

Previously Permitted / Change of Ownership

Compact Mobile Food Operation(CMFO) in LA County Checklist

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

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

Get the previous certification sticker verified by the Mobile Food Program.	<input type="checkbox"/>
NOTE: No new sticker will be issued	
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 Cart Evaluation	<input type="checkbox"/>
Provide Ownership Documents:	
Sole proprietorship: Corporation or LLC:	
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 Evaluation Fee	<input type="checkbox"/>
Pay Home Storage Endorsement 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 Mobile Food Program at (626) 430-5500 for CMFO Evaluation + Home Storage Endorsement evaluation and/or shared food facility evaluation	<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 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: https://forms.office.com/g/Dys5sQJqPC 2. Post on social media (Facebook, Instagram, Twitter, Yelp, or others) 3. Submit an update at https://trucks.bestfoodtrucks.com/signup/reporting	<input type="checkbox"/>

Note: These companies are not endorsed by the Department of Public Health.

Obtain a food handler card within 30 days of operation. Visit www.ansi.org for a listing of Accredited Organizations.	<input type="checkbox"/>
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