

Mobile Food Unit Plan Review Application Packet

The materials in this packet will guide you through the plan review process to make sure that your mobile food unit meets the requirements of the [Oregon Food Code](#). As you complete the packet **refer to the helpful sections on [definitions, photo examples](#) and answers to [Frequently Asked Questions](#)**. **Plan Review Approval from Multnomah County must be obtained prior to construction and/or operation of your unit.** All of our Mobile Food Unit Information, including copies of this packet, are located at: multco.us/services/food-carts-mobile-food-units

Submit the **attached Plan Review Documents, required plan review fee, and any other necessary documents to:**
Multnomah County Environmental Health Services
847 NE 19th Avenue Suite 350
Portland, OR 97232

You can also e-mail your completed application to foodsafety@multco.us and pay fee by credit 503.988.3400

At or after plan review approval, submit your **Operating License Application and Fee** and complete the pre-opening inspection. Once approved, your license will be in the mail within a couple weeks.

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Mobile Food Unit: General Requirements

Mobile Unit: A mobile food unit is defined as “...any vehicle that is self-propelled, or which can be pushed or pulled down a sidewalk, street or highway on which food is prepared, processed or converted, or which is used in selling and dispensing food to the ultimate consumer.” (As defined in OAR 333-162-0000 (31))

Classifications: There are four types of mobile food units. *Classifications are based upon the type of menu served.* Here is a general overview; for more details on what class would be most appropriate for you go to [page 4](#).

- Class 1** – These units can sell only intact prepackaged foods and non-perishable beverages. No use of ice is allowed. No preparation or assembly of food items is allowed.
- Class 2** – These units may serve unpackaged foods. However, no cooking, preparation, or assembly of foods is allowed on the unit.
- Class 3** – These units may cook, prepare and assemble food items. However, no raw-to-finish cooking of animal foods is allowed on the unit. Specifically, no raw animal proteins or eggs are allowed on the mobile.
- Class 4** – These units may serve a full menu. No special processing.

There is no size limit to mobile food units, except they must meet the following requirements:

- Mobile food units must be capable of being mobile at all times during operation. There is no requirement to move the unit at specific intervals.
- The unit must be on inflated wheels at all times.
- The tongue of the mobile must remain attached to the mobile, or onsite for quick attachment.
- No permanent connections to any utility service (i.e. water, sewer, or electric).
- The unit and all operations and equipment must be integral to the unit, including the fresh and wastewater tanks.
- [Food handler cards](#) are required for all persons working in the food unit. Contact Multnomah County for information on obtaining a food handler card: <https://multco.us/health/food-handlers-test>.
- Wastewater must be disposed of in an approved manner according to state plumbing code and the Oregon Department of Environmental Quality. Mobile units are NOT allowed to drain wastewater into storm drains.
- Please refer to the Oregon Mobile Food Unit Rules for additional requirements or contact the Plans Examiner at **503.988.3400**.

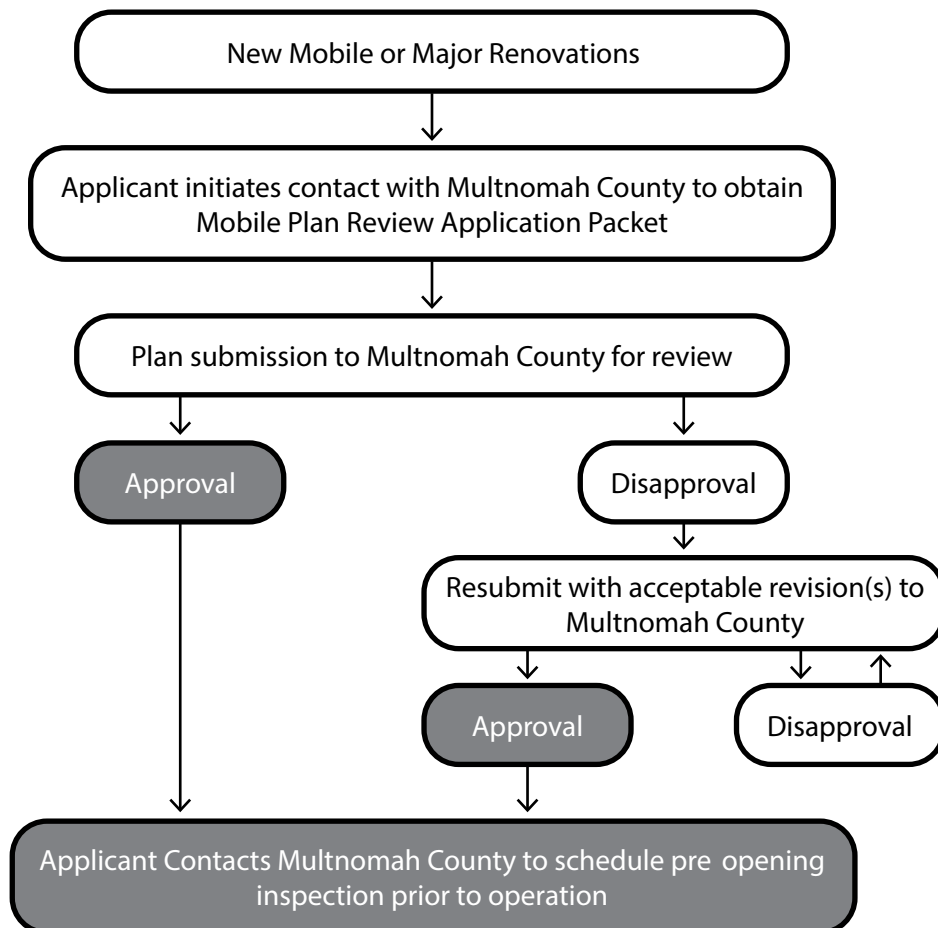
Other possible requirements:

- **Commissary:** A commissary may be required for a Class 1, 2 or 3 mobile, depending on your menu and whether or not there is a 3-compartment sink on the mobile unit. If there is no 3-compartment sink on Class 2 or 3 mobile, you must have a commissary. If a commissary is required to support a mobile food unit, the commissary must meet all restaurant requirements and cannot be in a private residence. See **Commissary Packet** for more information about obtaining a commissary license. A mobile may not serve as a commissary for another mobile and may not be used as a catering kitchen.

