service operations, the owner/operator must apply for a separate food service permit and pass a final inspection.\*\*

\*\*\*Note: 48 hour notice is required for all construction and pre-opening inspections.

<i>Office Use Only</i>			
Date ____ / ____ / ____	Plan Review Fee: \$ _____		
Received By: _____	<input type="checkbox"/> Alert in CDP	Invoice # _____	
Assigned To: _____	Est. # _____	Check # _____	

# Risk Assessment Worksheet



Food Protection Bureau  
788 East Woodoak Lane Murray, Utah 84107  
Phone: (385) 468-3845 Fax: (385) 468-3845 www.slcohealth.org

01/14 cart

Establishment Name	Owner Name
Establishment Address	Owner Phone ( ) -

If you need help completing this form, please call the Bureau of Food Protection duty officer at 801-313-6620.

## MENU: Please check each category of food that is prepared or used as an ingredient in preparation.

<input type="checkbox"/> Raw Ground Beef Patties (hamburgers)	<input type="checkbox"/> Raw Chicken (fried, roasted, whole, pieces)
<input type="checkbox"/> Other raw chopped or shredded beef dishes (stew meat, taco meat)	<input type="checkbox"/> Other raw chopped, shredded, ground chicken dishes (chicken salad, enchilada)
<input type="checkbox"/> Raw Beef steak (carne asada, cabeza)	<input type="checkbox"/> Raw Turkey (whole roasted, pieces, or ground)
<input type="checkbox"/> Eggs or cooked egg dishes (soufflé, omelet, quiche, pasteurized eggs)	<input type="checkbox"/> Pre-cooked meats (cold cuts, pre-cooked chicken, beef, canned fish, hot dogs, pastrami, pepperoni)
<input type="checkbox"/> Raw Ground, chopped, or shredded pork dishes (i.e.: chorizo, al pastor, carnitas)	<input type="checkbox"/> Game birds or animals (duck, pheasant, elk, venison, etc.)
<input type="checkbox"/> Raw Pork chops, tenderloins, roast	<input type="checkbox"/> Sashimi (sushi), ceviche or other raw fish dish
<input type="checkbox"/> Tongue, tripe (menudo), heart, liver	<input type="checkbox"/> Raw comminuted (chopped & formed) fish patties
<input type="checkbox"/> Gyro meat or Raw lamb	<input type="checkbox"/> Raw fish fillets
<input type="checkbox"/> Cheeses (soft cheeses, feta, spreads, cottage cheese)	<input type="checkbox"/> Raw Shellfish or crustacean (lobster, shrimp, clams, oysters, mussels, etc.)
<input type="checkbox"/> Stuffed meat (pork loin, turkey)	<input type="checkbox"/> Beans (refried, baked) Rice, Pasta
<input type="checkbox"/> Potato salad, pasta salad, other prepared salads or dressings	<input type="checkbox"/> Cooked vegetables (cooked salsa, potatoes, greens)
<input type="checkbox"/> Milk, cream, custard, ice cream, tofu	<input type="checkbox"/> Soup, meat sauces, chile verde
<input type="checkbox"/> Combined Garlic and oil mixture stored together	<input type="checkbox"/> Fresh salsa, cut tomatoes, melon, seed sprouts

## OPERATIONS: Please check each process or operation that is used at the establishment for potentially hazardous foods (PHF).

<input type="checkbox"/> Cold Holding / Storage (refrigeration)	<input type="checkbox"/> Contact with raw meats
<input type="checkbox"/> Thawing of frozen food	<input type="checkbox"/> Produce washing
<input type="checkbox"/> Cooling hot food	<input checked="" type="checkbox"/> Transportation / Delivery of food
<input type="checkbox"/> Parasite destruction/record-keeping sushi or sashimi	<input type="checkbox"/> Hot Holding
<input type="checkbox"/> Cooking (grill, bake, fry, boil)	<input type="checkbox"/> Buffet Service
<input type="checkbox"/> Reheating (ex. Hot dog, soup, anything that has been cooled)	<input type="checkbox"/> Advance Preparation of PHF: 24 hours or more between preparation and service
<input type="checkbox"/> Time as a public health control (in lieu of temperature control)	<input type="checkbox"/> Highly Susceptible Population Served (young children, elderly, hospital patients)
<input type="checkbox"/> Buffet Service	<input type="checkbox"/> Partial cooking, ROP, HACCP or written plans

