

# New Custom Built Compact Mobile Food Operation (CMFO) Checklist

Submit all applicable applications, documents, and fees to the Plan Check Program

## Step 1 – Questions on Cart Type/Application? Call Plan Check Program at (626) 430-5560.

Submit CMFO Plan Check Application	<input type="checkbox"/>
Submit Written Operational Procedures with Menu	<input type="checkbox"/>
Submit Plans (1 Copy) + Spec sheets/equipment if available (Plans can be submitted online: <a href="http://publichealth.lacounty.gov/eh/i-want-to/submit-electronic-plan.htm">http://publichealth.lacounty.gov/eh/i-want-to/submit-electronic-plan.htm</a> )	<input type="checkbox"/>
Pay for Plan Check fee	<input type="checkbox"/>

## Step 2 – Resubmit, if applicable

Resubmit plans if revisions were needed (Submit 2 copies of the revised plan)	<input type="checkbox"/>
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## Step 3 – Build CMFO Cart, after plans are approved

After plan approval from Plan Check Program, complete construction of CMFO cart.	<input type="checkbox"/>
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## Step 4 – After CMFO is Built - Submit Applications + Documents and Pay for Fees

(For a list of fees, refer to the Fee Schedule: <https://bit.ly/EH-FeeSchedule>)

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 – Indicate the CMFO type applying for, and Home Storage Endorsement, if applicable	<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 <input type="checkbox"/> 2. Copy of Articles of Incorporation/Organization <input type="checkbox"/> 3. Copy of IRS form with employee identification number (tax I.D. #)
Pay Public Health Permit Fee	<input type="checkbox"/>
Pay Shared Food Facility - Dependent Food Operator Evaluation Fee, if applicable	<input type="checkbox"/>
Pay Home Storage Endorsement Evaluation Fee, if applicable	<input type="checkbox"/>

## Step 5 – Make Appointment

Make an appointment with the Plan Check Program at (626) 430-5560 for Site (Cart) Evaluation* and for Home Storage Endorsement evaluation and/or shared kitchen facility evaluation, if applicable.	<input type="checkbox"/>
*Cart evaluation fee is included in the Plan Check Fee previously paid.	

## Step 6 – 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 and/or shared food facility is evaluated	<input type="checkbox"/>

## Step 7 – Certification + Approval

CMFO will receive certification sticker, and inspection report/approval letter once it passes inspection. The CMFO is then authorized for immediate operation.	<input type="checkbox"/>
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## Step 8 – 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"/>