

## STARTING A MOBILE FOOD OPERATION?

*Follow these steps! (full explanation on next page)*

1. Review requirements, 410 IAC7-24

2. Find a commissary kitchen or base of operation

3. Obtain State & City permits, licenses, tax documents, etc.

6. MCPHD reviews your plans

5. Submit MCPHD Application Packet at least 30 days before planned opening date

4. Complete the MCPHD Mobile Retail Food Unit Application

7. Respond to all requests for additional information

APPLICATION APPROVED!  
Next step mobile unit inspection

8. Schedule pre-licensing mobile unit inspection

9. Successfully complete mobile unit pre-licensing inspection

10. Pay licensing fee  
At inspection time.  
Renewals fees are due each year.





Prevent. Promote. Protect.

Department of Food and Consumer Safety  
4701 N. Keystone Ave., Ste. 500 ♦ Indianapolis, IN 46205  
Phone: 317-221-2222 Option 1 | [foodsafe@marionhealth.org](mailto:foodsafe@marionhealth.org)

## Follow These steps!

- 1. Review requirements, 410 IAC7-24.** The rule, 410 IAC 7-24, Retail Food Establishment Sanitation Requirements, establishes the mandatory standards required by law to protect the consumer from contaminated food and foodborne illness. The Mobile Food Unit operator is responsible for following all of the applicable standards and should pay particular attention to Sections 55, 113 and 373 as they are specific to mobile food establishments.
- 2. Find a Commissary kitchen, or base of operation.** All mobile food units must have a commissary kitchen they visit daily for cleaning, acquiring water, and disposing of wastewater. A commissary kitchen must be a licensed retail food establishment, and a mobile unit must have 24/7 access to it. Additional uses for the commissary include food preparation, food storage, and vehicle storage. The commissary kitchen selected will be subject to MCPHD approval.
- 3. Obtain all required State and City vendor permits, licenses, tax documents etc...**  
The applicant must obtain a Retail Merchant Certificate from the State along with all applicable permits, licenses and tax documents required by the City of Indianapolis prior to applying for a Mobile Food Service License. <https://www.in.gov/dor/business-tax/sales-tax/>  
If you wish to license a hot dog cart or a prepackaged ice cream cart, or for more information about zoning restrictions and lottery information, contact The Department of Business and Neighborhood Services, 1200 S Madison Ave, Indianapolis, phone 317-327-8700
- 4. Complete the MCPHD Mobile Retail Food Unit Application.** Applications can be found online at <https://marionhealth.org/programs/environmental-health/food-and-consumer-safety-2/> or by visiting our office at 4701 N. Keystone Ave, Suite 500. See Instructions for Submittal for assistance in planning and completing application correctly.
- 5. Submit MCPHD Mobile Retail Food Unit Application and required documents AT LEAST 30 DAYS PRIOR TO PLANNED OPENING DAY.** Submit a fully completed application packet. Documents required for the application to be processed are listed on the application. If selling pre-packaged foods only, see Instructions for Submittal for exemptions.
- 6. MCPHD reviews your plans.** Additional information and documentation may be requested as needed.
- 7. Respond to all requests for additional information.** Additional information and plan changes may be required to move forward in the plan review process. Respond to requests quickly to avoid delays in approval.
- 8. Schedule pre-licensing inspection.** Once your application has been approved, you will be contacted by MCPHD. Pay close attention to next step details and schedule your mobile unit pre-licensing inspection. Application approval is NOT an approval to operate. The in-person pre-licensing inspection must take place before full approval to operate.
- 9. Successfully complete pre-licensing inspection.** All required items for your mobile unit must be operational and set up for your inspection. Your inspector will provide additional information on pre-licensing expectations.
- 10. Pay licensing fee.** An invoice will be provided at the successful completion of the pre-licensing inspection. Fees are due in full the day of the inspection payable by check, cash, or money order. Licenses must be renewed on an annual basis.

**Note:** Your operation may be required to obtain and provide proof of a Certified Food Protection Manager Certificate in accordance with 410 IAC 7-22. Please visit: <http://www.state.in.us/isdh/21059.htm> for additional information.



Prevent. Promote. Protect.