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- **Warehouse:** A place where food, utensils, single-service articles, cleaning or servicing supplies for mobile units are stored. Cooking, cooling, dishwashing, and ice making are not allowed in a warehouse. See **Warehouse Packet** for more information.
- **Auxiliary storage:** Limited to items necessary for that day's operation and must be removed at the end of each day. No self-service, assembly, or preparation activities may occur from auxiliary storage containers.
- **Other agencies:** There may be other agencies you will need to obtain approval from. Please see the **Resources section (page 23)** for a list of other agencies. If the mobile will be located within the City of Gresham please contact them at: 503.618.2845 or greshamoregon.gov/permits.
- **Propane:** An annual propane permit is required per City of Portland Fire Department, see [page 23](#) for information.

Plan Review Flow Chart



Thinking of buying a used cart? Call us first at 503.988.3400. We can save you money by telling you whether or not it meets code. Not all carts do, and if you buy one that doesn't you could be stuck paying a lot of money to modify.

Mobile Food Unit: Classification Chart

A mobile unit can only serve food within their classification. Any changes may require Plan Review.

Classification	Class 1	Class 2	Class 3	Class 4
Examples	Prepackaged, non-potentially hazardous foods, canned and bottled beverages. No ice.	Unpackaged food items permitted. No assembly, preparing, cooking, or warming of any foods.	All foods under Class 1 & 2. Prepare and serve full menu <i>except NO</i> raw animal proteins.	All foods under Class 1, 2, & 3. Raw animal proteins allowed. No special processing (like curing meats, reduced oxygen packaging etc.)
Commissary	Only if you are prepackaging foods yourself	Yes (if no 3-compartment sink) ²	Yes (if no 3-compartment sink) ²	No
Hand Sink	No	Yes - See below ⁵	Yes - See below ⁵	Yes
3-compartment Sinks	No	See below ^{1,2}	See below ^{1,2}	Yes ¹
Fresh Water Tank	No	Yes ³	Yes ³	Yes ³
wastewater Tank	No	Yes ⁴	Yes ⁴	Yes ⁴
Assembly or Preparation of Food Allowed	No	No	Yes	Yes
wastewater Form	No	Yes	Yes	Yes
Restroom Agreement Form	Yes	Yes	Yes	Yes

¹ The 3-compartment sink must be indirectly plumbed, and there must be a p-trap (see photo example on [page 25](#)) Required: A mechanical pump, water heater, and running hot and cold water at all sinks, fresh and waste tanks.

² A commissary license is required if there is no 3-compartment sink on the mobile. For further info see Commissary Verfication Form.

³ **Fresh Water Tank:**

- Class 2, 3: If no 3-compartment sink, then a 5 gallon (at minimum) fresh water tank for hand washing. Add extra gallons if using water for other activities (i.e. Espresso Machine).
- Class 4: to determine the minimum capacity of the fresh water tank you must first measure the *inside* of the 3-compt sink basin (i.e. 10 x 10 x 14 – in inches).

Calculation for Fresh Water Tank: 3-compartment sink interior of sink basin

Length x Depth x Width = ___/231 x 6 + 5 = ___ gal. This is the minimum capacity for the fresh water tank.

For example: If sinks are 10 x 10 x 14/231 x 6 + 5 = 41 gallons. 41 gallons is minimum size fresh water tank.

⁴ **Wastewater Tank:** The wastewater tank must be at minimum 15% larger than the fresh water tank.

Calculation for Wastewater Tank:

___ fresh water tank gallons x .15 + ___ fresh water tank gallons = ___ gal. This is the minimum size for the wastewater tank.

For example: If the fresh water tank is 41 gallons, then: 41 x .15 + 41 = 47 gallons. Your wastewater tank would need to be at least 47 gallons.

⁵ In addition to a hand sink, a dump or food prep sink may be required depending on the menu and whether or not the unit has a 3-compartment sink.

Plan Review Packet: Steps to Complete and Fee Information

Complete the following **Plan Review Packet materials** on [pages 6-13](#). Pages 6-13 must be turned in. If using a **Commissary (Commercial Kitchen) or Warehouse please fill out the respective commissary and/or warehouse packet**. Please see resources, definitions and FAQ at the end of this packet for support. Incomplete plans will not be approved until all required information is received. Once plans have been approved, Multnomah County will contact the operator listed on the application either by mail or email. At this point, it is up to the operator to **submit their Mobile Unit Operational License and contact Multnomah County for a pre-operational inspection**. The Mobile Unit cannot open until plans have been approved. **Failure to provide ALL information requested may result in a denial.**

Operator To-Do: Plan Review Items to Complete
<p>Step 1: What Class of mobile will you be operating? See Classification Chart (page 4) or Mobile Playbook</p> <p><input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 4</p>
<p>Step 2: Submit application fee(s), and Plan Review Application and with the following:</p> <p><input type="checkbox"/> Mobile Food Unit Plan Review Application and Plan Review Fee</p> <p><input type="checkbox"/> Plan Review Worksheet</p> <p><input type="checkbox"/> Menu</p> <p><input type="checkbox"/> Floor plan of the mobile's interior</p> <p><input type="checkbox"/> Detailed information for: 3-compartment sink, hot water heater, pump, fresh/wastewater tanks</p> <p><input type="checkbox"/> Operating Schedule</p> <p><input type="checkbox"/> Wastewater Disposal Form</p> <p><input type="checkbox"/> Restroom Agreement Form</p> <p><input type="checkbox"/> Commissary Application and Verification Form and Commissary License Fee (if applicable)¹</p> <p><input type="checkbox"/> Warehouse Application and Plan Review Packet (if applicable)²</p>
<p>Step 3: If applicable, obtain approvals from other agencies, i.e. planning, plumbing, fire, zoning, and building codes. If the mobile will be operating in the City of Gresham, please contact: 503.618.2845 or greshamoregon.gov/permits.</p>
Operator To-Do: Operating License Items to Complete After Plan Review Approved
<p>Step 4: After plans have been approved by the Health Department you must:</p> <ul style="list-style-type: none"> • Submit your operating license application and fee (page 13). This can be done when you turn in your plan review packet. • Contact your plans examiner by phone or email to set up a pre-opening inspection. You cannot open until your pre-opening inspection has been completed and approved.

Send or deliver completed plan review application packet and applicable fees to:

<p>Address: Multnomah County Environmental Health Services 847 NE 19th Avenue Suite 350 Portland, OR 97232</p>	<p>To view Plan Review, Commissary, Warehouse and License Fees go to: multco.us/services/food-carts-mobile-food-units</p>
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You can also e-mail your completed application to foodsafety@multco.us and pay fee by credit 503.988.3400

¹ Commissary required for: Class 1 mobile if you are preparing, prepackaging, or ware washing yourself; or, on a Class 2 or 3 mobile if there is no 3-compartment sink on the mobile unit.

² A warehouse license is required if you are storing any foods, equipment, to-go items outside of the mobile and/or commissary.