## MEAL VOLUME: Please indicate anticipated average daily number of meals served

Completed by: \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Sign) (Print)

Office Use Only

Reviewed by EHS: \_\_\_\_\_ Risk Level: \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



**Food Protection Bureau**  
788 East Woodoak Lane  
Murray, UT 84107  
Phone: (385) 468-3845  
Fax: (385) 468-3845  
[www.slcohealth.org](http://www.slcohealth.org)

## **Food Cart, Truck, Trailer Plan Review Operational Assessment Form**

**Plans will not be accepted or processed unless accompanied by this completed Operational Assessment Form.**

### **INTRODUCTION**

This document is intended to assist Salt Lake Valley Health Department authorities responsible for the review of food cart, food truck and food trailer plans. This plan review helps to ensure that food carts, trucks and trailers are built according to current rules and regulations and helps prevent code violations by addressing potential layout and design issues prior to construction.

For more information about plan reviews, please visit the SLVHD [Food Cart, Mobile Unit, Shaved Ice Page](#) on our website at [www.slvhealth.org](http://www.slvhealth.org).

**FOOD OPERATIONS SHALL NOT BE CONDUCTED AT A PRIVATE HOME OR RESIDENCE. THIS INCLUDES ALL PARTS OF YOUR OPERATION SUCH AS FOOD PREPARATION, FOOD STORAGE, EQUIPMENT STORAGE, DISH WASHING, CART STORAGE, TRAILER STORAGE, AND TRUCK STORAGE. FAILURE TO COMPLY WITH THIS REQUIREMENT WILL RESULT IN IMMEDIATE CLOSURE, AND SUSPENSION OR REVOCATION OF YOUR FOOD SERVICE PERMIT.**

**Please provide all requested information on the following pages. If a particular line item is not applicable to your food establishment, please indicate with "N/A".**

***\*\*Incomplete information will delay plan review approval.\*\****

## **WATER SUPPLY AND PLUMBING**

1. What is the capacity of the fresh water tank? \_\_\_\_\_ Gallons  
*(10 gallon minimum; or 30 gallon minimum if equipped with a 3-compartment sink)*

2. What is the capacity of the waste water tank? \_\_\_\_\_ Gallons  
*(must be 15% larger than fresh tank)*

*Please Note: Gravity feed water systems are not allowed and will not be approved. A commercially manufactured pump system must be used.*

3. Explain how water will be heated to reach at least 100°F at the hand sink. *A commercially manufactured water heating system is required (instant heater, tank heater, etc.). Running copper tube through a gas burner is not allowed and will not be approved.*

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4. Is this mobile unit equipped with a 3-compartment sink?  Yes  No

**Note:** If yes, minimum capacity of the fresh water tank must be at least 30 gallons. Water supplied to the 3-compartment sink must reach at least 110°F.

5. Where will you get fresh water for your mobile unit?

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6. How will you transfer water from the source to the fresh water tank?

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7. How will you rinse and sanitize the fresh water tank?

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8. Where will you dispose of water from the waste water tank?

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## **COLD HOLDING**

1. How will cold foods be kept cold while at the mobile unit?

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2. How will cold foods be transported from the commissary to the mobile unit?

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3. How will raw meats be separated from ready-to-eat foods?

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4. How will foods be kept cold at the commissary?

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## **COOLING & REHEATING**

1. Will leftover hot foods be saved for service the next day?     Yes     No

2. If yes:

- a. Where will you rapidly cool leftover hot foods?

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3. How will you reheat leftover foods to 165°F before placing them in a warmer for hot holding?

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9. How will you flush the waste water tank?

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10. How will you get waste water from the waste water tank to the sewer?

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11. How will you prevent the plumbing system from freezing while operating during cold weather months?  
Include procedures to completely drain all tanks, hoses and pump(s).

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### **COOKING & HOT HOLDING**

1. List all foods that will be cooked and where these foods will be cooked (mobile unit or commissary)

Food	Cooking Location	Food	Cooking Location

2. List all foods that will be held hot on the mobile unit.


3. How will hot foods be transported from the commissary to the vending site?

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## **FOOD SUPPLIERS & COOKING LOCATION**

List all foods that you intend to prepare or serve and the supplier for each food type (where you purchase the product). For each food that you prepare, a *Food Process Flow Chart* must be completed and submitted.

