



# 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 III- SEPTIC SYSTEM

**Holding Tank for Self-Contained Mobile Unit:** Please attach copies of:

- Holding tank capacity
- Plumbing schematic
- Schedule of estimated dumping frequency
- Location of approved dumping station to be used

## 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.

Revised: 1/2/19 **This form may be scanned and available for public view on the Mason County Web site.**

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 500 feet, if at any location for over one hour.
  - If seating is provided, a plumbed restroom must be available for customers within 500 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: \_\_\_\_\_