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Plan Review Packet: Plan Review Application and Fee

Plan Review Fee Must Accompany This Application

Date: _____

<input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 4		Construction Type: <input type="checkbox"/> New Mobile Unit <input type="checkbox"/> Remodel									
1. Spoken languages (mark as many boxes as appropriate): <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Thai <input type="checkbox"/> Lao <input type="checkbox"/> Vietnamese <input type="checkbox"/> Chinese (Cantonese) <input type="checkbox"/> Arabic <input type="checkbox"/> Korean <input type="checkbox"/> Somali <input type="checkbox"/> Russian <input type="checkbox"/> Other: _____											
License History: Previously licensed in another County or State: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, last year of operation: _____ County and State last licensed in: _____ License Plate #: _____ State: _____ VIN #: _____											
Mobile Unit Name: _____											
Address of Mobile: _____			Zip: _____								
POD Name: _____		Operator Name: _____									
Phone: _____											
Home Mailing Address: _____											
Email: _____		Social Media: _____									
Operating Days and Hours: For each day you are open, write the hours of operation											
Days	Sun	Mon	Tue	Wed	Thur	Fri	Sat				
Hours	to	to	to	to	to	to	to				
Months of Operation: Check all that apply -- OR -- <input type="checkbox"/> All Year											
<input type="checkbox"/> Jan	<input type="checkbox"/> Feb	<input type="checkbox"/> Mar	<input type="checkbox"/> Apr	<input type="checkbox"/> May	<input type="checkbox"/> Jun	<input type="checkbox"/> Jul	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Nov	<input type="checkbox"/> Dec
Number of Meals Served Each Day (Projected):				<input type="checkbox"/> Breakfast: _____		<input type="checkbox"/> Lunch: _____		<input type="checkbox"/> Dinner: _____			
Application is hereby made for plan review of the above Mobile Unit in compliance with the provisions of the Oregon Administrative Rules, OAR Chapter 333 Division 162 requires that plans be submitted to the assistant director (authorized representative) and Environmental Health Specialist for review and commented on before construction, remodeling, or conversion is begun. Payment of the \$_____ plan review fee is hereby made with the understanding that OAR 333-162-0000 requires that plans be submitted for review when a food service facility is constructed or extensively remodeled. All construction must conform to OAR 333-162-0000 through 333-162-1020 as printed in the "Mobile Food Unit Rules" published by the Oregon Department of Human Services. And OAR 333-162-1010 requires that the food service facility be inspected prior to the start of operation to determine compliance with the reviewed plans and specifications and with the requirements of these rules. All information contained in this record is public. * Please refer to fee schedule or call our office for information regarding Plan Review fee.											
Applicant's Signature: _____						Date: _____					
Print Name: _____											
Make Check Payable to: Multnomah County Environmental Health Services											

Office Use Only:					
Fee Received: \$		Date:		By:	
Check #:		Cash/CC:		Receipt #:	
				Facility #:	

Plan Review Packet: Attachment Checklist and Worksheet

For Plan Review, you are required to attach the following information to your Plan Review Application on [page 6](#). Please ensure all information is included. ***Lack of complete information may delay plan approval.**

Attach the following documents:	
<p>A. <input type="checkbox"/> Complete Menu</p> <p>B. <input type="checkbox"/> Floor Plan</p> <p>C. Plan Review Worksheet</p> <ul style="list-style-type: none"> <input type="checkbox"/> Table 1: Food handling procedures <input type="checkbox"/> Table 2: Material list <input type="checkbox"/> Table 3: Refrigeration/Freezer capacity <input type="checkbox"/> Table 4: Hot holding units <input type="checkbox"/> Table 5: Plumbing (indirect drain, p-trap, etc.) <input type="checkbox"/> Table 6: 3-compartment sink measurements <input type="checkbox"/> Table 7: Fresh water tank measurements <input type="checkbox"/> Table 8: Wastewater tank dimensions <input type="checkbox"/> Table 9: Sanitizing 	<p>D. <input type="checkbox"/> Wastewater disposal form</p> <p>E. <input type="checkbox"/> Restroom agreement form</p> <p>F. <input type="checkbox"/> Mobile unit operating license application</p>

A. Menu – Attach a complete menu: A printed to-go menu or list of all foods you plan to serve.

B. Floor Plan/Equipment Layout: Attach a floor plan that includes the location and identification of all equipment, and plumbing fixtures, including:

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Hand wash sink <input type="checkbox"/> 3-compartment sink with drain boards; include dimensions (L x W x D) of <u>interior</u> of sink basin <input type="checkbox"/> Indirect drain and p-trap for 3-compartment sink <input type="checkbox"/> Food preparation sink (if applicable) | <ul style="list-style-type: none"> <input type="checkbox"/> Water pump and hot water heater <input type="checkbox"/> All equipment in unit, including, but not limited to: <ul style="list-style-type: none"> (a) Type/Model of commercial refrigeration and freezer equipment, (b) Cooking equipment, (c) Hood vent, etc. <input type="checkbox"/> Fresh water tank: size and location <input type="checkbox"/> Wastewater tank: size and location |
|--|---|

(See example floor plan on [page 24](#))

C. Plan Review Worksheet Tables 1-9

Table 1: Food Handling Procedures ^{1, 2}				
Procedures	Yes	No	If Yes, Where Will Procedure Take Place	
			Mobile	Commissary
Washing fruits and/or vegetables				
Thawing frozen foods				
Food prep i.e. chopping, par-cooking, marinating, etc.				
Cooking food				
Cooling food				
Reheating food				
Refrigeration (cold holding) of foods				
Steam table or other way of hot holding food				
Will bare hand contact occur with ready-to-eat foods ³				

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Explain how fruits and veggies will be washed: _____
 How will you thaw frozen foods: _____
 If cooling foods, please explain your processes:
 a. _____
 b. _____
 c. _____
 What is done with leftovers: _____
 Will any food be served raw or undercooked: Yes No If yes, list food: _____
 Will food be held out of temperature for service: Yes No
 If yes, list foods held out of temperature during service: _____
 Other procedures, please explain: _____

¹ Food shall be obtained from approved sources that comply with the laws relating to food.
² Preparation of food or storage of any items related to the operation is not allowed in a personal home.
³ Bare hand contact with ready-to-eat foods should be limited. When possible use; utensils, gloves, deli tissue, etc.

Table 2: Material List: Check the material type of your counters, floors, etc.

