





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

	<b>Submit your <a href="#">Mobile Food Unit License Application</a>, \$40 application fee, and <a href="#">Base of Operation Agreement</a> to the Environmental Health Program at 2110 Washington Boulevard, Suite 350, Arlington, VA 22204.</b>
	<b>Submit a copy of your base of operation's health license and last inspection along with your application.</b> You can get these from your base of operation's owner.
	<b>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.</b> A CFM must be present whenever the mobile unit operates. You can get a CFM card from <a href="#">ORS Interactive</a> (703-533-7600).
	<b>Schedule a joint health and fire (if needed*) inspection by calling the Environmental Health Program at 703-228-7400.</b> *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.
	<b>Get a vendor decal and permit before operating your mobile food unit.</b> Review the <a href="#">Guidelines for Vendors</a> for more information.
	<b>Buy fire extinguishers and store them in your mobile food unit according to Fire Prevention Office recommendations.</b>
	<b>Ensure your mobile food unit's hand washing sink is in working condition.</b> 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.
	<b>Ensure your mobile food unit's three-compartment sink is in working condition.</b> 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.
	<b>Ensure your mobile food unit's waste and fresh water tanks are in working condition.</b> 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.
	<b>Keep your food preparation equipment and utensils in working condition.</b> 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; hot-holding equipment must be on and kept at 135° F or higher; and a calibrated food thermometer must be provided for taking internal food temperatures.
	<b>Place a screen over your vending window when not serving customers.</b>

### Have questions?

Contact the Environmental Health Program at 703-228-7400 or [ehhealth@arlingtonva.us](mailto:ehhealth@arlingtonva.us), or visit <http://health.arlingtonva.us/environmental-health/mobile-food-unit-vendor-health-licenses/>