

Mobile Food Facility (MFF) Checklist

New Construction

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

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

Submit Public Health Permit Application	<input type="checkbox"/>
Submit Standard Operating Procedures (if applicable) with Menu	<input type="checkbox"/>
Submit the following items:	
• Commissary Contract dated within the past 30 days	<input type="checkbox"/>
• Plan Check Service Request	<input type="checkbox"/>
• 1 complete set of plans and specifications to Plan Check Program	
Provide Ownership Documents:	
Sole proprietorship: Corporation or LLC:	<input type="checkbox"/>
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. #)

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

Pay MFF Plan Check Fee	<input type="checkbox"/>
------------------------	--------------------------

Step 3-Build the MFF, after plans are approved

After plans are approved by the Plan Check Program, build MFF.	<input type="checkbox"/>
--	--------------------------

Step 4 – Make Appointment

Make an appointment with Plan Check Program at (626) 430-5560 for MFF Evaluation and Commissary evaluation, if applicable	<input type="checkbox"/>
---	--------------------------

Step 5 – Evaluation

MFF and/or Commissary is evaluated	<input type="checkbox"/>
------------------------------------	--------------------------

Step 6 – Pay Permit Fee + Approval

Pay Public Health Permit Fee if the MFF passes the final inspection.	<input type="checkbox"/>
MFF will receive inspection report/approval letter once it passes the final inspection. The MFF can be permitted and is authorized for immediate operation.	<input type="checkbox"/>

Step 7 – Route Information + Food Handler Card

Submit route information through one of the following platforms: <i>(Failure to submit will be subject to violation)</i>	<input type="checkbox"/>
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	

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"/>
---	--------------------------