

CHANGE OF OWNERSHIP FOR MOBILE UNITS

FEE REQUIRED

If buying or leasing a food cart that has operated within the past 12 months, you will need to apply for a Change of Ownership to get your own license. If the mobile has not operated in the past 12 months you may have to go through *Plan Review*.

Multnomah County will issue a license after a properly completed Change of Ownership Application Packet has been submitted, reviewed, approved, and the license fee paid.

STEP 1 *Change of Ownership Application Packet* will be provided to new operator

STEP 2 Operator turns in completed *Change of Ownership Application Packet* and license fee.

STEP 3 Approval process

- The Mobile Plans Examiner reviews *Change of Ownership Application Packet* submission, approves plans, and the approval letter will be sent to the operator. Okay to operate, and license will be mailed.
- Denial Process: If incomplete or inadequate information is turned in, the *Change of Ownership* will be denied.
- Operator will be sent a “request for more information” letter. If the operator can fix the issues within the 30 day period then closure will not apply. After the 30 days, the operator may be asked to close until all requested information is submitted and plans are approved. Note: If you operate during this time, you will be doing so without a license.
- Operator provides Plans Examiner the requested information. If plans are approved the Plans Examiner will email the approval letter to the operator. If a site inspection is needed the Plans Examiner will schedule.
- Site inspection (if needed): The Plans Examiner will confirm whether items listed on the “request for additional information” letter were completed. If approved, the operator can operate and will be issued a license. If the requested items were not fixed, the mobile may be closed until items on the letter are completed.

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GOOD TO KNOW

The sooner you turn in your *Change of Ownership Packet*, the sooner the County Plans Examiner will review the plans and identify whether or not you need to turn in additional information.

You can still operate your mobile for 30 days after *Change of Ownership Packet* submission, however, you will be doing so without a license. If you have not received license approval after the 30 day period, you may have to stop operating until your mobile gets approval from the Plans Examiner. You may need to make modifications to the food cart if the previous owner made major structural changes since the unit's last *Plan Review* (for example, if the sinks or tanks were replaced), or if the cart does not meet code.

COMMON PROBLEMS FOUND DURING THE CHANGE OF OWNERSHIP REVIEW

The fresh and/or wastewater tanks are not the right size for the 3-compartment sink system.

The size of your 3-compartment sink tells us how large your fresh water tank needs to be. If your fresh water tank is too small for your sinks then you will be required to get a fresh water tank that is suitable for your mobile.

The wastewater tank must be at least 15% larger than your fresh water tank. If your wastewater is too small for your fresh water tank then you will be required to get a wastewater tank that is suitable for your mobile.

The fresh and/or wastewater tank(s) have been removed from the mobile.

If the fresh and/or wastewater tank(s) have been removed, you will be required to install these tanks to your mobile. These tanks must be an integral part of your mobile.

The 3-compartment sink is not indirectly drained.

The 3-compartment sink will need to have an indirect drain unless you have a dedicated 5th sink for food preparation. If you have a food preparation sink, it will need to be indirectly drained into the onboard wastewater tank.

There is no mechanical pump.

If you do not have a mechanical pump to move your fresh water from the tank into your sinks you will be required to get a mechanical pump. Gravity-fed fresh water tanks are no longer allowed. At minimum the pump psi should be 20; the stronger the psi, the stronger your water pressure.

There is no hot water heater.

If you do not have a hot water heater, you will be required to have one. The mobile must have running hot and cold water, from the time you start preparing food to the time the mobile closes.

MOBILE UNIT CHANGE OF OWNERSHIP FORMS & ATTACHMENTS CHECKLIST

For change of Mobile Unit ownership, you are required to complete the following forms and documents, and submit them with your payment (see [submission details on page 14](#)).

Please ensure all information is included. Lack of complete information may delay plan approval.

