

Mobile Unit Requirements

You need a permit to sell, serve or sample food from a mobile unit (e.g., truck, trailer, cart). You can choose which kind of permit to apply for:

- Temporary Food Establishment Permit.
 - In 1 place.
 - Up to 21 days in a row.
 - For 1 public event (like a fair or festival).
 - To apply, stop here and go to tpchd.org/tempevents or call (253) 649-1703.
- Mobile Unit Food Establishment Permit.
 - Fixed location or multiple sales sites.
 - Permits allow you to operate for 1 year and are renewed annually.
 - To apply, complete a Plan Review Application packet and a Mobile Unit Questions form.

Prefer a language other than English?

Let us know. We have free language services, like document translation and interpreters. Contact (253) 649-1706 or food@tpchd.org.

Mobile Unit Food Establishment Permit—General Requirements

1. Most mobile units must have a commissary kitchen in Pierce County. The commissary kitchen you want to use must have an active commissary kitchen permit before you can apply to operate from it. You must submit a completed Commissary Kitchen Agreement form. A commissary kitchen is an approved food establishment where food is stored, prepared, portioned or packaged. Your commissary kitchen must provide:
 - Potable water
 - Handwash sink
 - Mop sink
 - Restrooms
 - Garbage disposal
 - 3-compartment dishwashing sink
 - Cooking equipment (as necessary)
 - Backup refrigeration (as necessary)
 - Food preparation sinks (as necessary)
2. Your mobile unit name must be permanently marked on the mobile unit, in a place where customers can easily see it. The printed letters must be at least 4-inches in height.
3. Your mobile unit must have attached floors, walls, and ceilings. Open air trailers and pop-up tents are not allowed and do not meet Food Code Requirements. We require a plumbed restroom, with both hot and cold running water, within 500 feet of your mobile unit. You must have access to the restroom during all hours you operate. If you provide customer seating, the customers must have access to the restroom.
4. You must store food, equipment and water tanks in your mobile unit or commissary kitchen. You cannot have tables, storage or other equipment not connected to the mobile unit frame. A single barbecue or smoker may be allowed for batch cooking. Additional requirements may apply.
5. During transport, your mobile unit's hot- and cold-holding equipment must be powered to keep cold food at or below 41°F and hot food at or above 135°F. Power may be provided by the truck engine, approved propane source, L&I approved RV generator or batter pack. Gas powered generators are never allowed while the vehicle is in transport.
6. Your mobile unit must have a garbage container for waste made during operation.
7. Your mobile unit must remain readily moveable and return to your commissary kitchen each day for food storage and cleaning. We must pre-approve other servicing locations. Where you store the mobile unit overnight must be approved.
8. The mobile unit must maintain all motor vehicle required permits, to include vehicle registration and tabs.

9. You must keep a copy of your Food Establishment Permit in your mobile unit.
10. You must rinse produce and cut meat in your commissary kitchen, not on your mobile unit.
11. You must have mechanical refrigeration for food that must stay cold. You must have at least 2 refrigerators. If you assemble food when a customer orders (e.g., hamburgers, tacos, sandwiches), you must also have a preparation refrigerator. You must pre-chill refrigerators before putting food in them. Food that must stay cold for safety must stay at or below 41°F.
12. You may have 1 ice chest for storing beverages that do not need to stay cold for safety.
13. You must have mechanical equipment powered by electricity, propane, or generator to keep hot food hot. You must pre-heat equipment before putting food in it. Food that must stay hot for safety must stay at or above 135°F.
14. Food that must stay hot for safety must be served on the same day. You cannot cool and reuse hot food. You must discard hot food at the end of each day.
15. Serve condiments in single-serve packages or squeeze bottles. If a condiment is not available in single-serve packages and cannot be served in a squeeze bottle, it may be served in bulk. Condiments served in bulk cannot require refrigeration and must be protected by a sneeze-guard.
16. You must protect food from customer contamination. Sneeze-guards, dome lids or other approved shields must protect work areas, food, and single-serve items. Vertical sneeze-guards must be 60 inches or taller (measured from the ground).
17. When completing the Food Preparation Steps form, provide detailed preparation steps for all menu items. You must indicate which steps happen in your commissary kitchen and which happen in the mobile unit.
18. Your mobile unit must have a handwash sink attached to it. The sink basin must be at least 10 inches by 10 inches by 5 inches deep.
19. Your mobile unit's handwash sink must be easy to access. It cannot be located underneath a counter. If it is installed on a slide-out drawer, it must be locked open while food is handled or served.
20. Your mobile unit must have a hot water heater that provides water at or above 100°F to all sinks.
21. Your mobile unit must have a mechanical pump that pressurizes hot and cold water to 15 psi. The pump must turn on and off automatically. You cannot use a pump switch each time water is used.
22. Your mobile unit's freshwater tanks and all piping and tubing must be made of food-grade materials.
23. You must use a food-grade hose to fill freshwater tanks.
24. You must be able to easily empty the wastewater tank. The wastewater tank and its connections cannot leak.
25. Your mobile unit's sink basins must have rounded corners, for easy cleaning.
26. Mobile units are small. We may require you to offer limited menu items.