Department of Food and Consumer Safety  
 4701 N. Keystone Ave., Ste. 500 ♦ Indianapolis, IN 46205  
 Phone: 317-221-2222 Option 1 | [foodsafety@marionhealth.org](mailto:foodsafety@marionhealth.org)

## INSTRUCTIONS FOR APPLICATION PACKET SUBMITTAL

**Timeline:** There is no set timeframe and/or turnaround time and we do ask that you apply at least 30 days before the planned first day of operation. **DO NOT** wait until the last minute to apply as the actual turnaround time may vary.

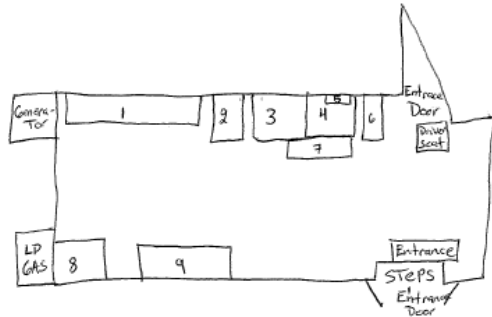
**Application Packets:**

Applications packets missing the most vital information will be returned unprocessed for the applicant to complete and resubmit. The table below lists what must be included for an application packet to be complete.

COMPLETE APPLICATION PACKETS	
REQUIREMENTS	EXCEPTIONS
Completed Mobile Food Unit application and questionnaire	Required for all applications
Completed Commissary Agreement	Required for all applications
Completed MFU Operator Attestation form	Required for all applications
Copy of proposed detailed menu and beverage items	Required for all applications
Floor plan to scale including all equipment (see page 4 for examples)	Hot dog carts and mobile units selling <b>ONLY</b> prepackaged items may provide pictures of the unit showing all available equipment.
Plumbing diagram (see page 5 for examples)	Mobile units selling <b>ONLY</b> prepackaged items are exempt from providing plumbing diagrams.
Copy of Retail Merchant Certificate	No exceptions – required for all applications
Picture of exterior of mobile unit	No exceptions – required for all applications

### OVERHEAD FLOOR PLAN EXAMPLES

Floor Plan

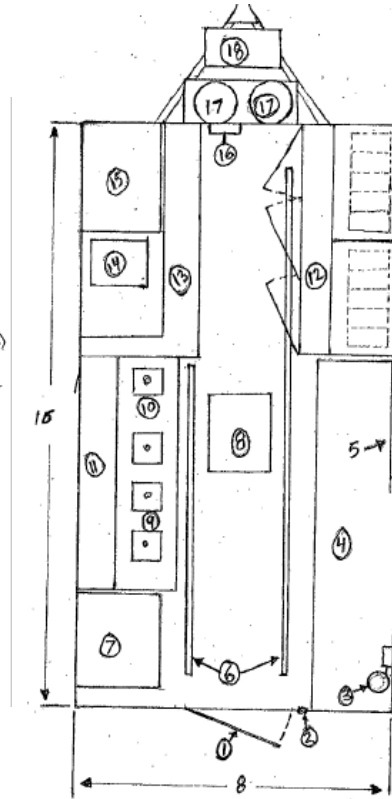


(Legend)

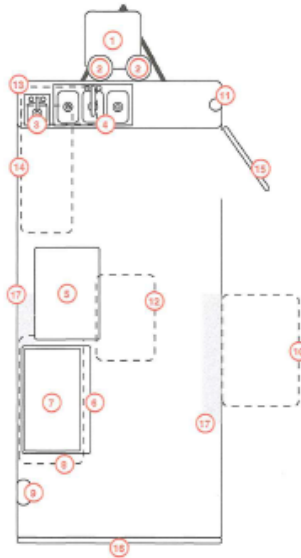
- 1 - (stainless) 3 Part Sink
- 2 - (stainless) Hand Sink
- 3 - Warmer's
- 4 - Commercial Gas Griddle
- 5 - Commercial Vent Hood
- 6 - Commercial Deep Fryer (Electric)
- 7 - Drawer Refrigerated (cooler) Cooler
- 8 - Slide Top / Reach in Cooler
- 9 - Service Window

NOTE:

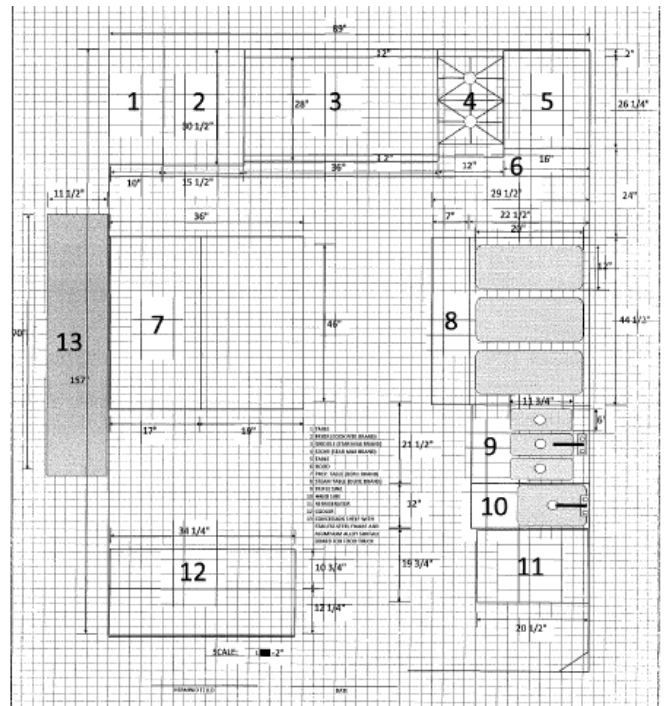
- 1 - All equipment Commercial grade.
- 2 - No Exposed Lines, Piping, Conduit Or Wiring on Walls or Ceiling.
- 3 - Floor diamond plate Stainless
- 4 - Stainless around cook line Floors and Ceiling.
- 5 - FR behind and beside Sinks
- 6 - Remaining Walls/Ceiling Smooth, Cleanable white oil based paint on plywood.



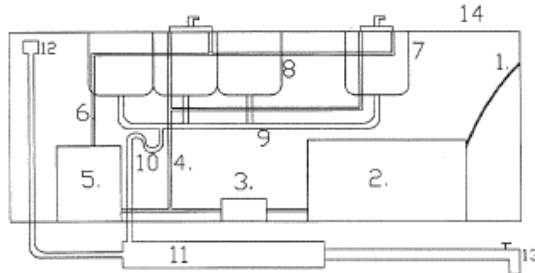
- 1- Entry door.
- 2- Light switch.
- 3- Fire suppression system.
- 4- Stainless steel table.
- 5- Service window.
- 6- Led lights.
- 7- cooler.
- 8- Air conditioner.
- 9- 3 compartment sink.
- 10- Hand sink with soap and towel dispenser.
- 11- Wall cabinets.
- 12- 3 door refrigerator with prep top.
- 13- Stainless steel hood.
- 14- Tabletop warmer.
- 15- 35 inch griddle.
- 16- Electrical panel.
- 17- 2 gas tanks.
- 18- Generator.



- 1. 7500/9375W dual fuel generator
- 2. 40-lbs liquid propane tank (x2)
- 3. Handwash sink
- 4. Three-compartment sink
- 5. 48" 2-door refrigerator prep table
- 6. 52" 2-drawer refrigerator chef base
- 7. 48" gas grill
- 8. 5' x 30" exhaust only concession hood
- 9. Kidde fire suppression system
- 10. 36" x 36" concession stand window w/ awning cover-
- 11. Fire extinguisher
- 12. A/C
- 13. 30-gal freshwater tank
- 14. 45-gal wastewater tank
- 15. Entrance door
- 16. Tailgate door ramp
- 17. Wheel box (x2)