Complete all *Change of Ownership Packet* components, including the following:

- Mobile Operating License Application Form
- Mobile License Fee
- Mobile Operations Worksheet
- Wastewater Disposal Form
- Restroom Agreement Form
- Commissary Verification & License Form (if applicable)
- Warehouse License Application (if applicable)

Required Attachments:

- Menu
- Floor Plan: Bird's eye view (aerial view) drawing of interior of the mobile unit including:
 - 3-compartment sink (if applicable):
 - Dimensions (L x W x D¹) of interior of sink basin (in inches)
 - Drain boards and/or location of drying racks
 - Indirect drain² and p-trap for 3-compartment sink
 - Fresh water tank dimensions (L x W x D¹)
 - Wastewater tank dimensions (L x W x D¹)
 - Fresh water and Wastewater (grey) tank locations
 - Water pump
 - Hot water heater
 - Hand wash sink with splash guards
 - Description of materials used on floor, walls, counters and ceilings
 - Equipment list: Cooking, refrigeration, freezers, ventilation hood, etc.
 - Food preparation sink (not required), indirectly plumbed

¹ L x W x D: Length x Width x Depth (in inches)

² For examples of indirect drain, [see page 16](#).

MOBILE UNIT: OPERATING LICENSE APPLICATION FORM

Mobile Unit Classification	Class 1	Class 2	Class 3	Class 4
VIN number				
New Mobile Unit Name				
Old Mobile Unit Name				
Date of ownership change				
Operating Location of Mobile				
Zip				
Operator Name				
Operator Phone				
Operator Home Mailing Address				
Operator Email				
Vehicle Identification Numbers (VIN)				

Has the unit previously been licensed in Oregon?	Yes	No ¹
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¹ If the unit was NOT licensed in Multnomah County, *Plan Review* documentation from that county or state must be submitted. If the mobile was last licensed in another State, you will have to go through Plan Review and pay the plan review fee.

Please complete the following section to help Multnomah County better serve the Food Business Community.

Preferred language(s) (mark as many as appropriate)
Other preferred languages
What is your race or origin? (mark as many as appropriate)
Other race/ origin

All licenses issued under this act shall terminate and be renewable on December 31st of each year. It is agreed that I will comply with the provisions of chapter 624, Oregon Revised Statutes, and the administrative rules of the Oregon Department of Human Services pertaining thereto. License fees are not refundable. All information contained in this record is public. * Please refer to fee schedule or call our office for information regarding license fee.

Signature of Applicant

Printed Name

Address

Date

OFFICE USE ONLY

Date application received	Fee received \$	Date fee received
Check #	Cash/CC	Fee received by

MOBILE OPERATIONS WORKSHEET

Name of Previous Mobile	Facility #
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Changes you've made to the Mobile Unit

Location	No	Yes	New Location
Menu	No	Yes	List Changes (attach full menu if more space is needed)
Equipment	No	Yes	List Changes
Plumbing	No	Yes	List Changes ¹

¹ If changes to the plumbing have been made you will need to consult with the Mobile Plans Examiner.

Will you use a commissary for food prep, storage, dish washing?	Yes	No
Commissary Location		
Will you use a warehouse for food or equipment storage?	Yes	No
Warehouse Location		
If no commissary or warehouse, where will food, equipment, etc. be stored?		
What foods will be cooked to order?		

FEE REQUIRED

What foods will be prepared in advance?

Will you be cooling foods? **Yes** **No**

If yes, describe process:

Do you have a dedicated commercial refrigerator for cooling? **Yes** **No**

Where does the fresh water come from? **Onsite** **Delivery Service** **Other:**

How will the wastewater be removed? **DEQ Hauler** **Onsite** **Other:**

TABLE 1 Refrigerator/Freezer Capacity

UNIT TYPES	Yes	How many?	Commercial Unit	Residential Unit	# of doors	Power Source: Electric (E), Generator (G), Propane (P), Other (O)	No
Reach in refrigerator (under counter)							
Refrigerator (stand up)							
Pop top sandwich refrigerator							
Reach-in freezer (under counter)							
Freezer (stand up)							
Refrigerator/Freezer (stand up)							
Other cold holding storage							

Do you have thermometers inside each refrigerator and freezer? **Yes** **No**

All liquid producing equipment must drain into the onboard wastewater tank. If you have any of the below, please check to confirm that the wastewater drains indirectly into the wastewater tank (tap trays can drain into covered containers).