Occupied Mobile Unit (Operator is Inside)—Additional Requirements

Your occupied mobile unit must be inspected and approved by Department of Labor and Industries before we will complete a pre-opening inspection.

1. Your mobile unit's freshwater tank must hold at least 35 gallons. A larger tank may be required to support menu, equipment, and processes.

2. Your mobile unit's wastewater tank must hold at least 15% more than its freshwater tank (minimum 42 gallons).
3. Your mobile unit must have a three-compartment sink with drainboards attached on both ends. The sink compartments must be large enough to submerge and wash all equipment used on the mobile unit. Drainboards must be the size of the sink compartment.
4. Your mobile unit's hot water heater must be large enough to completely fill two compartments of the 3-compartment sink with hot water (100°F or above) without the handwash water temperature dropping below 100°F.

Unoccupied Mobile Unit (Operator is Outside)—Additional Requirements

1. Your mobile unit's freshwater tank must hold at least 35 gallons. A larger tank may be required to support menu, equipment and processes.
2. Your mobile unit's wastewater tank must hold at least 15% more than its freshwater tank (minimum 42 gallons). You cannot use a bucket.
3. A variance is required for unoccupied mobile units. You must consult food technical staff before submitting an application for an unoccupied trailer. Plan review fees are not refundable if your mobile unit does not meet requirements and cannot be approved.

Cart (One Person Can Push Unit Between Locations)—Additional Requirements

1. Your mobile unit's freshwater tank must hold at least 5 gallons. A larger tank may be required to support menu, equipment, and processes. You cannot use a bucket.
2. Your mobile unit's wastewater tank must hold at least 15% more than its freshwater tank (minimum 6 gallons). You cannot use a bucket.
3. You cannot use a juice extractor or blender.
4. You cannot cook or sell raw meat or seafood unless you are selling it in unopened packages.
5. You must wash and sanitize reusable utensils (e.g., tongs, spoons) in your commissary kitchen. You must store extra clean and sanitized utensils in your mobile unit. You must have a sanitary container for clean utensils and a separate container for soiled utensils.
6. Your mobile unit cannot be bigger than 3 feet by 6 feet with two wing extensions no longer than 18 inches. Local agencies may require your mobile unit to be smaller.
7. You must have overhead coverage for the cart, such as an umbrella. Coverage must meet other agency requirements, to include the fire department.

Selling Only Pre-Packaged Food Requiring Refrigeration—Additional Requirements

1. Your mobile unit does not have to have a handwash sink.
2. You may not offer samples.

Other Agencies' Requirements

Other agencies may have additional requirements for your mobile unit. For example:

- Building Departments may require you to have a land use permit for your sale site(s).
- Fire Departments may require you to have a permit to use liquid propane, charcoal, wood, or oil frying equipment.

- Local government may require your cooking equipment to have a ventilation hood or tight-fitting cover.
- State or local government may require you to have business license(s).
- Department of Labor and Industries may require your mobile unit to be inspected and approved.

Check out the Agency Resource List in your Plan Review Application packet for commonly used contact information.

Mobile Unit Questions

Mobile Food Name _____

1. Have you read the Mobile Unit Requirements document?
☐ Yes ☐ No
2. Does the mobile unit have attached floor, walls, and ceiling? Open air trailers, units without walls and tents are not allowed.
☐ Yes ☐ No
3. Provide your truck or trailer's Vehicle Identification Number (VIN).