<b>Food</b>	<b>Name of Supplier</b>	<b>Food</b>	<b>Name of Supplier</b>
Tomatoes		Beverages	
Lettuce		Other:	
Peppers		Other:	
Cheese		Other:	
Salsa		Other:	
Beef steak		Other:	
Chicken		Other:	
Ground Beef		Other:	
Pork		Other:	
Carnitas		Other:	
Tripe		Other:	
Tongue		Other:	
Fish		Other:	
Lamb		Other:	
Hot dogs		Other:	
Beans		Other:	
Rice		Other:	

## **FOOD PROTECTION**

1. Will the mobile unit be equipped with a self-service condiment bar?  Yes  No
2. If yes, how will food be protected from customer contamination?

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## **PEST CONTROL**

How will you protect food and single-service items from pests?

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## **GARBAGE**

How will garbage be controlled at the vending site?

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Will a garbage can be provided for customer garbage?  Yes  No

Where will garbage be disposed of?

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## **SELF CONTAINED & READILY MOVABLE**

Is all equipment attached to or contained on the mobile unit while at the vending site?  Yes  No

Will ice chests be used at the mobile unit vending site?  Yes  No

If yes, where will ice chests be stored?

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## **COMMISSARY**

In the table below identify services to be provided by your commissary and those done by you at the mobile unit. Some activities may be done at both locations.

Services	Commissary	Mobile Unit	Comments
Storage of food & supplies	<input type="checkbox"/>	<input type="checkbox"/>	
Food cooking facilities	<input type="checkbox"/>	<input type="checkbox"/>	
Commercial refrigeration space	<input type="checkbox"/>	<input type="checkbox"/>	
Warewashing facilities	<input type="checkbox"/>	<input type="checkbox"/>	
Garbage dumpster access	<input type="checkbox"/>	<input type="checkbox"/>	
Supply Food Products	<input type="checkbox"/>		
Supply potable water	<input type="checkbox"/>		
Overnight parking	<input type="checkbox"/>		
Food preparation tables	<input type="checkbox"/>		
Disposal of gray (waste) water	<input type="checkbox"/>		
Facilities for cleaning cart/truck	<input type="checkbox"/>		
Supply culinary ice	<input type="checkbox"/>		

## **DAILY OPERATIONS PLAN**

Please submit a copy of your daily operations plan. This may be an outline or checklist that details every part of your operation including the steps you take at the commissary in the morning to prepare the cart or mobile unit, food preparation, transport to the vending site, set-up at the vending site, clean up and departure from the vending site, and clean up at the commissary at the end of the day.

A good approach to the plan is to imagine that you are leaving instructions to a new employee about how to operate the cart or mobile unit. Be as specific as possible. Developing this operations plan will help you to identify critical parts of your operation and avoid violations of the health regulation.

\*\*\*\*\*

**STATEMENT:** I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Salt Lake County Health Department may result in denial of the plan review and nullify final approval. I also understand that food operations shall not be conducted at a private home or residence, or in an unapproved location. This includes all parts of my operation such as food preparation, food storage, equipment storage, dish washing, cart storage, trailer storage, and truck storage. Failure to comply with this requirement will result in immediate closure, and suspension or revocation of my food service permit, as well as menu restrictions.

Signature \_\_\_\_\_

Owner or responsible representative

Printed Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\*\*\*\*\*

Approval of these plans and specifications by the Salt Lake County Health Department does not indicate compliance with any other code, law or regulation that may be required – federal, state, or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A preopening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with the regulations governing food service establishments.



**Permit Application**  
Environmental Health Division  
788 East Woodoak Lane; Murray, UT 84107  
Phone: 385-468-3860; Fax: 385-468-3861

**Section 1: Application Type**

- New Permit
- Ownership Change
- Information Change

**Section 2: Contact Person**

Name \_\_\_\_\_

Email \_\_\_\_\_

Anticipated Opening or Activity Date or Date of Change \_\_\_\_\_

Primary Phone \_\_\_\_\_ Title \_\_\_\_\_

**Section 3: Establishment/Business Information**

Business Name or DBA \_\_\_\_\_

Business Phone \_\_\_\_\_

Physical Address \_\_\_\_\_

Suite \_\_\_\_\_

City \_\_\_\_\_

ZIP Code \_\_\_\_\_

Billing Address \_\_\_\_\_

Attn: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP Code \_\_\_\_\_

**Section 4: Business Legal Owner Information**

Type:  Corporation  LLC  Individual

Legal Entity Name \_\_\_\_\_

UT Dept. of Commerce Entity #: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP Code \_\_\_\_\_