Espresso Machine Cup Washer Ice Machine Tap tray (beer, etc.)

Other

Do you have an indirect connection to the waste tank? **Yes** **No**

TABLE 2 Plumbing Fixtures Check each item that is in your Mobile Unit and provide required information.

	Yes	No
3-compartment sink ¹	<input type="checkbox"/>	<input type="checkbox"/>
Indirect plumbing on 3-compartment sink ¹	<input type="checkbox"/>	<input type="checkbox"/>
P-trap ¹	<input type="checkbox"/>	<input type="checkbox"/>
Hand sink ^{1,2}	<input type="checkbox"/>	<input type="checkbox"/>
Running hot and cold water ^{1,2}	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical pump ^{1,2} PSI	<input type="checkbox"/>	<input type="checkbox"/>
Hot water heater ^{1,2} How many gallons?	<input type="checkbox"/>	<input type="checkbox"/>
Food preparation sink, indirectly plumbed (not required)	<input type="checkbox"/>	<input type="checkbox"/>
Back-flow prevention device ^{1,2}	<input type="checkbox"/>	<input type="checkbox"/>
Air gap under sink	<input type="checkbox"/>	<input type="checkbox"/>

¹Required in Class 4 mobiles. If the Class 3 mobile does not have a 3-compartment sink, you'll need a commissary.

²Required in Class 2, 3 mobiles. May require a commissary license.

TABLE 3 Three-Compartment Sinks

Dimensions of Interior of Sink Basin (in inches)		
Length	Width	Depth
How many drain boards?		
Where will washing of equipment, utensils, etc. take place? (Check all that apply)		
Mobile unit 3-compartment sink. ¹		
Commissary ^{2,4} : You are washing dishes inside a licensed commissary or restaurant kitchen.		
Commissary ^{3,4} : Dropping off dirty dishes to be washed by restaurant staff, picked up clean.		

¹Provide LxWxD for the interior basin of the sink. Provide measurements of each sink if they are different sizes. If all sinks are the same size, then provide sink basin measurements for one sink, i.e. 10 x 10 x 14.

²Fill out commissary application, verification form, and fee (license fee required if you don't own the restaurant).

³Fill out commissary verification form.

⁴Must be a licensed County or Oregon Department of Agriculture kitchen.

Table 4 Fresh Water Tank

Dimensions of Fresh Water Tank (in inches):		
Length	Width	Depth
Capacity in gallons		
Is the tank translucent?	Yes	No
Is the tank easily accessible?	Yes	No
Tank model number		

TABLE 5 Wastewater Tank

Dimensions of Wastewater Tank (in inches):

Length	Width	Depth
Capacity in gallons		
Tank Location		

How will the wastewater be removed from your wastewater tank^{1,2}?

¹ On site: The disposal area must have an approved sanitary sewer system according to law. Please contact the city in which your food truck will operate to determine their local regulations.

² Licensed Hauler: The wastewater hauler must have a DEQ license. Contact DEQ to find a licensed hauler.

MOBILE UNIT: WASTEWATER DISPOSAL FORM

Mobile Units must dispose their wastewater according to municipal rules within the city they operate. Please contact the city to ensure you are in compliance. Failure to dispose of wastewater correctly is grounds for closure.