4. Is all equipment permanently attached or mounted to the cart, truck, or trailer? Detached equipment is not allowed.
☐ Yes ☐ No
5. Will the mobile unit operate on a route? If yes, a sample route must be included in your application.
☐ Yes ☐ No
6. Will you have more than 1 sales site? If yes, how many?
☐ No ☐ Yes, _____
7. Have you submitted a Sales Site Agreement for each sales site where you will operate for at least 1 hour?
☐ Yes ☐ No
8. Will the mobile unit be connected to electricity at the sales site(s)? If yes, which sales site(s)?
☐ No ☐ Yes, _____
9. Is the sales site restroom available during all hours of operation?
☐ Yes ☐ No
10. Is a key required to access the sales site restroom?
☐ Yes ☐ No
11. Will you provide seating? If yes, customers must be able to use the restroom.
☐ Yes ☐ No
12. Is the mobile unit moveable?
☐ Yes ☐ No
13. I understand the mobile unit must return to its approved commissary kitchen daily.
☐ Yes ☐ No
14. Have you submitted a commissary kitchen floor plan and equipment list?
☐ Yes ☐ No
15. Have you submitted a mobile unit floor plan and equipment list?
☐ Yes ☐ No

Information submitted is subject to Public Records Act, Chapter 42.56 RCW.

16. Have you submitted a Commissary Kitchen Agreement?

☐ Yes ☐ No

17. Have you submitted a Water and Sewer Adequacy form for the commissary kitchen?

☐ Yes ☐ No

18. Have you submitted pictures of the mobile unit?

☐ Yes ☐ No

19. Provide a location plan that will tell customer and your inspector where you will be operating. Your location plan may be a website or social media page. _____

20. How will you display your menu? Check all that apply.

☐ Menu display ☐ Sandwich board ☐ Paper menu

21. List all cold beverages and describe where they will be kept cold.

22. Will you serve any raw or undercooked food?

☐ Yes ☐ No

23. List all raw meats cooked on the mobile unit.

24. Describe how you will serve condiments.

25. How many sets of utensils will you have?

26. Where will you wash utensils?

27. How often will you wash utensils?

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28. Do your Food Preparation Steps include which food you prepare in the mobile unit and which food you prepare in the commissary kitchen?

☐ Yes ☐ No

29. Are all refrigerators and equipment (except freezers) commercial grade?

☐ Yes ☐ No

30. Your mobile unit must have at least 2 separate refrigeration units. Are at least 2 refrigeration units installed?

☐ Yes ☐ No

31. If you will make to order foods (e.g., sandwiches, tacos, hamburgers) with cold items (e.g., lettuce, tomato), a preparation table must be installed. Will you make food to order?

☐ Yes ☐ No

32. During transport, all hot- and cold-holding equipment must run to maintain food temperature. How are hot- and cold-holding equipment powered during transit? Gas powered generators are not allowed while in transport.

☐ Truck engine or battery ☐ Propane ☐ Generator ☐ Other _____

33. What size is the handwash sink?

_____ long, by _____ wide, by _____ deep

34. Is a mixing faucet installed on the handwash sink?

☐ Yes ☐ No

35. Are hot and cold water available at the handwash sink?

☐ Yes ☐ No

36. What is the mechanical water pump's make and model number?

37. Can the mechanical water pump pressurize the hot and cold water systems to 15 psi?

☐ Yes ☐ No

38. Handwash sink water must be available on demand, without needing to turn power on between washing. Does the water pump turn on and off automatically?

☐ Yes ☐ No

39. The hot water heater must meet water capacity requirements. What is hot water heater's size, make and model number?

40. What is the size of 1 compartment of the 3-compartment sink?

_____ long, by _____ wide, by _____ deep

41. What size is the freshwater tank? Freshwater tanks must be at least 35-gallons for all mobile food units.

42. Where and how will you fill the freshwater tank? For example, from the commissary 3-compartment sink with a food grade hose.

43. What size is the wastewater tank? Wastewater tanks must be 15% larger than the freshwater tank for all mobile food units.

44. Where and how will you empty the wastewater tank? For example, at the commissary mop sink with a water dolly.

45. Where and how will you dispose of trash?

46. Where will you store refrigerated food each night?

47. Do you understand cooling is not allowed on mobile units?

☐ Yes ☐ No

48. What will you do with leftover cooked food each night?

49. Where will you store the mobile unit overnight?

50. Will the mobile unit be connected to electricity overnight?

☐ Yes ☐ No

Questions 51–56 for Mobile Trucks or Trailers Only

51. Have you submitted a copy of your Labor and Industries approval? You must provide this before you receive final approval.

