



CLARK COUNTY PUBLIC HEALTH  
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## MOBILE FOOD UNIT PLAN REVIEW APPLICATION CHECKLIST

Preparing to open a new or remodeled mobile food unit requires careful planning. Part of this process includes the approval of those plans by Clark County Public Health (CCPH) before the unit is built or modified. CCPH is one of several permitting agencies from which a permit is needed before operating.

The plan review process requires completion of the application materials. The following must be submitted to CCPH for review and approval. Approval may be delayed if the application materials are not complete or changes to the materials are needed.

- THIS CHECKLIST.** Submit this completed checklist confirming all requirements are included in your submission.
- PLAN REVIEW APPLICATION FORM.** Complete the plan review application form.
- PERMIT APPLICATION FORM.** Complete the permit application form.
- PLAN REVIEW FEE.** Pay the appropriate plan review fee. Additional hourly fees may be applied dependent on circumstances.
- MENU.** Provide a proposed menu or a list of the foods to be served.
- OPERATIONS AND ILLNESS PREVENTION PLAN QUESTIONNAIRE.** Fill out the questionnaire with as much detail as possible. Incomplete responses may lead to delays in the approval process.
- COMMISSARY AGREEMENT FORM AND COMMISSARY FLOOR PLAN (if applicable).**  
NOTE: If the commissary is not located in Clark County, please contact an Environmental Health Specialist for approval.
- ROUTE PLAN.** Provide the proposed locations for which you plan to offer your food service.
- RESTROOM AGREEMENT (if applicable).** Submit a separate restroom agreement for each location you will be at for more than one hour.
- A FLOOR PLAN OF THE MOBILE UNIT.** See example on following page.

**After you turn in your plan review application materials, CCPH will review them as follows:**

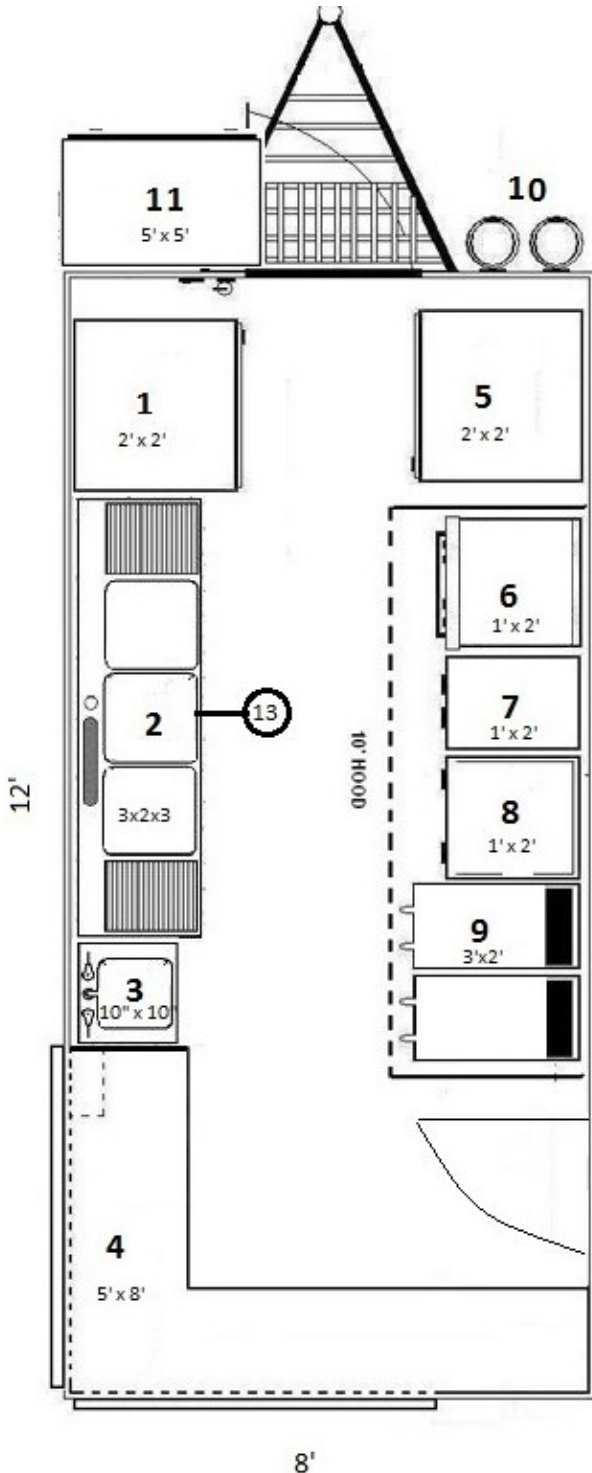
1. CCPH will look through the materials to make sure that they are complete.
2. If the plan review application is complete, it will be examined carefully by a plan reviewer. Application materials are reviewed on a first-come first-served basis. With a complete application, this process may take up to 10 business days. More time may be required if corrections are needed.
3. **If plans are not approved,** the reviewer will notify the applicant of the necessary changes. The corrections must be submitted for review.
4. Upon approval, a letter will be mailed. An electronic copy can be emailed upon request.