Material Type	Counters	Floors	Walls	Ceiling
FRP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stainless Steel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vinyl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Material Type (list):

- Are windows and/or doors screened: Yes No
- If no, describe how you will control for pest problems: _____

Table 3: Refrigerator/Freezer Capacity

Unit Type	Yes / No	Make/Model of Unit	# of units	Power Source Electric (E), generator (G), propane (P), other (O)
Reach in refrigerator (under counter)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Refrigerator (stand up)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Pop top sandwich refrigerator	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Reach-in freezer (under counter)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Freezer (stand up)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Fridge/Freezer (stand up)	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other cold holding storage	<input type="checkbox"/> Yes <input type="checkbox"/> No			

- Do you have thermometers inside each refrigerator and freezer: Yes No
- All liquid producing equipment must drain into the wastewater. 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: _____
- Must have an indirect connection to the waste tank. Does it? Yes No

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Table 4: Hot Holding Units				
Unit Type	Yes / No	Make/Model of Unit	# of units	Power Source Electric (E), generator (G), propane (P), other (O)
Steam tables	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other hot holding storage	<input type="checkbox"/> Yes <input type="checkbox"/> No			
What type of ventilation system do you have? <input type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 <input type="checkbox"/> Other _____				

Table 5: Plumbing Fixtures: Check each item that is in your mobile unit and provide required information	
<input type="checkbox"/> 3-compartment sink ¹ <input type="checkbox"/> Indirect plumbing on 3-compartment sink ¹ <input type="checkbox"/> P-trap ¹ <input type="checkbox"/> Hand sink ^{1,2} <input type="checkbox"/> Running hot and cold water ^{1,2}	<input type="checkbox"/> Mechanical pump ^{1,2} PSI _____ <input type="checkbox"/> Hot water heater ^{1,2} How many gallons? _____ <input type="checkbox"/> Food preparation sink, indirectly plumbed (not required) <input type="checkbox"/> Backflow prevention device ^{1,2}
¹ Required in Class 4 mobiles. If the Class 3 mobile does not have a 3-compartment sink, you'll need a commissary. ² Required in Class 2, 3 mobiles. May require a commissary license.	

Table 6: 3-Compartment Sinks: Provide interior of sink basin dimensions in inches – length x width x depth ¹			
Dimensions of Interior of Sink Basin			How many drain boards
Length	Width	Depth	
Where will washing of equipment, utensils, etc. take place (Check all that apply): <input type="checkbox"/> Mobile unit 3-compartment sink. ¹ <input type="checkbox"/> Commissary ^{2,4} : You are washing dishes inside a licensed commissary or restaurant kitchen. <input type="checkbox"/> Commissary ^{3,4} : Dropping off dirty dishes to be washed by restaurant staff, picked up clean.			
¹ Provide 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. ² Fill out commissary application, verification form, and fee (license fee required if you don't own the restaurant). ³ Fill out commissary verification form. ⁴ Must be a licensed County or Oregon Department of Agriculture kitchen.			

Table 7: Fresh Water Tank			
Dimensions of the Fresh Water Tank (in inches)			Capacity in gallons
Length	Width	Depth	
Tank Location:			

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Table 8: Wastewater Tank			
Dimensions of the Wastewater Tank (in inches)			Capacity in gallons
Length	Width	Depth	

Tank Location:

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

¹ 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.

Table 9: Sanitizing of Equipment, Dishes, and Counters
<p>What type of sanitize solution will you be using: <input type="checkbox"/> Bleach/Chlorine <input type="checkbox"/> Quaternary Ammonium <input type="checkbox"/> Iodine</p> <p>What type of pH test kit do you have: <input type="checkbox"/> Bleach/Chlorine <input type="checkbox"/> Quaternary Ammonium <input type="checkbox"/> Iodine</p>

Operating Schedule: please provide information on when and where you will be operating. **If the operating location or route changes, you will have 10 working days to inform Multnomah County Environmental Health Section 503.988.3400.**

Name of Mobile: _____

I plan on operating at one location; Location/Address:

Number Street City Zip Code

-- OR --

I plan on operating at multiple locations or on a route.

List all locations where you plan to operate. If operating on a fixed route or in multiple locations, indicate the approximate time (and dates, if applicable) you will be at each location. Attach additional sheets if necessary.

Operating Location	Approximate Time (Dates) at Location

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D. Mobile Unit: Wastewater Disposal Form

Mobile Food 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 Food Unit Name: _____ Facility #: _____

Mobile Location: _____ Phone #: _____
Street address City

Name of Mobile Food Unit Owner (Print): _____

Mobile Food Unit Owner (Signature): _____ Date: _____

Operating Days and Hours: For each day you are open, write the hours of operation							
Days	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Hours	to	to	to	to	to	to	to

Months of Operation: Check all that apply -- **OR** -- All Year

<input type="checkbox"/> Jan	<input type="checkbox"/> Feb	<input type="checkbox"/> Mar	<input type="checkbox"/> Apr	<input type="checkbox"/> May	<input type="checkbox"/> Jun	<input type="checkbox"/> Jul	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Nov	<input type="checkbox"/> Dec
------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	-------------------------------	------------------------------	------------------------------	------------------------------

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

1. **Onsite 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: _____

--- OR ---

2. **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.

--- OR ---

3. **Self Hauling:** You can dispose of wastewater yourself in one of two ways:
 a. By driving your food truck to an approved disposal location
 b. By hand-carrying wastewater in an approved tote no larger than 20 gallons to an approved wastewater disposal location

Name of Disposal Area: _____
 Name of Licensed Wastewater Hauler: _____
 Phone #: _____ DEQ # (required): _____

Signature of person representing hauling company Date

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Mobile Food Unit Operating License Application – Include Operating Fee




