

MOBILE FOOD UNIT CUSTOMER APPLICATION CHECKLIST

The information in this document should be completed to ensure a successful online application submittal.

Plan Information

Applicant Name: _____
Contact Phone: _____
Contact Address: _____
Contact Email: _____
Project Name: _____

Submittal

Complete application submitted in the Permit Portal:

- | | | |
|---|--------------------------|--------------------------|
| 1. Menu provided with individual items listed?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Plans drawn to scale (1/2" = 1 ft., etc.)?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Equipment specification sheets provided?..... | <input type="checkbox"/> | <input type="checkbox"/> |

Additional Documents Required in the Process for Permitting

(Can be completed at any time, but must be completed prior to receiving a permit):

- | | | |
|--|--------------------------|--------------------------|
| 1. Commissary Form provided to Wake County?..... | <input type="checkbox"/> | <input type="checkbox"/> |
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Fees

Mobile Food Unit (MFU) \$200 fee paid with online application

Yes	No
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Items To Be Reviewed

1. **Menu Requirements – NC Food Code, Chapter 3**

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|---|--------------------------|--------------------------|
| a) "MOBILE FOOD UNIT MENU REVIEW ATTACHMENT" Completed and Attached? | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Raw ingredients listed for all menu items?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. RTE (ready to eat) ingredients listed for all menu items?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| iii. Narrative (short statement) of how ingredients are handled provided for each Menu Item?..... | <input type="checkbox"/> | <input type="checkbox"/> |

2. **Equipment Specifications – NC Code Parts 4-1 and 4-2**

- | | | |
|--|--------------------------|--------------------------|
| a) <u>Handsink, required – NC Rule .2672(d)</u> | | |
| Item (Make/Model) Provided?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| Shown and labeled on plans?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| Equipment specs provided?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| ANSI Listed or meets 4.1 & 4.2?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| Manufacturer's Intended Use Met?..... | <input type="checkbox"/> | <input type="checkbox"/> |

b) <u>Utensil sink, required – NC Rule .2672(e)</u>	
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|---------------------------------------|--------------------------|--------------------------|
| Item (Make/Model) Provided?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| Shown/labeled on plans?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| Equipment specs provided?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| ANSI Listed or meets 4.1 & 4.2?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| Manufacturer's Intended Use Met?..... | <input type="checkbox"/> | <input type="checkbox"/> |

c) <u>Drainboards, utensil racks, or tables for utensils – (NC Food Code 4-301.13)</u>	
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|---------------------------------------|--------------------------|--------------------------|
| Item (Make/Model) Provided?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| Shown/labeled on plans?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| Equipment specs provided?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| ANSI Listed or meets 4.1 & 4.2?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| Manufacturer's Intended Use Met?..... | <input type="checkbox"/> | <input type="checkbox"/> |

d) Hood (required if cooking for grease/condensation) – NC Food Code 4-204.11

- Are you cooking in MFU(If "no", skip this section (d) of questions)?.....
- Exhaust hood (Make/Model) Provided?.....
- Shown/labeled on plans?.....
- Equipment specs provided?.....
- Hood covers all of the cooking area(s) to remove smoke/condensation from the MFU?....
- Grease Catch on internal & external hood Exhaust System?.....
- ANSI Listed or meets 4.1 & 4.2?.....
- Manufacturer's Intended Use Met?.....

e) Ventilation

- Item (Make/Model) Provided?.....
- Shown/labeled on plan?.....
- Equipment specs provided?.....
- ANSI Listed or meets 4.1 & 4.2?.....
- Manufacturer's Intended Use Met?.....

f) Storage (shelves/cabinets)

- Item (Make/Model) Provided?.....
- Shown/labeled on plan?.....
- Equipment specs provided?.....
- ANSI Listed or meets 4.1 & 4.2?.....
- Manufacturer's Intended Use Met?.....

g) Cold Holding Equipment

- Item (Make/Model) Provided?.....
- Shown/labeled on plan?.....
- Equipment specs provided?.....
- ANSI Listed or meets 4.1 & 4.2?.....
- Manufacturer's Intended Use Met?.....

h) Food prep surfaces (tables, etc.)

- Item (Make/Model) Provided?.....
- Shown/labeled on plan?.....
- Equipment specs provided?.....
- ANSI Listed or meets 4.1 & 4.2?.....
- Manufacturer's Intended Use Met?.....

i) Equipment Needed To Support All Menu Items Listed?

- Item (Make/Model) Provided?.....
- Shown/labeled on plan?.....
- Equipment specs provided?.....
- ANSI Listed or meets 4.1 & 4.2?.....
- Manufacturer's Intended Use Met?.....

j) All/Any Other Items Not Specifically Listed Above Listed

- Item (Make/Model) Provided?.....
- Shown/labeled on plan?.....
- Equipment specs provided?.....
- ANSI Listed or meets 4.1 & 4.2?.....
- Manufacturer's Intended Use Met?.....

3. Water Supply Evaluation – NC Rule .2672(b)

- a) Potable water system under pressure provided in the MFU?.....

 - Size/Volume of water supply tank (in gallons)?_____
 - Drinking Water Hose Provided meeting standards (NC Food Code 5-302.6)?.....

- b) Water heater provided?.....
- c) Water inlet location shown and labeled on plans?.....
- d) Potable water tank vent shown on plans and labeled?.....

4. Wastewater Evaluation – NC Rule .2672 (f)

- a) Wastewater tank provided?
 - Size/Volume of wastewater tank (in gallons)?_____
- b) Waste tank >15% larger than water supply tank?.....
- c) Waste tank outlet lower than water supply inlet?.....
- d) Shut off valve shown and labeled on plans?.....
- e) Wastewater Hose Provided? (minimum Diameter 1" and different than Drinking Water Hose).....

5. Construction – NC Rule .2672, NC Food Code 6-101.11, NC Food Code 6-102.11

- a) Internal Construction
 - i. Constructed to prevent contamination of food, drink, utensils and equipment from sources outside the MFU (Flies, dust, etc.)?.....
 - 1. Outside openings protected by screens or fans?
 - 2. Shown and labeled on plans?.....
 - ii. Constructed to prevent contamination of food, drink, utensils and equipment from sources inside the MFU. (Contamination Ex. Splashing, cross contamination , spills, etc.) (ex. splash guards, barriers, separate storage areas etc.)?.....
 - 1. Shown and labeled on the plans?.....
 - iii. Interior finishes of floor, walls, and ceiling are “smooth, durable, and easily cleanable” (ex. Stainless Steel, Aluminum, Commercial Rubber Floor, Fiberglass Reinforced Panels (FRP), other materials as approved by DHHS, or other materials approved by REHS on site)?
- b) External MFU construction
 - i. Weather-resistant exterior surface is smooth, durable and easily cleanable (ex. Aluminum, Sheet metal, Fiberglass Reinforced Panels (FRP), other approved materials)?.....

Additional Information/Notes:

These requirements are based on [15A NCAC 18A .2600 Rules Governing Food Protection and Sanitation of Food Establishments](#) and the [NC Food Code Manual](#)).