Mobile Unit Name

Facility #

Mobile Location Address

Phone

Name of Mobile Unit Owner (Print)

Mobile Unit Owner (Signature)

Date

Operating Days and Hours: For each day you are open, write the hours of operation.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-

Months of Operation (mark all that apply) -OR- **ALL YEAR**

Jan Feb March April May June July Aug Sep Oct Nov Dec

There are THREE main ways to properly dispose of wastewater. Check which method you will be using:

On-site Disposal. The disposal area must have an approved sanitary sewer system according to law. Please contact the city in which your food truck will operate to determine their local regulations.

Business or POD Name

Phone

Address

City

County

Wastewater Hauler. If you use a wastewater hauler they must be licensed by the Oregon

Department of Environmental Quality (DEQ). Please keep the receipts the hauler gives you to show your inspector. To find out if your wastewater hauler is licensed, please contact the Oregon Department of Environmental Quality.

Name of Licensed Wastewater Hauler

Phone

DEQ # (required)

Self Hauling. You can dispose of wastewater yourself in one of two ways:

By driving your food truck to an approved disposal location.

By hand-carrying wastewater in an approved tote no larger than 20 gallons to an approved wastewater disposal location.

Address of disposal area

Signature Of Person Representing Hauling Company

Date

MOBILE UNIT: RESTROOM AGREEMENT FORM

Mobile Unit Name

Facility #

Name of Mobile Unit Operator (Print)

Phone

Email

Operating in one location for more than 2 hours

Roving

If operating in one location for more than 2 hours, please complete the following:

Mobile Units that are located at the same location for more than 2 hours or that provide any seating must have restroom facilities available. Please answer the questions below:

Location (for more than 2 hours)

Is customer seating provided at the Mobile Unit?

Yes

No

If your answer is yes, a restroom facility must be available for your Mobile Unit and you are required to provide the additional information requested below. The restroom must be within a 5 minute walk from the mobile, and have a hand sink with running hot and cold water.

(Complete an additional copy of this form if you will be at more than one location for more than 2 hours.)

LOCATION OF RESTROOM FACILITIES

Name of restaurant or POD

Phone

Address

City

Hours that the restroom is available for use

AUTHORIZATION TO USE RESTROOM FACILITIES

Printed Name of Person Authorizing Mobile Unit Restroom Facilities Use

Signature of Person Authorizing Mobile Unit Restroom Facilities Use

Date

FEES AND SUBMISSION

PAYMENT OPTIONS

Please refer to our [fee schedule](#) or call our office for information regarding license fee: 503.988.3400 Ext.0.

- ▶ Pay with credit card - call 503.988.3400 Ext.0
- ▶ Pay online - use the invoice we email to you
- ▶ Pay by check – make checks payable to: **Multnomah County Environmental Health** or **MCEH**

