

MOBILE FOOD FACILITY PERMITTING INSPECTION CHECKLIST

To avoid delays and cause for re-inspection on catering trucks/trailers and carts, please bring your unit ready to pass inspection. Have all equipment clean and in working order. Double check:

- Are the refrigeration units, steam table, and warming oven turned on and adequately chilled or heated?
- Is there adequate volume and pressure of Hot and Cold Water supplied to hand and utensil washing sinks?
- Is there Soap and Disposable Paper Towels supplied in clean dispensers at the hand sink?
- Is there a properly mounted, up-to-date B/C rated Fire Extinguisher readily accessible?
- Is the First Aid Kit up-to-date, well-stocked with bandages and ointment to dress cuts/burns?
- Is the exterior signage up-to-date on the truck/trailer (both sides) or cart (consumer side) that includes: Business Name, City, State and Permit Holder's Name?

Please bring the following required documents to your permitting inspection:

- Alameda County Commissary Agreement with applicable sections filled-out and signed-off with required approvals. To download this form go to www.acgov.org/aceh/forms .
- Current Food Safety Training Certificate for Person-in-Charge
- Current DMV Registration
- Valid Driver License
- Seller's Permits/Business License – from Board of Equalization and City

Additional documents/items that may be required depending on type of permit:

- Business Plan, Menu, and Standard Operating Procedures
- Copy of Food Processing Permit from State Food and Drug
- Milk Handlers License and/or Milk Product License issued by Dept. of Food and Agriculture, Milk and Dairy Branch
- Copy of HACCP or other applicable sanitation program
- Permit issued by local County Health Department or by State for food processing or warehouse operations
- State Canning Registration, if applicable
- Sampling Plan if you intend to provide samples of your product
- Example of labels and packaging that will be used on prepackaged products
- Cold or hot holding equipment that will be used to maintain required holding temperatures for prepackaged potentially hazardous foods
- Current Liability Insurance for business

Attention Food Truck, Trailer, and Cart Operators

Signage Requirements

The California Health and Safety Code Section 114299 requires the following signage on the side of your mobile food unit.

You must have this signage on the consumer side of your unit:

Example

- This must be in letters at least 3 inches high
 - o **Business name or name of operator** → **Tacos-on-the-Go**
- These must be in letters at least 1 inch high
 - o **City** → Oakland CA 94541
 - o **State** → Owner: John Smith
 - o **Zip Code**
 - o **Name of the permit holder if different from the business name above**

Note: a motorized mobile food facility must have the signage on 2 sides of the unit.