Mobile Food Unit License Checklist



Follow the steps below to get your mobile food unit license:



Submit your Mobile Food Unit License Application, \$40 application fee, and Base of Operation Agreement to the Environmental Health Program at 2110 Washington Boulevard, Suite 350, Arlington, VA 22204.



Submit a copy of your base of operation's health license and last inspection along with your application. You can get these from your base of operation's owner.



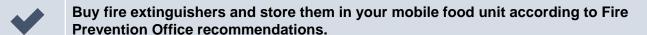
Submit a copy of the a Northern Virginia Certified Food Protection Manager (CFM) card for at least one staff member who will work in your mobile unit. A CFM must be present whenever the mobile unit operates. You can get a CFM card from ORS Interactive (703–533–7600).

Schedule a joint health and fire (if needed*) inspection by calling the Environmental Health Program at 703–228–7400.



*Mobile food units that produce grease-laden vapors (i.e., those who cook or re-heat food) and/or use propane tanks or generators MUST receive a fire inspection. If you have fire regulation questions before your inspection, call the Fire Prevention Office at 703–228–4644.







Ensure your mobile food unit's hand washing sink is in working condition. Supply hot and cold water to the sink; keep soap and paper towels nearby; post hand washing signs over the sink; and secure the sink to the mobile food unit wall or counter.



Ensure your mobile food unit's three-compartment sink is in working condition. Supply hot and cold water to the sinks; provide three sink basin stoppers; provide sanitizer and a sanitizer test kit; and secure the sinks to mobile food unit wall or counter.



Ensure your mobile food unit's waste and fresh water tanks are in working condition. The fresh water tank requires a cap or cover on its water pipe; the waste tank must be 15% larger than the fresh water tank and have a valve in good condition.



Keep your food preparation equipment and utensils in working condition. Equipment must be commercial/NSF approved; ventilation hoods must be in working condition and supplied with a grease/oil drip pan; refrigerators must have a thermometer and be kept at 41° F or lower; hotholding equipment must be on and kept at 135° F or higher; and a calibrated food thermometer must be provided for taking internal food temperatures.



Place a screen over your vending window when not serving customers.