Email \_\_\_\_\_

Primary Phone \_\_\_\_\_

**Section 5: Permit Type (check all that apply)**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Body Art (Tattoo/Piercing)*    | <input type="checkbox"/> Massage*                   | <input type="checkbox"/> Tire Hauler                 |
| <input type="checkbox"/> Cosmetology*                   | <input type="checkbox"/> Mass Gathering, Temporary* | <input type="checkbox"/> Vehicle Emissions Station   |
| <input type="checkbox"/> Food Service, Childcare        | <input type="checkbox"/> Meth Decontamination*      | <input type="checkbox"/> Waste Hauler, Infectious    |
| <input type="checkbox"/> Food Service, Mobile*          | <input type="checkbox"/> Noise, Temporary*          | <input type="checkbox"/> Waste Hauler, Liquid        |
| <input type="checkbox"/> Food Service, Permanent*       | <input type="checkbox"/> Septic/Onsite Wastewater*  | <input type="checkbox"/> Waste Hauler, Solid         |
| <input type="checkbox"/> Food Service, Temporary*       | <input type="checkbox"/> Swimming Pool/Spa*         | <input type="checkbox"/> Waste Processing/Recycling* |
| <input type="checkbox"/> Lodging, Public (Hotel/Motel)* | <input type="checkbox"/> Tanning*                   |  |

\*Requires plan review.

Upon acceptance of a permit, the permit holder shall:

1. Comply with all provisions of the Salt Lake County Health Department (SLCoHD).
2. Immediately contact the SLCoHD to report any changes in the information listed on this application.
3. Immediately notify the SLCoHD as soon as the business intends to change ownership or close.
4. Pay all applicable fees established by the Salt Lake County Health Department in the required time frame.

I am aware that this application does not authorize conducting a business until final approval is given by this agency and all applicable state and municipal agencies including business licensing. A person shall not operate a regulated facility, business, or establishment without a valid permit issued by the Salt Lake County Health Department. Application fees are nonrefundable and permits are not transferable to another individual, business, or location. To open and/or operate a business without final approval is a Class B misdemeanor and punishable by law. Violations of the above conditions of permit may result in follow-up inspection fees, permit suspension, or permit revocation. Failure to notify the SLCoHD regarding changes in the above information will result in penalties. Payment of these penalties in the required time frame is the responsibility of the business owner/agent.



**Permit Application**  
Food Protection Bureau  
Environmental Health Division  
Phone: 385-468-3845; Fax: 385-468-3846

**Section 6: Business Hours:**

<u>Days of Operation</u>	<u>Hours of Operation</u>	<u>Days of Operation</u>	<u>Hours of Operation</u>
<input type="checkbox"/> Monday	_____	<input type="checkbox"/> Friday	_____
<input type="checkbox"/> Tuesday	_____	<input type="checkbox"/> Saturday	_____
<input type="checkbox"/> Wednesday	_____	<input type="checkbox"/> Sunday	_____
<input type="checkbox"/> Thursday	_____		

**Section 7: Certified Food Safety Manager:**

At least one full-time certified food safety manager is required at every\* food service establishment and mobile food unit.

Manager 1: \_\_\_\_\_ Manager 2: \_\_\_\_\_

\*Risk Level 1 establishments are exempt from the certified food safety manager requirement.

**Section 8: Mobile Food Service (if applicable):**

License Plate \_\_\_\_\_ Type of Unit:  Truck  Trailer  Indoor Cart  Outdoor Cart

Commissary Name \_\_\_\_\_ Commissary Address \_\_\_\_\_ Commissary Phone \_\_\_\_\_

List all cities in which you intend to operate:  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, have read and agree to the  
print name \_\_\_\_\_ title \_\_\_\_\_  
above conditions of permit. I also declare that all information contained on this application is true and complete.