<input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 4				Start date of operation (M/YR): _____							
Please complete the following section to help Multnomah County better serve the Food Business Community											
Preferred language (mark as many boxes as appropriate): <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Thai <input type="checkbox"/> Lao <input type="checkbox"/> Vietnamese <input type="checkbox"/> Chinese (Cantonese) <input type="checkbox"/> Arabic <input type="checkbox"/> Korean <input type="checkbox"/> Somali <input type="checkbox"/> Russian <input type="checkbox"/> Other: _____											
What is your race or origin? (mark as many boxes as appropriate): <input type="checkbox"/> Latino/Hispanic <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Middle Eastern <input type="checkbox"/> Slavic <input type="checkbox"/> Native American or Alaska Native <input type="checkbox"/> White <input type="checkbox"/> Decline to answer <input type="checkbox"/> Other: _____											
License Plate #:		State:		VIN#:							
Mobile Unit Name:				POD Name:							
Address of Mobile:						Zip:					
Operator Name:				Phone:							
Home Mailing Address:											
Email:				Social Media:							
Owner Information (if different from operator) LLC name: _____ Name: _____ Phone #: _____ Email: _____ Address: (Street, City State, Zip): _____ If you have filled out operating information on plan review application, you do not need to fill this section out.											
Operating Days and Hours: For each day you are open, write the hours of operation											
Days	Sun	Mon	Tue	Wed	Thur	Fri	Sat				
Hours	to	to	to	to	to	to	to				
Months of Operation: Check all that apply -- OR -- <input type="checkbox"/> All Year											
<input type="checkbox"/> Jan	<input type="checkbox"/> Feb	<input type="checkbox"/> Mar	<input type="checkbox"/> Apr	<input type="checkbox"/> May	<input type="checkbox"/> Jun	<input type="checkbox"/> Jul	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Nov	<input type="checkbox"/> Dec
Number of Meals Served Each Day (Projected):				<input type="checkbox"/> Breakfast: _____		<input type="checkbox"/> Lunch: _____		<input type="checkbox"/> Dinner: _____			
All licenses issued under this act shall terminate and be renewable on December 31 st of each year. It is agreed that I will comply with the provisions of chapter 62, Oregon Revised Statutes, and the administrative rules of the Oregon Health Authority pertaining thereto. License fees are not refundable. All information containing in this record is public. *Please refer to fee schedule or call our office for information regarding license fee.											
Applicant's Signature: _____						Date: _____					
Print Name: _____											
Make Checks Payable to: Multnomah County Environmental Health											

Office Use Only:			
Fee Received: \$	Date:	By:	
Check #:	Cash/CC:	Receipt #:	Facility #:

Definitions and Photo Examples

Term/Definition	Explanation or Photo
<p>Auxiliary Storage: Extra storage that sits off the mobile limited to a few items necessary for that day's operation only. Containers must be food grade, nonabsorbent, and covered, such as ice chests. They must be stored to prevent contamination from pests and the weather. No self-service, assembly, or preparation activities can occur from these containers.</p>	
<p>Back Flow Prevention Device: Atmospheric Vacuum Breakers (AVBs) are approved under Oregon Plumbing Specialty Code. Must have an ASSE seal. This device protects the fresh water source and is required. The device must be attached at the fresh water source and where you fill the fresh water tank.</p>	
<p>Change of Ownership: Occurs when you purchase or lease a mobile unit that has operated in the past year. Operating licenses do not transfer from one operator to another. If you buy or rent an existing mobile food unit you will need to fill out the change of ownership packet and pay for your operating license.</p>	<p>Multnomah County Change of Ownership Packet</p>
<p>Commissary: A commissary is a licensed kitchen. It must be licensed either with a County Health Department, or with the Oregon Department of Agriculture. A Multnomah County commissary license may be required for a Class 1-3 mobile unit, depending on the food item. If the Class 2-3 mobile does not have a 3-compartment sink on the mobile for washing dishes, you may need to get a commissary license with Multnomah County. A commissary can be used for dish washing, food storage, food preparation, cooking, or cooling, depending on the facilities of the kitchen.</p>	<p>Multnomah County Commissary License</p>

Environmental Health Services

<p>Commissary Verification Form: Complete this form and turn it in if using a licensed kitchen to (a) conduct any food service activities at the commissary; or (b) dropping off dirty dishes for their kitchen staff to clean, you then pick up clean dishes.</p>	<p>Multnomah County Commissary Verification Form</p>
<p>Consumer Advisory: A written statement posted on your menus and menu board that identifies any animal proteins (i.e. hamburgers, eggs) that can be ordered raw or undercooked.</p>	<p>Consumer Advisory Fact Sheet</p>
<p>Cooling: Potentially hazardous food must be cooled rapidly from 135°F to 41°F or below within 2 hours and then from 70°F to 41°F within 4 hours. You must use a dedicated commercial refrigerator to properly cool foods or provide a cooling process for each food you intend to cool.</p>	
<p>Easily Cleanable: The easy removal of soil by normal cleaning methods. Clean surfaces will limit the spread of germs, chemicals, or other contaminants from getting into food.</p>	
<p>Easily Disassembled Equipment: Such as meat slicers, blenders, etc.</p>	
<p>Food grade hose: Used to fill the fresh water tank. These hoses are constructed of materials considered safe for purposes of drinking, washing, and cooking.</p>	
<p>Food Handlers Cards: All food service workers in Oregon must obtain an Oregon food handler's certification within 30 days of the date of hire (OAR 333-175). To get certified, you must pass the food handler's test, available both online and at our office.</p>	<p>Multnomah County food handlers card information</p>
<p>Food Sanitation Rules: The Oregon Public Health Division Foodborne Illness Prevention Program has adopted the 2009 FDA Food Code, which is based on the latest science regarding food safety practices.</p>	<p>Food sanitation rules for operators</p>
<p>Fresh Water: Also known as potable or clean water, is water that is drinkable. The usual use of fresh water in a food cart is for cooking, washing hands, and washing dishes/equipment.</p>	

Environmental Health Services

Fresh Water Tank: Fresh water tanks are required for Class 2, 3, and 4 mobiles. The size of the tank depends on whether or not the mobile has just a hand sink, or has both a hand sink and a 3-compartment sink. This tank must be food grade.

* **Hand sink only:** Minimum 5 gallon fresh water tank required.

* **Hand sink and 3-compartment sink:** The tank size depends on the size of the interior of the 3-compartment sink basins. For example, if the interior of your 3-compartment sink basins are 10x10x14, then your fresh water tank would need to be at minimum 41 gallons. If you use extra water for equipment (ie an espresso machine, ice machine, etc.) then you may need to increase your tank capacity accordingly.

FRP (Fibre-reinforced plastic): This material is often used on walls and ceilings of a mobile food truck. It is an example of a smooth, easily cleanable, non-absorbent surface.

Hand Wash Sink: A basin used for hand washing only. The hand wash sink must be stocked with soap and paper towels, and must have running hot and cold water. The hand sink must be accessible at all times.



Hot Water Heater: A hot water heater is required in all Class 2, 3, and 4 mobile food trucks. The hot water heater needs to be integral to the mobile.






Mechanical Pump: A mechanical pump is required for Class 2, 3, and 4 units, and must be a minimum of 20 PSI. The water in a mobile must be under constant pressure and of a pressure strong enough to wash equipment and hands.



Indirect Drain (also known as an Air Gap): A piping arrangement in which a drain from a fixture discharges water indirectly into another fixture below the flood level rim. The air gap prevents the possibilities of wastewater from backing up into the sink system.