☐ Yes ☐ No

52. Is a 3-compartment sink installed on the truck or trailer?

☐ Yes ☐ No

53. Are drainboards attached to both ends of the 3-compartment sink?

☐ Yes ☐ No

54. Are the compartments of the 3-compartment sink large enough to submerge and wash all equipment? If no, what equipment does not fit and how will it be washed?

☐ Yes ☐ No, _____

55. Does the faucet reach to all compartments of the 3-compartment sink?

☐ Yes ☐ No

56. Can you completely fill 2 compartments of the 3-compartment sink with hot water (100°F) without the water temperature dropping below 100°F?

☐ Yes ☐ No

Questions 57–62 for Mobile Carts Only

57. Is your menu limited to pre-cooked items?

☐ Yes ☐ No

58. Have you submitted a diagram showing the cart's sneeze-guard?

☐ Yes ☐ No

59. If sneeze-guard is vertical, is it at least 60 inches tall when measured from the ground?

☐ Yes ☐ No

60. How do you transport the cart from the commissary kitchen to the sales site?

61. How do you keep the cart clean during transport?

62. How do you keep food and single-service items protected from contamination during transport?

Information submitted is subject to Public Records Act, Chapter 42.56 RCW.

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Commissary Kitchen Agreement

The commissary kitchen owner agrees to provide you use of the food establishment as listed below. Changing or canceling this agreement will result in closure of your permit. This agreement is not transferable.

The following is available for your use:

Equipment/Service	Yes	No	
Potable water.....	☐	*	
Wastewater disposal.....	☐	*	
Garbage disposal.....	☐	*	
Restroom access	☐	*	*Minimum requirement
3-compartment sink with drainboard space at each end.....	☐	*	
Mop sink.....	☐	*	
Hand sink.....	☐	*	
Cooking equipment	☐	☐	
Refrigeration space	☐	☐	Number of cubic feet provided _____
Dry storage space.....	☐	☐	
Freezer space	☐	☐	Number of cubic feet provided _____
Ice machine access.....	☐	☐	
Overnight storage of mobile unit.....	☐	☐	
Food prep sink with drainboard.....	☐	☐	
Access to the food establishment requires a key	☐	☐	

Operator

Food Establishment Name _____

Hours of Operation _____

☐ I own both the food establishment and commissary.

Commissary Kitchen

Commissary Kitchen Name _____

Commissary Kitchen Address _____

City _____ State _____ Zip _____

Parcel Number _____ UBI Number _____

Phone _____ Email _____

Commissary Kitchen Owner Name (*please print*) _____

Commissary Kitchen Owner Signature _____ Date _____

☐ Other food businesses also use this kitchen as a commissary. Number of vendors: _____

Information submitted is subject to Public Records Act, Chapter 42.56 RCW.

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Sales Site Agreement

A Sales Site Agreement is required for each location a mobile unit will visit for more than 1 hour. A sales site agreement is also required if you use a restroom or mop sink located in a common area outside your establishment. The sales site owner agrees to provide the operator use of the services specified below. Changing or canceling this agreement will result in closure of your food establishment. This agreement is not transferable.

The following is available for use by the mobile unit operator:

Equipment/Service	Yes	No
Restroom access.....	☐	*
Restroom is within 500 feet of the mobile unit	☐	* *Minimum requirement
Restroom hand sink has hot and cold running water	☐	*
Restroom hand sink is stocked with soap and paper towel dispensers	☐	*
Potable water.....	☐	☐
Wastewater disposal	☐	☐
Garbage disposal	☐	☐
Restroom access for customers at sales site location	☐	☐
Overnight storage of a mobile unit	☐	☐
Use of restroom requires a key	☐	☐
Electricity is provided	☐	☐

Mobile Unit or Facility

Mobile Unit or Facility Name _____

Hours of Operation _____

☐ I own both the mobile unit/facility and the sales site.

Sales Site

Sales Site Name _____

Sales Site Address _____

City _____ State _____ Zip _____ Parcel Number _____

Hours of Operation _____

Phone _____ Email _____

Sales Site Owner Name (*please print*) _____

Sales Site Owner Signature _____ Date _____

If you have more than 1 sales site, make additional copies of this agreement.