Owner/Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit**

For payment: Call 385-468-3845 to provide credit card information (Visa/MasterCard only)

Or print and send check or money order to: Salt Lake County Health Department  
Environmental Health Division  
788 East Woodoak Lane (5380 South)  
Murray, Utah 84107

**HEALTH DEPARTMENT USE ONLY**

Risk Level: \_\_\_\_\_ Approved by: \_\_\_\_\_ Licensed Environmental Health Scientist \_\_\_\_\_ Date \_\_\_\_\_



## RESTROOM AGREEMENT



Food Protection Bureau  
788 E. Woodoak Lane  
Murray, UT 84107

### Food Cart or Shaved Ice Stand Information

Food Establishment Business Name \_\_\_\_\_

Operating Address \_\_\_\_\_

Food Establishment Owner (print) \_\_\_\_\_

Home Phone / Cell Phone \_\_\_\_\_

Food Establishment Mailing Address \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

Business Phone # \_\_\_\_\_

I agree to utilize the restroom facility listed below for all restroom needs. I further agree to wash my hands in the restroom after using the restroom, and to wash my hands a second time at the food facility when returning from the restroom. I understand that the restroom must be accessible during all hours of food service operations. I will immediately report any change in contracted restroom location to the Food Protection Bureau.

Signed \_\_\_\_\_

Food Establishment Owner \_\_\_\_\_

Date \_\_\_\_\_

**The portion below is to be filled out by the restroom establishment owner/manager only.**

### Restroom Information

Restroom Establishment Name \_\_\_\_\_

Establishment Owner/Manager (print) \_\_\_\_\_

Restroom Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Restroom Hours: from \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

Days:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

*I agree to provide restroom facilities for employees of the above business during the listed hours.*

Signed \_\_\_\_\_

Owner/Manager of Establishment \_\_\_\_\_

Date \_\_\_\_\_

Approved by EHS \_\_\_\_\_

Sign \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_



## Renewal Inspection: Carts, Trucks and Trailers

Food Protection Bureau  
788 East Woodoak Lane  
Murray, Utah 84107  
(385) 468-3845

### Paperwork

- Registered, certified manager certificate/Food handler card [4.1.4; 4.1.3]
- Completed commissary agreement [4.9.3]
  - Is the agreement on the new form, signed by a cart team member, and dated within the last year?
    - If no, the commissary must be approved by the cart team before operation. Have a request generated for a cart team member.
  - Is the owner mailing address a physical address (no P.O. Box)?
  - Does the mobile unit use the commissary kitchen for cooking or prep?
    - If no, are the menu items able to be made on the mobile unit?
    - If yes, what days/times is the commissary used?
    - Is the commissary open for the mobile unit to use during these times? Verify.
  - Are all parts filled out? Verify all information provided is accurate.
- Completed restroom agreement (not for trucks) [4.9.4]
  - Verify that the restroom owner has approved use.
  - Is the restroom available at all hours the cart is operating?
  - Is the toilet within 500 feet of operation?
- New risk assessment (are there menu restrictions?)

### Mobile Unit

- Permit posted on cart [4.1.2]
- Clean water tank/Adequate size (no gravity fed tanks)/Food grade hose [4.5.41; 4.9.6; 4.5.37]
- Waste water tank (15% larger than culinary tank or larger if tank water heater is used) [4.5.45]
- Hand sink available/Hot & cold water/Adequate hot water (after 3-comp sink is full)/Adequate water pressure [4.5.18; 4.5.8; 4.5.14; 4.5.9]
- Soap and disposable towels at hand sink [4.6.24; 4.6.25]
- Adequate hot and cold holding and cooling equipment/food temperatures [4.4.51; 4.3.59]
- Probe type thermometer [4.4.57]
- Sanitizer test kit [4.4.59]
- Gloves or utensils to minimize bare hand contact [4.3.21]
- Name on mobile unit in 4-inch letters (two sides if trailer or truck) [4.9.5]
- All surfaces smooth and easily cleanable [4.4.15; 4.4.20; 4.6.1]
- Adequate sneeze guard [4.3.41]
- Adequate overhead protection by roof/awning [4.6.16]
- Separate coolers for raw meat and ready-to-eat foods (up to four) [4.3.23]
- Self-contained and readily movable; no extensions [4.9.9]
- Food prepared at approved commissary [4.9.12]
- Unit stored at the commissary when not in use/unit returning to commissary daily [4.9.13; 4.9.14]
- Food storage and food contact surfaces protected during transit, a custom fit cover may be required [4.9.11]

### Commissary

- NSF equipment/refrigeration at the commissary [4.4.13]
- Adequate food storage and cooling capacity [4.4.51]
- New sticker for the year (note the sticker number in the comments)

\*This list is not comprehensive. Other violations may be cited that are not covered by this list, but are required by the Food Code.