SUBMISSION OPTIONS

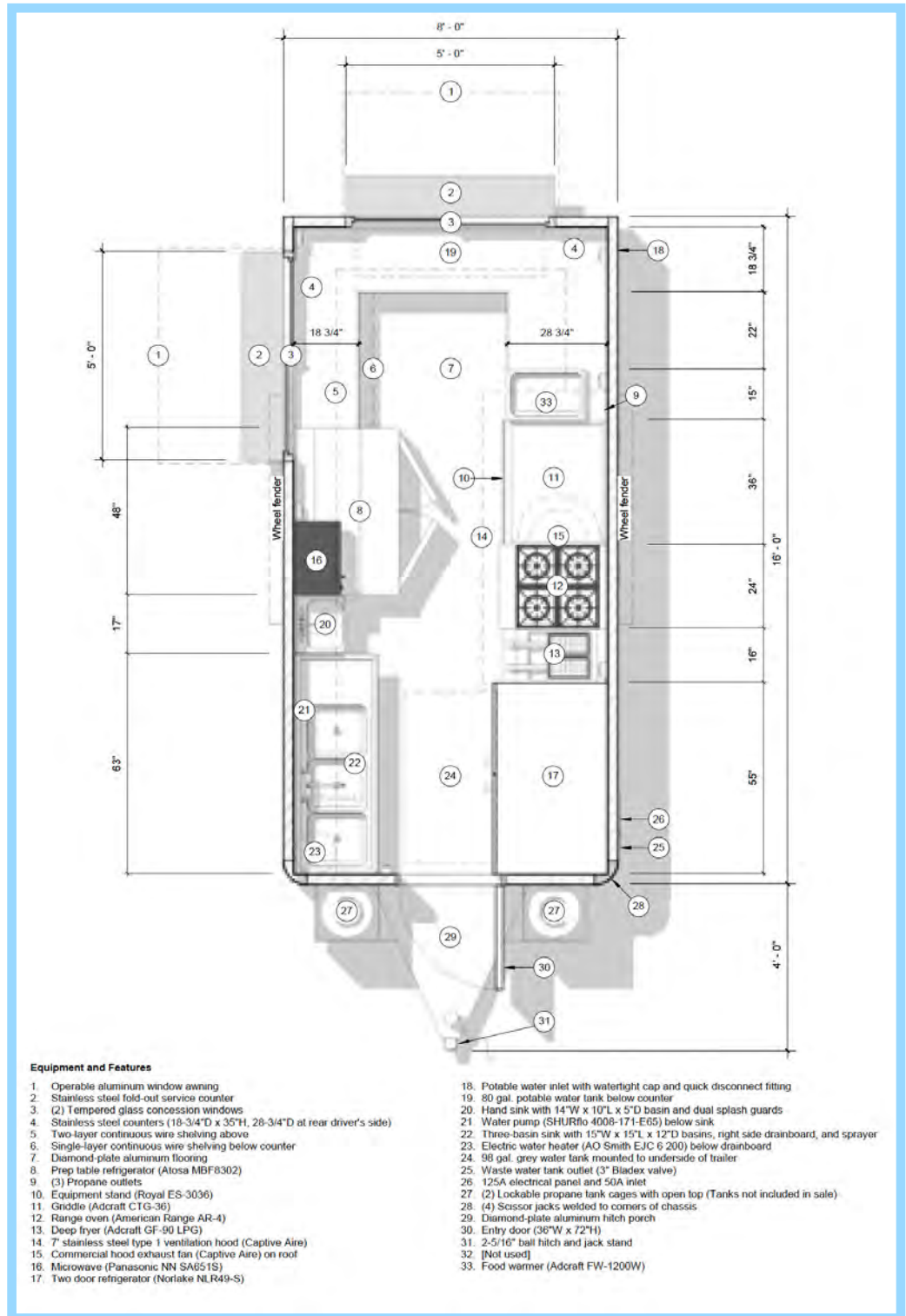
email all forms in this packet to: EH.Front.Office@multco.us

- ▶ Send or deliver completed Packet and applicable fees (by check) to:
Multnomah County Environmental Health Services
847 NE 19th Avenue Suite 350
Portland, OR 97232



EXAMPLE FLOOR PLAN

- Hand wash sink
- 3-compartment sink with drain boards; include dimensions (L x W x D) of interior of sink basin
- Indirect drain and p-trap for 3-compartment sink
- Food preparation sink (if applicable)
- Water pump and hot water heater
- All equipment in unit, including, but not limited to: (a) Type/ Model of commercial refrigeration and freezer equipment; (b) Cooking equipment; (c) Hood vent, etc.
- Fresh water tank: size and location
- Wastewater tank: size and location



Your floor plan does not need to be digitally created. It can be hand drawn as long as it has all the required components listed above.

EXAMPLES OF AN INDIRECTLY PLUMBED 3-COMPARTMENT SINK

When installing an indirect drain, please position it above the p-trap. The indirect drain can be placed anywhere in the sink system, but the sanitize basin of the 3-compartment sink must be indirectly drained. The air gap between the indirect waste pipe and the food level rim of the waste receptor shall be a minimum of twice the effective opening of the indirect waste pipe. (2X the diameter of the waste pipe).