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Commissary Finish Schedule

Facility Name _____

Provide the materials used for all floors, walls, coving and ceilings.

- All bare wood and concrete surfaces (doors, trim, counters, shelves, cabinets, etc.) must be painted or sealed.
- Floors must be constructed of smooth, easily cleanable, non-absorbent material. Carpet is not allowed in food preparation or storage areas.
- Coving must be installed at all wall/floor junctions.
- Walls must be constructed of smooth, easily cleanable, non-absorbent materials. Fiber Reinforced Plastic (FRP) or similar waterproof material is recommended on wall surfaces behind sinks and areas exposed to moisture.
- Ceilings above the kitchen and food preparation areas, including ware washing areas, must be constructed of smooth, easily cleanable, non-absorbent materials. Unfinished ceilings with exposed ductwork, conduits and piping are not allowed. Piping in other areas may be required to have secondary containment.
- Unsealed acoustical ceiling tiles are not allowed. Vinyl covered ceiling tiles such as vinyl rock or other washable surfaces are allowed. All lighting over food preparation, handling and storage areas must have a cover or shatterproof bulbs. All insulation must be covered by a cleanable material.

Sample Finish Schedule

	Floors	Coving	Walls	Ceiling	Counters
Kitchen	<i>vinyl tile</i>	<i>6" rubber base</i>	<i>FRP</i>	<i>painted gypsum board</i>	<i>laminates</i>
Wait Area	<i>vinyl tile</i>	<i>4" rubber base</i>	<i>painted gypsum board</i>	<i>vinyl rock</i>	<i>laminates</i>
Lounge	<i>sealed concrete</i>	<i>4" rubber base</i>	<i>varnished wood</i>	<i>Armstrong VL tiles</i>	<i>granite</i>
Dining Area	<i>carpet</i>	<i>4" rubber base</i>	<i>painted gypsum board</i>	<i>painted gypsum board</i>	<i>n/a</i>
Bathrooms	<i>ceramic tile</i>	<i>ceramic tile</i>	<i>painted gypsum board</i>	<i>painted gypsum board</i>	<i>n/a</i>

Shelving	<i>Refrigerators: stainless steel shelves. Dry storage: painted wood. Liquor storage: varnished wood.</i>
Lighting	<i>Bar lights are shatterproof bulbs. All kitchen lights have covers.</i>

Finish Schedule ☐ Included on floor plans

	Floors	Coving	Walls	Ceiling	Counters
Kitchen					
Wait Area					
Lounge					
Dining Area					
Bathrooms					

Shelving	
Lighting	

Information submitted is subject to Public Records Act, Chapter 42.56 RCW.

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Commissary Floor Plan

1. Submit one floor for the entire facility, to include any outdoor spaces.
2. Draw each plan to scale (no smaller than ¼" = 1') and show in detail:
 - a. Number, type and location of all sinks and drainboards.
 - b. Refrigeration and cooling equipment.
 - c. Food preparation and service areas.
 - d. Employee restrooms.
 - e. Customer restrooms (required if you have indoor or outdoor seating).
 - f. Dry goods storage area (show detail of shelving area and describe type of shelving).
 - g. Employee storage (required).
 - h. Service, bus or wait areas.
3. Label all equipment on the floor plan. The floor plan and equipment list should correspond .

Equipment List

#	Item Name	Qty	Make	Model
1.	Freezer.....	1	Ice Line.....	F-158Z4
2.	Refrigerator 8x8 walk-in	1	ACME	R-789WI
3.	Rice cooker	1	ACME	CR-543
4.	Deep fryer	1	ACME	DF-876
5.	Char-Broiler	1	ACME	CB-123
6.	Gas range.....	1	GAPP	GR-332
7.	Wok	1	ACME	CW-3323
8.	Work table.....	4	ACME	EQ-4LOC
9.	3-compartment dish wash sink (with 2 drainboards)	1	ACME	S-3CWD
10.	Dishwasher.....	1	GAPP	DW-1234
11.	Shelving	5	ACME	EQ-3S
12.	Refrigerator sandwich prep	1	GAPP	R-SP1
13.	1-compartment produce food prep sink (with drainboard).....	1	ACME	S-FPWD
14.	Mop sink.....	1	ACME	S-MOP
15.	Hot water heater	1	GAPP	HW-123G
16.	Ice machine	1	GAPP	IM-987
17.	Soda pop fountain dispenser	1	ACME	SP-5000
18.	Handwash sink wall mount.....	4	PORCLEAN....	S-HWM
19.	Handwash sink.....	1	PORCLEAN....	S-POR100
20.	Cash register	1	POS	CR-5582
21.	Coffee maker	1	GAPP	CM-37475
22.	Hood ventilation	1	GAPP	EQ-HV200
23.	Food warmer	1	ACME	EQ-FW1000
24.	Refrigerator 2 door beverage cooler	1	GAPP	R-200BC
25.	Splashguards 12" stainless steel	5	ACME	SG-412
26.	Employee storage	1	ACME	ES-6FTL
27.	1-compartment raw meat/seafood food prep sink(with drainboard)	1	ACME	S-FPWD