## APPENDIX A PENALTY

### SCHEDULE

#### **Temporary Food Establishments**

<b>Violation</b>	<b>1<sup>st</sup> Occurrence</b>	<b>2<sup>nd</sup> Occurrence</b>	<b>3<sup>rd</sup> Occurrence</b>	<b>4<sup>th</sup> Occurrence</b>
<b>Critical violations causing an imminent health hazard*</b>	Immediate suspension of food operations until hazard is abated. \$100 re-inspection fee to reinstate the permit.	Immediate suspension of food operations until hazard is abated. \$100 re-inspection fee to reinstate the permit plus a penalty in the amount:	Immediate suspension of food operations until hazard is abated. \$100 re-inspection fee to reinstate the permit plus a penalty in the amount:	Immediate suspension of food operations. Notice of Violation.
<b>No handwash sink</b>		1-day permit \$150	1-day permit \$250	
<b>Inability to hold foods hot or cold</b>		3-day permit \$200	3-day permit \$300	
<b>Unapproved Food Source</b>		14-day permit \$300	14-day permit \$400	
		Seasonal permit \$400	Seasonal permit \$500	

#### **Food Establishments Including Food Carts, Trucks, and Trailers**

<b>Violation</b>	<b>1<sup>st</sup> Occurrence</b>	<b>2<sup>nd</sup> Occurrence</b>	<b>3<sup>rd</sup> Occurrence</b>	<b>4<sup>th</sup> Occurrence</b>
<b>Critical violations causing an imminent health hazard*</b>	Immediate suspension of food operations until hazard is abated, corrective action plan is approved by the Department, and re-inspection is conducted. \$100 re-inspection fee to reinstate the permit.	Immediate suspension of food operations for 7 days. Corrective action plan must be approved by the Department. \$100 re-inspection fee to reinstate the permit.  OR	Immediate suspension of food operations. Revocation of permit with 60-day restriction for new permit. Corrective action plan must be approved by the Department.  OR	Immediate suspension of food operations. Revocation of permit with 60-day restriction for new permit.
<b>Inability to wash hands</b>				
<b>Inability to keep foods hot or cold</b>				
<b>Unapproved Food Source</b>				
<b>Sewage backup affecting the food preparation areas</b>				
<b>Rodent/Pest Infestation</b>		Pay a penalty in the amount of \$2,000. The penalty will be reduced by up to \$1,500 with receipts addressing the violations resulting in the immediate compliance order.	Pay a penalty in the amount of \$5,000. The penalty will be reduced by up to \$3,000 with receipts addressing the violations resulting in the immediate compliance order.	

\*A combination of violations that present an imminent health hazard or grounds for revocation or suspension as defined in this Regulation.

#### **Food Establishments Operating Without a Permit**

<b>Operating with no permit</b>	Suspension of food operations until permit is obtained. Late fee for permit will apply.	Suspension of food operations until permit is obtained. Double the standard permit fee plus late fee for next permit.	Suspension of food operations until permit is obtained. Triple the standard fee plus late fee for next permit.	Immediate suspension of food operations. Notice of Violation.
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#### **Some Common Reasons for closure:**

- Operating without a food establishment permit
  - We need to be able to verify you are making food in an approved sanitary place
- Operating under a previous owner's permit (permits are not transferrable)
  - Condition of your permit application when you sign
- Continuing to operate when an imminent health hazard exists
  - Imminent Health Hazards may cause Foodborne Illness
- Continuing to operate when pump system and/or water system are non-functional
  - Our hands are the biggest vehicle of contamination
- Continuing to operate when waste water is leaking onto the ground and/or into a storm drain
  - Contaminate the storm drains which may make wildlife and people ill
- Continuing to operate when there are unsanitary conditions in the mobile unit and/or commissary
  - Unsanitary conditions may cause Foodborne Illness
- Continuing to operate when there is inadequate cold holding capacity within the mobile unit and/or commissary
  - Temperature abuse may cause Foodborne Illness
- Continuing to operate when there is inadequate hot holding capacity within the mobile unit and/or commissary
  - Temperature abuse may cause Foodborne Illness
- Lack of operational hand washing facilities
  - Our hands are the biggest vehicle of contamination
- Not using a commissary, or storing/preparing food in a residence
  - We need to be able to verify you are making food in an approved sanitary place

**Note: These are only examples and are not a complete list of violations that may require a closure.**