**In addition to the CCPH plan review and permitting requirements, you may need other approvals or permits before opening for business. Contact the appropriate jurisdiction. Examples of additional permits that may be required include:**

1. City or Clark County food vending licenses.
2. Washington State Department of Labor and Industries (L & I) requires a sticker for occupied vehicles.
3. Business licenses are required (state and local jurisdiction).



## FLOOR PLAN EXAMPLE



### EQUIPMENT (INCLUDE BRAND NAME AND DIMENSIONS)

1. Blizzard BE 8.0 single door freezer
2. Roybro stainless steel three compartment sink with drain board
3. Roybro single hand wash sink
4. Oswald stainless steel service counter
5. Walter Co. double door cooler
6. Mr. Mickey, DL 5.0 convection oven
7. Mr. Mickey, DW 2.0 flat grill
8. Burbank six pan steam table
9. Walter Co. preparation top cooler
10. Hot water heater
11. 100 gallon food-grade potable water tank
12. 125 gallon wastewater tank located under mobile unit
13. Location of indirect drain

## Clark County Mobile Food Units Requirements at a Glance

	Parked under an hour	Parked over an hour	Stationary	Pod
Description	<i>Mobile food vendors that are parked under an hour at any given location</i>	<i>Mobile food vendors that are parked over an hour at any given location</i>	<p><i>Mobile food vendors that are permanently parked</i></p> <p><i>Note: Wheels and axle must remain on mobile unit.</i></p>	<p>Two or more mobile units that are parked permanently</p> <p><i>Note: Wheels and axle must remain on mobile unit.</i></p>
Requirements	<ul style="list-style-type: none"> <li>• A Route Plan agreement</li> <li>• Approved wastewater disposal plan.</li> <li>• Approved public water source</li> <li>• Commissary Agreement (may be required)</li> </ul>	<ul style="list-style-type: none"> <li>• Approved restrooms available to staff within 200 feet</li> <li>• A Route Plan Agreement</li> <li>• Approved wastewater disposal plan.</li> <li>• Approved public water source</li> <li>• Commissary Agreement (may be required)</li> </ul>	<ul style="list-style-type: none"> <li>• The mobile unit must be readily moveable.</li> <li>• Approved restrooms available to staff within 200 feet</li> <li>• Approved public restroom, if seating is offered</li> <li>• On-site wastewater holding tank or approved wastewater disposal method</li> <li>• Secured on-site approved public water source</li> <li>• On-site enclosed garbage and recycling facilities</li> <li>• On-site electricity connection</li> <li>• On-site commissary (may be required)</li> </ul>	<ul style="list-style-type: none"> <li>• The mobile unit must be readily moveable.</li> <li>• Approved restrooms available to staff within 200 feet</li> <li>• Approved public restroom, if seating is offered</li> <li>• On-site wastewater holding tank or approved wastewater disposal method</li> <li>• Secured on-site approved public water source</li> <li>• On-site enclosed garbage and recycling facilities</li> <li>• On-site electricity connection</li> <li>• On-site commissary (may be required)</li> </ul>