Environmental Health Services

<p>Mobile Food Unit Must:</p> <ol style="list-style-type: none"> (1) Be on inflated wheels or should be able to inflate onsite (equipment always onsite). (2) Have no permanent connection to any utility service (including water, sewer, or electrical). (3) Include operations and equipment that are all integral to the unit (including the fresh and wastewater tank). 	
<p>Operator: The person who operates the mobile food unit. He, she or they can be the owner, or be the person in charge of running the business.</p>	
<p>Oregon Authority Rules OARS: Mobile units, commissaries, and warehouses all must adhere to the OARS.</p>	<p>Mobile OARS</p>
<p>Outdoor Cooking: Appropriate outdoor cooking facilities include a barbeque.</p>	<p>Outdoor cooking fact sheet</p>
<p>Owner: This person owns the mobile food unit. He, she, or they can also be the operator.</p>	
<p>P-Trap: A p-trap is a piece of plumbing that prevents the wastewater smell from traveling through your piping system back into your mobile food unit.</p>	
<p>Pickling: For more information please see the Food Code Factsheet #23.</p>	<p>Pickling and fermenting fact sheet</p>
<p>Plan Review Process: If you are opening, remodeling or reinstating a mobile food unit that has not operated in two years then you must go through the mobile food cart plan review process. Turn in the completed plan review packet, detailed plans of the unit, and the plan review fee.</p>	<p>Multnomah County Plan Review</p>
<p>Potential Hazardous Foods: An animal food that is raw or heat-treated; a plant food that is heat-treated or consists of raw seed sprouts, cut melons, cut leafy greens, cut tomatoes, or mixtures such as salsas.</p>	
<p>Raw Animal Proteins: Any animal protein – chicken, beef, lamb, fish, etc. – only allowed on a Class 4 mobile.</p>	

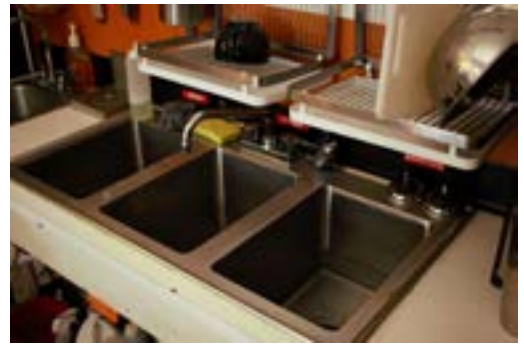
Environmental Health Services

Sink Stoppers: Sink stoppers are used to hold water in your 3-compartment sink basins so you can properly wash, rinse, sanitize your dishes, utensils, equipment, etc.

Special Processes: Special processes are not allowed on the mobile food unit. These processes include:

- * Reduced Oxygen Packaging (ROP)
- * Curing
- * Smoking food as a method of food preservation.
- * Using food additives as a method of preservation.
- * Sprouting seeds or beans.

Three Compartment Sink: Required for all Class 4 mobiles. Used in the wash, rinse, sanitize steps of cleaning equipment. The sinks must be smooth, non-absorbent, and easily cleanable. The sink basins must also be large enough to immerse your largest piece of equipment.



Time as a Control: If time control is used for a working supply of food, then written procedures must be prepared in advance and turned in to the health department. The logs must be maintained in the mobile, and made available to the inspector upon request.

[4-hour time as a public health control document](#)

Warehouse: A secure place where food, utensils, single service items, cleaning supplies, etc. can be stored for the mobile food unit's use. Cooking, cooling, dishwashing, and ice making are not allowed inside of a warehouse.

[Multnomah County Warehouse Packet](#)

Wastewater: Also called grey water. Wastewater drains from your sinks and/or equipment into a wastewater tank.

Wastewater Hauling Device (or Tote): One option for wastewater disposal is to hand-carry the wastewater to an approved waste disposal location. The hauling device (or tote) must be no larger than 20 gallons. Many companies sell these totes (see the photo for one example).



Wastewater Tank: The primary wastewater tank must be integral to the mobile unit. It must be at least 15% larger than the fresh water tank. For example, if the fresh water tank is 41 gallons, then the wastewater tank would need to be at least 47 gallons: $41 \times .15 \times 41 = 47$.

Frequently Asked Questions

What's the difference between the types of units?

Carts are designated as Class 1, 2, 3, or 4 depending on several factors including size, complexity and type of foods prepared. See the "Classifications" chart on [page 4](#) for more details.

Is there a size limit for mobile food units?

There is no size limit, as long as the unit is mobile at all times. Limitations on the size of the unit are left to local planning/zoning jurisdictions.

Can I cater with my mobile unit?

Mobile units are allowed to attend any party or event and serve food as long as all operations occur from the mobile unit. You cannot cook food on your mobile and then transport it to a catering event.

When do I need to notify the county of my operations?

Notify the county if you are making major changes to your menu, if you move the unit from its listed operational location, change the plumbing, or if you plan to close your unit.

What is a commissary kitchen? Do I need one?

A commissary is a licensed kitchen that meets all Health Department requirements for the preparation, cooking, holding, and storage of food. These kitchens typically contain commercial grade equipment and are inspected on a regular basis. You usually need a commissary kitchen if you are operating a Class 1, 2, or 3. This is dependent on the equipment contained in your cart and the type of foods that you wish to prepare and sell. Cannot be a home kitchen.

What is a warehouse? Do I need one?

A warehouse is a storage facility for food and equipment related to your mobile unit. Warehouses are needed when your cart lacks sufficient storage. Warehouses are typically located in close proximity to your unit, and must be secured from rodents, insects and tampering. Warehouses are licensed and inspected on a regular basis along with your mobile unit.

Can I store dry ingredients at home?

No. All items associated with or used in the mobile unit must be stored on the unit, or in a licensed warehouse or commissary kitchen. See Oregon Food Sanitation Rules 1-201.10 for a list of exempt foods.

The rules state that my unit must be capable of moving at all times. Is this enforced? I see a lot of carts around town that are not easily movable.

The rules require that inflated wheels stay on the mobile unit at all times during operation.

Can I cool cooked foods on my unit?

Yes, carts can cool cooked foods on the mobile unit. You must prove you have the capacity and ability to properly cool cooked foods to the plan review representative.

If I'm serving whole, intact fruits (such as apples) on my unit, do they need to be in a covered container?

If the apples are on display in an area where customers can serve themselves, or in a location where contamination is possible (like on an outside shelf of your cart), they must be protected by a container or sneeze guard. This applies to items that are assumed to be ready to eat in current form. For example, you would not be required to wrap a banana, as the peel is typically not consumed.

What should I do with my wastewater?

