



# Application For Mobile Retail Food Establishments Monmouth County Health Department



**Public Health**  
Prevent. Promote. Protect.

50 East Main Street  
FREEHOLD, NEW JERSEY 07728

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<i>The Monmouth County Health Department does not license or issue permits. All licenses and permits must be obtained by the municipality in which your mobile retail food establishment is operating.</i>		FOR DEPARTMENT USE ONLY	
		Date Received: ___/___/___ Plan Approved: <input type="checkbox"/> Y <input type="checkbox"/> N	
TYPE OF OPERATION: <input type="checkbox"/> Food Truck/Trailer <input type="checkbox"/> Mobile Cart <input type="checkbox"/> Other: _____			
<b>MOBILE RETAIL FOOD INFORMATION</b>			
Name of Establishment:			
Mailing Address:		Municipality:	
License Plate #:		Phone Number:	
<b>OWNERSHIP INFORMATION</b>			
Name of Owner:			
Address:		City:	State:      ZIP:
Phone Number:		Email:	
<b>SERVICING AREA INFORMATION</b>			
8:24-3.2(a)2 Food prepared in a private home shall not be used or offered for human consumption in a retail food establishment. <b>“Servicing Area, Commissary, Base of Operation”</b> means an operating base location to which a temporary retail food establishment or mobile retail food establishment returns regularly to clean equipment, prepare food, discharge liquid or solid waste, refill water tanks and ice bins, and board food (8:24-1.5). <b>Please provide the following information for your licensed and inspected facility.</b>			
Establishment Name:			
Address:		City:	State:      Zip:
Name of Owner:		Phone#	
<b>DOCUMENTS TO BE SUBMITTED FOR REVIEW</b>			
<input type="checkbox"/> <b>Servicing Area Agreement</b> <ul style="list-style-type: none"> <li>• An annually signed and dated statement from the owner giving you permission to use their kitchen.</li> <li>• A copy of the facilities satisfactory inspection placard.</li> <li>• What exactly he/she is giving you permission to use (Sinks, Storage, Refrigeration).</li> <li>• Hours you are allowed to use the establishment. Examples would include: Prior to opening, after closing, from 12-2 on Saturdays and Sundays.</li> </ul>			
<input type="checkbox"/> <b>Proposed menu or complete list of food and beverages to be offered.</b> <i>Food protection manager certification or HACCP plans may be required.</i>			
<b>Full menu or complete list of food and/or beverages with particular attention to any items which require temperature control and/or are “potentially hazardous”.</b>			
1.	2.		
3.	4.		
5.	6.		
7.	8.		

**Plans must be clearly drawn and include these items below:**

- Provide equipment layout specifications, clearly labeled/ numbered and cross-keyed with equipment list.
- Three compartment sink that is large enough to completely submerge largest piece of equipment to be sanitized on site.
- Hand washing sink.
- Hot water
- Adequate refrigeration for intended operation.
- Method of rapidly reheating food products to 165°F within two hours. Steam tables, warmers, and similar hot hold facilities are prohibited for rapid reheating.
- Finish schedule showing floor, wall, counters, and ceilings finishes. All finishes must be smooth, easily cleanable and nonabsorbent.
- Light bulbs shall be shielded, coated, or otherwise shatter-resistant.

**Mobile water tank requirements:**

- Sloped to an outlet that allows complete drainage of tank.
- Food grade
- Water tank inlet to be three-fourths inch in inner diameter or less and provided with a hose connection of a size or type that will prevent its use for any other service.

**Mobile sewage holding tank requirements:**

- Sized 15% larger in capacity than the water supply tank.
- Sloped to a drain that is one inch in inner diameter or greater, and equipped with shut-off valve.

**Operational Flow Chart** (Please Describe Below)

- When and where are food product shipments received?
- Will food be brought on/to the mobile unit hot, cold, both?
- If items are pre-cooked and brought on the truck cold, what are the cooling procedures?
- When transporting food to the truck; how do you intend on insuring hot items maintain a temperature of at least 135°F, and cold items are maintained at 41°F or below?

**Location of mobile retail food establishment operations.**

- Contact the Municipal Clerks Office in each of the municipalities which you plan to operate for local rules, regulations, and if mobile retail food establishments are permitted.
- Monmouth County Health Department will not inspect or issue an evaluation placard for a mobile retail food establishment that is not licensed by a municipality that resides within our jurisdiction.

**Municipalities of Operation:**

**Other requirements may be made during the pre-operational inspection. Should there be any changes in servicing area, menu, equipment, or type of materials used for construction, approval from the Health Department must be received prior to alteration.**

**N.J.A.C. 8:24-9.1(c)**

**The health authority shall review these plans and respond accordingly within 30 days of the date of submission.**

Print Name:

Title:

Signature:

Date: