

<b>Standard Plan</b> <b>Compact Mobile Food Operation (CMFO) Checklist</b> <i>Submit all applicable applications, documents, and fees to the Mobile Food Program</i>	
<b>Step 1 – Questions on Cart Type/Application? Call <a href="tel:6264305500">Mobile Food Program</a> at (626) 430-5500</b>	
Submit Standard Plan Attestation Letter	<input type="checkbox"/>
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 Site (Cart) Evaluation	<input type="checkbox"/>
Provide Ownership Documents: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Sole proprietorship:</b>            Copy of driver's license/photo I.D.         </div> <div style="width: 45%;"> <b>Corporation or LLC:</b>            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. #)         </div> </div>	<input type="checkbox"/>
<b>Step 2 – Pay for Fees</b> (For a list of fees, refer to the Fee Schedule: <a href="https://bit.ly/EH-FeeSchedule">https://bit.ly/EH-FeeSchedule</a> )	
Pay Public Health Permit Fee	<input type="checkbox"/>
Pay CMFO Site (Cart) Evaluation Fee	<input type="checkbox"/>
Pay Home Storage Endorsement Evaluation Fee, if applicable	<input type="checkbox"/>
Pay Shared Food Facility - Dependent Food Operator Evaluation Fee, if applicable	<input type="checkbox"/>
<b>Step 3 – Make Appointment</b>	
Make an appointment with <b>Mobile Food Program</b> at <b>(626) 430-5500</b> for CMFO Site (Cart) Evaluation, and Home Storage Endorsement and/or shared food facility evaluation, if applicable	<input type="checkbox"/>
<b>Step 4 – Evaluation</b>	
<i><b>Note:</b> 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</i>	
CMFO cart is evaluated	<input type="checkbox"/>
Home Location or Shared Food Facility is evaluated	<input type="checkbox"/>
<b>Step 5 – Certification + Approval</b>	
CMFO will receive inspection report/approval letter once it passes the inspection. The CMFO is then authorized for immediate operation.	<input type="checkbox"/>
<b>Step 6 – Route Information + Food Handler Card</b>	
Submit route information through one of the following platforms: <i>(Failure to submit will be subject to violation)</i> <ol style="list-style-type: none"> <li>Mobile Food Facility Route Sheet: <a href="https://forms.office.com/g/Dys5sQJqPC">https://forms.office.com/g/Dys5sQJqPC</a></li> <li>Post on social media (Facebook, Instagram, Twitter, Yelp, or others)</li> <li>Submit an update at <a href="https://trucks.bestfoodtrucks.com/signup/reporting">https://trucks.bestfoodtrucks.com/signup/reporting</a></li> </ol> <b>Note: These companies are not endorsed by the Department of Public Health.</b>	<input type="checkbox"/>
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"/>