The dirty dishwashing and hand washing water from your cart is known as wastewater. Wastewater must be collected, stored and disposed of in an approved manner. Wastewater can NEVER be poured into a storm drain, or be allowed to drip or run onto the surface of your lot. Wastewater typically contains food debris, which can attract rodents if not properly dealt with. Rats spread disease and are a major focus of the health department. You will be required to complete a Mobile Unit Wastewater Agreement form as part of the licensing process. This form identifies how you will collect and dispose of your wastewater. Wastewater disposal is regulated by the City of Portland and the DEQ. See the contact information on [page 23](#) of the "Other Agencies of Interest" chapter for more information.

Do I need to leave electricity on in my unit overnight and during times when I'm not open?

If you plan to hold foods requiring refrigeration in your unit overnight, your cold holding units must remain at 41 degrees fahrenheit or below at all times, otherwise the food must be thrown away. Therefore you may need to provide electricity to the unit at all times.

How much fresh water do I need?

Fresh water is water that is suitable for drinking. In the cart world, fresh water is required for cooking, dishwashing and hand washing. Fresh water requirements are determined based on the classification, size and use characteristics of your mobile unit. Class 1 units do not have a fresh water requirement because the prepackaged foods requirement eliminates any bare hand contact with foods. Class 2, 3, and 4 units must have a minimum of 5 gallons for hand washing, and more is required dependent on dishwashing and other operational considerations. Your mobile unit team will assist you in determining your fresh water needs. See the classifications chart on [page 4](#) for more information.

Is it my responsibility to maintain a shared garbage or recycling area?

Yes, when there is a common garbage or recycling area shared by more than one cart, all operators have a responsibility to use and maintain it properly. Keep dumpster lids closed and keep food debris from accumulating around the containers. Improperly maintained garbage areas can attract rodents. Keeping this area clean will be beneficial for you and all of the operators in your pod. If a rat infestation is reported and confirmed, it is considered a code violation and abatement can be enforced.

Where can I wash my dishes?

If your mobile unit has a three-compartment sink or dishwasher, you can wash your dishes in your unit. If you do not have a three-compartment sink then you will need a commissary kitchen. The three-compartment sink allows you to wash, rinse and sanitize your dishes per regulations.

Does my 3-compartment sink need to be indirectly drained?

Yes, your mobile unit needs to be indirectly drained if the mobile unit does not have a dedicated food prep sink. If the three-compartment sink is indirectly drained, then the sanitize compartment can be used for ready-to-eat food preparation, such as washing fruits and vegetables in a colander.

I have a food handler certification from another state. Does it apply in Multnomah County?

No, food handler cards from other states are not accepted. Multnomah County Health Department accepts current food handler cards from all counties within Oregon. Food handler cards are good for three years, and are available online at mchealthinspect.org. Current ServSafe food handler and manager training certifications from the National Restaurant Association are also acceptable. Any operator or employee that interacts with food must show proof of one of these certifications during the inspection process.

I have a mobile unit license from another county. Can I use it to vend in Multnomah County?

Mobile units licensed by another Oregon county that arrive in and leave Multnomah County in the same day are not required to obtain a local license. If you wish to park the unit in Multnomah County overnight or longer, such as for an event, you must notify the health department, pay a \$25 fee and receive an inspection. This only applies if you are currently licensed in another Oregon county. If you are not currently licensed you must acquire a mobile unit license from the Multnomah County Health Department, or obtain a temporary event license. Under all circumstances you must comply with all local rules and regulations.

Can I remove my water tanks and connect directly to the public water supply?

No. You cannot remove your fresh and wastewater tanks. They must remain properly plumbed and integral to the mobile unit. If you have the capability to simultaneously have clean water coming in and wastewater going out in an approved way then you can directly connect to public water supply, but tanks must remain in place.

What is a food grade hose, and where can I get one?

Food grade hoses are constructed of materials that are considered safe for the use of fresh water. Garden hoses can contain harmful chemicals that can leach into the water. For this reason, food grade hoses are required for all fresh water. They can be purchased at most stores where you would find recreational vehicle accessories. Typically food grade hoses are white with a blue stripe or marked with NSF standard or equivalent.

Can I remove my fresh and wastewater tanks from the mobile?

No, the tanks must always be integral to unit.

How big should my water tanks be?

Fresh Water Tanks:

- Class 2, 3: If no 3-compartment sink, then a 5 gallon (at minimum) fresh water tank for hand washing is required. If equipment is using water (i.e. an espresso machine or hot dog steam bin), then you will need to increase the size of the fresh water tank accordingly.
- Class 4: To determine the minimum capacity of the fresh water tank you must first measure the *inside* of the 3-compt sink basin (i.e. 10 x 10 x 14 – in inches).

Calculation for fresh water tank: 3-compartment sink interior of sink basin

Length x Depth x Width = ____/231 x 6 + 5 = ____ gal. This is the minimum capacity for the fresh water tank.

For example: If sinks are 10 x 10 x 14/231 x 6 + 5 = 41 gallons. 41 gallons is minimum size fresh water tank.

Wastewater Tank: The wastewater tank must be at minimum 15% larger than the fresh water tank.

Calculation for wastewater tank:

____ Fresh water tank gallons x .15 + ____ fresh water tank gallons = ____ gal. This is the minimum size for the wastewater tank.

For example: If the fresh water tank is 41 gallons, then: 41 x .15 + 41 = 47 gallons. Your wastewater tank would need to be at least 47 gallons.

Do I need a hand wash sink?

Yes on a class 2, 3, and 4. The hand sink should have splash guards, soap, paper towels and running hot and cold water. The hand wash sink should be located in a convenient location for frequent use before handling food.

Can I just use a Porta potty instead of a regular bathroom?

Rules require that the restroom facilities for employees have running hot and cold water, soap and paper towels. If the portable restroom meets these requirements it can be used. Hand sanitizer is not an acceptable substitute for hand washing. The restroom agreement form must be completed and signed as a component of your plan review process, to ensure that you have access to adequate facilities.

Can I use a refrigerator like the kind at my house?

Residential equipment is not recommended, but is acceptable as long as you can prove it has the ability to hold refrigerated foods at 41 degrees F or below.

What does commercial-grade equipment mean?

Commercial grade equipment is designed to operate at a higher standard than most residential grade equipment. For example, commercial refrigerators typically have larger compressors, allowing them to cool more quickly. This is needed to keep foods cool during high use times when the door is open at higher frequency.

What is a commissary kitchen? Is that the same as a commercial kitchen?

A commissary kitchen and commercial kitchen are essentially the same. A commissary kitchen is typically used by multiple licensed vendors, such as yourself, and a commercial kitchen is a licensed restaurant, bar or bakery. Your commissary must be currently licensed and inspected by the Multnomah County Health Department.