Facility Name

John Doe's Diner

Facility Address

123 Main Street
Tacoma, WA 98111

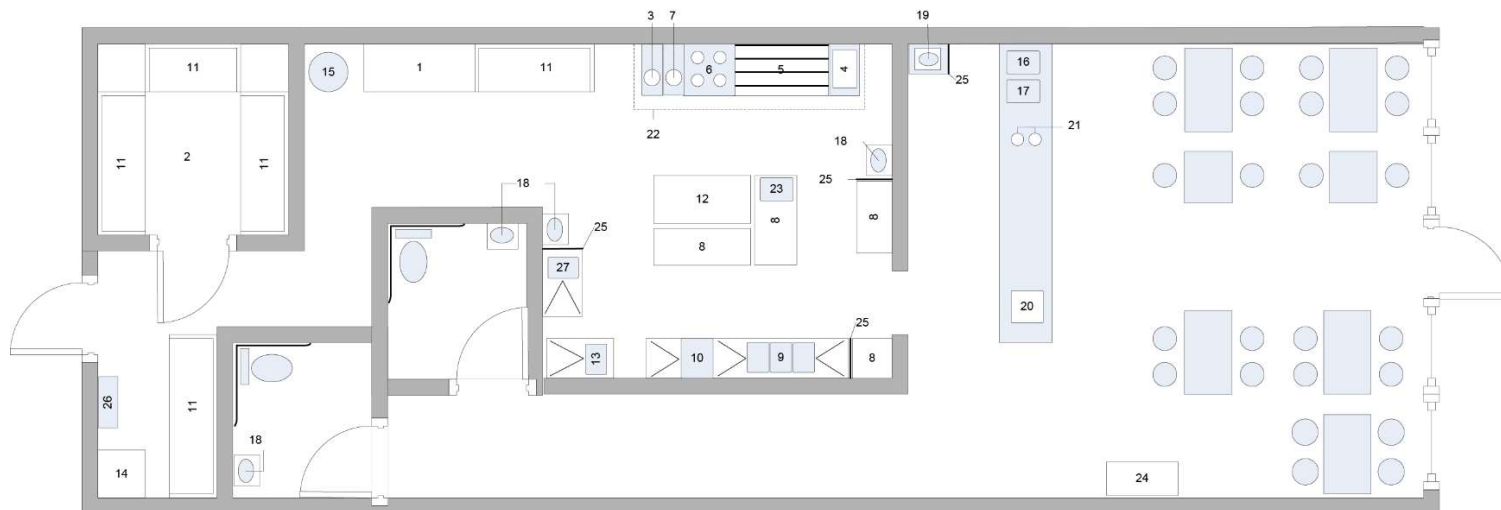
Contact Person

John Doe

Contact Phone

(253) 888-7777

Scale ¼" = 1'



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Commissary Kitchen Equipment List

Facility Name _____

List all food service equipment, including make and model numbers. Examples include, but are not limited to, refrigerators, sinks, stoves, ovens, steam tables, blenders, ice machines and countertop appliances. If make and model number cannot be found, a picture of the equipment is required.

All equipment ID numbers must correspond to location on floor plan. Equipment must be commercial grade and meet ANSI standard (NSF, ETL or UL Sanitation listed). Only one item per line.

ID #	Kind of Equipment	Make	Model #
1	Refrigerator 8x8 walk-in	ACME	R-789WI
2	Ice machine	GAPP	IM-987
3	Rice cooker	ACME	CR-543
4	3-compartment dish wash sink (with 2 drainboards)	ACME	S-3CWD

☐ The equipment list is provided on the floor plan instead of on this form.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please add a second page if needed.