



MOBILE FOOD PERMIT APPLICATION

SECTION I- GENERAL INFORMATION

OFFICE USE ONLY
FEP#

Please Print Clearly

Date: _____

Name of Establishment: _____

Owner Name: _____

Manager Name: _____

Physical Address: _____

Parcel Number: _____

Mailing Address: _____

Business Telephone Number: _____ Email Address: _____

Days of the Week Open: _____ Hours of Operation: _____ to _____

SECTION II- WATER

Failure to complete this section will delay processing or the application may have to be returned.

Note: This information can be obtained from your water company or system manager.

Public Water System Name: _____ WFI Number: _____

SECTION IV- BUILDING

Failure to complete this section will delay processing or the application may have to be returned.

- Attach a **floor plan** showing all equipment, sinks, storage areas and drains. This can be a freehand sketch. Provide a detailed description of all appliances, sinks, and water tanks, including water tank size by volume.
- Please provide the size of the hot water tank as well as input (BTU or kW).
- If within Shelton city limits, contact the City of Shelton for necessary permits and business license. If outside of Shelton city limits, contact Mason County Community Development for appropriate permits and reviews.
- Provide detailed drawings of the water system showing the placement/location of all parts, including: fresh and waste water tanks, hot water heater, pump, tubing, waste connection, three compartment sink (if applicable) and hand wash sink.

SECTION V- MENU

Failure to complete this section will delay processing or the application may have to be returned.

Submit a copy of a menu or list of menu items, including bar menus, table menus, and menu boards.

A consumer advisory is required for all food of animal origin that are offered raw, undercooked, or cooked to the customers specification.

Please check the appropriate box below: Will your establishment be using mainly:

- Single service items (plastic utensils, paper plates, etc.)
Or
 Reusable items

SECTION VI- Mobile Requirements

- Water
 - Water used for cooking, cleaning, and hand washing must come from an approved source.
 - A food grade hose must be used when transferring water.
 - Proper sanitizing of the water tanks must be done regularly. Please follow CFR Title 21, chapter 1, subchapter B, Part 129.
 - Fresh water and waste water tanks must be sloped to drain.
 - Waste water tank must be 15% larger in capacity than fresh water tanks.
 - All waste water lines must be indirectly plumbed into the waste tank using a 1 inch air gap.
 - Three compartment sink and hand washing sink must be present in mobile, except with limited food preparation.
- Restrooms
 - Restrooms for employees must be readily accessible within 200 feet, if at any location for over one hour.
 - If seating is provided, a plumbed restroom must be available for customers within 200 feet of unit. A hand washing sink must be available at the restroom.
- Mobility
 - Mobile must maintain the ability to return to commissary kitchen.
- Others
 - All mobile units must be inspected by Labor & Industries prior to a plan review. The seal of approval must be easily visible on the mobile unit.
 - All raw meat greater than one inch in thickness may not be cooked on the mobile unit.
 - Cooling food is not allowed on mobile units. Food must be cooled in an approved kitchen.
 - Food that is previously cooled in a commissary kitchen must be reheated from 41°F to 165°F within one hour.
 - Commissary Kitchen agreement form must be filled out and signed by mobile unit operator and commissary kitchen owner.

PERMITTING PROCESS

Please allow at least 15 working days for processing the application. It may take longer if problems are found or the application is complete. For more complex establishments, there may be a fee of \$80/hour for the plan review process.

Please mail or drop off the completed applications to:

Mason County Public Health
415 N 6th Street
Shelton WA 98584

Once the application is approved, you will be notified. At that point in time, a pre-operational inspection will be scheduled. Do not open without approval and a pre-operational inspection.

All food establishments renew their permits in January for the next calendar year. You will receive a reminder in the mail at the beginning of January. However, it is your responsibility to ensure that the fee is paid on time.

In addition, food work card classes are now offered online. Please visit <https://www.foodworkercard.wa.gov/language.html> to take the course and test.

To receive and retain your food establishment permit, all local, state, and federal food and food establishment regulations must be followed.

If you have any questions, please contact our office at 360-427-9670 ext. 400.

I have read and understood the entire proceeding document. I agree to all of its requirements for obtaining a food establishment permit. All of the information I have given is true.

Owner Signature: _____ Date: _____