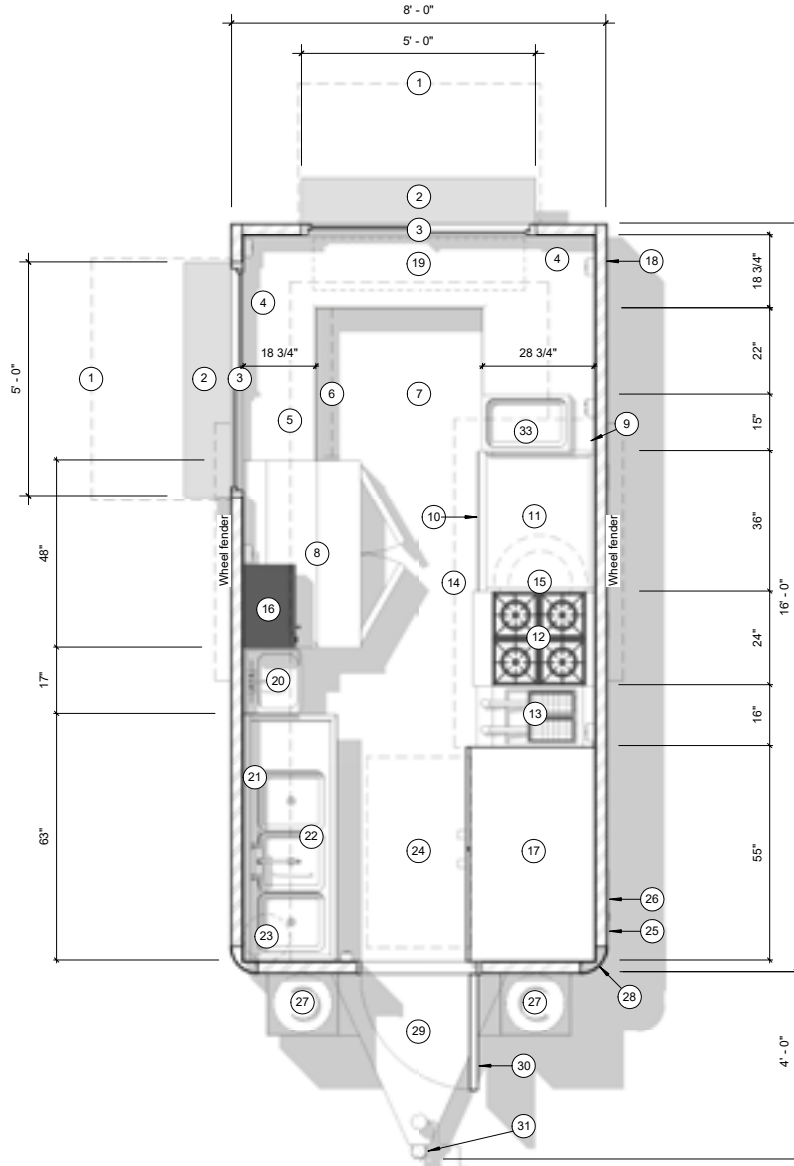
Environmental Health Services



Resources

City of Portland Agencies	
Name	Contact Information
Bureau of Development Services (BDS) www.portlandoregon.gov/bds	503.823.7300
Bureau of Transport (PBOT) www.portlandoregon.gov/transportation	503.823.5185
Fire & Rescue (Fire Marshall) For propane permit: www.portlandoregon.gov/fire/76752	503.823.3700
BES - FOG: Fats, Oils, and grease, sewer overflow and backup Website: www.portlandoregon.gov/bes/54538 Email: cutfog@portlandoregon.gov	503.823.7740
BES - Grease Interceptor: www.portlandoregon.gov/bes/article/346862	503.823.7740
Revenue Bureau www.portlandoregon.gov/revenue	503.823.5157
Portland Water Bureau www.portlandoregon.gov/water	503.823.7404
Bureau of Planning & Sustainability (Recycling and Compost) www.portlandoregon.gov/bps	503.823.7700
State of Oregon Agencies	
Name	Contact Information
Department of Environmental Quality (DEQ) Haulers: www.deq.state.or.us/wq/onsite/sdssearch.asp	503.229.5696
Oregon Department of Transportation	888.275.6368
Oregon Liquor Control Commission (OLCC)	503.872.5000
Oregon Occupational Safety & Health Administration (OR-OSHA)	www.orosha.org
Oregon Department of Agriculture (ODA) Food and Retail Establishment	503.986.4550
Other Contacts	
City of Gresham Website: greshamoregon.gov/Food-and-Beverage-Carts/ Email: POD@GreshamOregon.gov	503.618.2780

Floor Plan Example*: Birds Eye View



Equipment and Features

1. Operable aluminum window awning
2. Stainless steel fold-out service counter
3. (2) Tempered glass concession windows
4. Stainless steel counters (18-3/4"D x 35"H, 28-3/4"D at rear driver's side)
5. Two-layer continuous wire shelving above
6. Single-layer continuous wire shelving below counter
7. Diamond-plate aluminum flooring
8. Prep table refrigerator (Atosa MBF8302)
9. (3) Propane outlets
10. Equipment stand (Royal ES-3036)
11. Griddle (Adcraft CTG-36)
12. Range oven (American Range AR-4)
13. Deep fryer (Adcraft GF-90 LPG)
14. 7' stainless steel type 1 ventilation hood (Captive Aire)
15. Commercial hood exhaust fan (Captive Aire) on roof
16. Microwave (Panasonic NN SA651S)
17. Two door refrigerator (Noriake NLR49-S)
18. Potable water inlet with watertight cap and quick disconnect fitting
19. 80 gal. potable water tank below counter
20. Hand sink with 14"W x 10"L x 5"D basin and dual splash guards
21. Water pump (SHURflo 4000-171-Ed5) below sink
22. Three-basin sink with 15"W x 15"L x 12"D basins, right side drainboard, and sprayer
23. Electric water heater (AO Smith EJC 6 200) below drainboard
24. 98 gal. grey water tank mounted to underside of trailer
25. Waste water tank outlet (3" Bladex valve)
26. 125A electrical panel and 50A inlet
27. (2) Lockable propane tank cages with open top (Tanks not included in sale)
28. (4) Scissor jacks welded to corners of chassis
29. Diamond-plate aluminum hitch porch
30. Entry door (36"W x 72"H)
31. 2-5/16" ball hitch and jack stand
32. [Not used]
33. Food warmer (Adcraft FW-1200W)

***Note: Your floor plan does not need to be digitally created but can be hand drawn as long as it has all the required components listed on [page 7](#).**

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 flood 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).

