

# Mobile Food Facility (MFF) Checklist

## Lease or Change of Owner

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

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

Submit Public Health Permit Application	<input type="checkbox"/>
Submit Written Operational Procedures (if applicable) with Menu	<input type="checkbox"/>
Submit the following item: • Commissary Contract dated within the past 30 days	<input type="checkbox"/>
Provide Ownership Documents: <b>Sole proprietorship:</b> <b>Corporation or LLC:</b> Copy of driver's license/photo I.D.      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. #)	<input type="checkbox"/>

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

Pay Public Health Permit Fee	<input type="checkbox"/>
Site Evaluation Fee	<input type="checkbox"/>

### Step 3 – Make Appointment

Make an appointment with <b>Mobile Food Program at (626) 430-5500</b> for MFF Evaluation	<input type="checkbox"/>
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### Step 4 – Evaluation

MFF is evaluated	<input type="checkbox"/>
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### Step 5 – Certification + Approval

MFF will receive public health permit sticker, inspection report/approval letter once it passes the site evaluation. The MFF 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="http://bit.ly/RouteSheet">bit.ly/RouteSheet</a> 2. Post on social media (Facebook, Instagram, Twitter, Yelp, or others) 3. Submit an update at <a href="http://trucks.bestfoodtrucks.com/signup/reporting">trucks.bestfoodtrucks.com/signup/reporting</a>	<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 <a href="http://www.ansi.org">www.ansi.org</a> for a listing of Accredited Organizations.	<input type="checkbox"/>