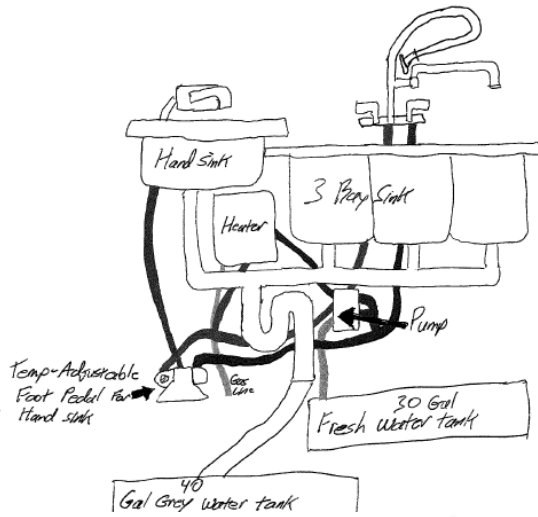


### PLUMBING DIAGRAM EXAMPLES

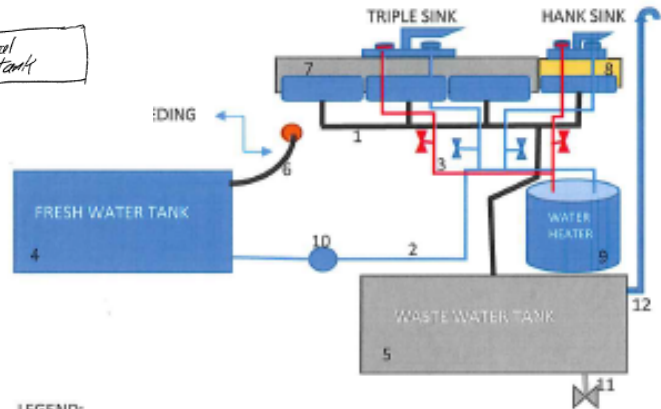


**LEGEND**

- 1. 1 3/4" WATER INLET W/SCREEN AND CAP
- 2. FRESH WATER TANK 40 GAL. FOOD GRADE
- 3. WATER PUMP
- 4. COLD WATER LINE 1/2" PEX
- 5. WATER HEATER
- 6. HOT WATER LINE 1/2" PEX
- 7. HAND SINK
- 8. 3 COMPARTMENT SINK 15"X15"X12"
- 9. DRAIN PIPE 1 1/2" PVC
- 10. P TRAP
- 11. WASTE WATER TANK 50 GAL UNDER FLOOR
- 12. AUTO VENT FOR WASTE TANK
- 13. DRAIN VALVE 1.5"
- 14. ENCLOSED CABINET W/ACCESS DOOR

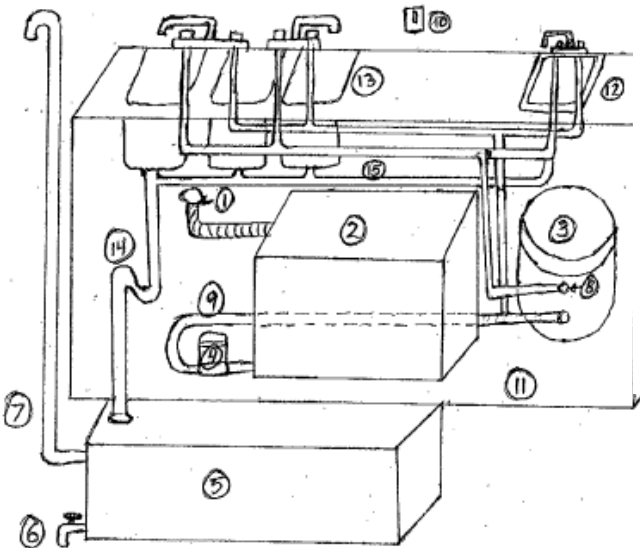


- 1.- Fresh water inlet.
- 2.- Fresh water tank.
- 3.- Water heater.
- 4.- Water pump.
- 5.- Waste water tank.
- 6.- Drain valve.
- 7.- Atmosphere vent.
- 8.- Hot water line.
- 9.- Cold water line.
- 10.- Water pump switch.
- 11.- Enclosed cabinet w/door.
- 12.- Hand sink.
- 13.- 3 compartment sink.
- 14.- P-trap.
- 15.- Drain pipe.



**LEGEND:**

- 1 DRAIN PIPE (PVC 1 1/2")
- 2 COLD WATER LINE (PVC 1/2")
- 3 HOT WATER LINE (PVC 1/2")
- 4 FRESH WATER TANK 46 GAL FOOD GRADE PLASTIC (ENCLOSE)
- 5 WASTE WATER TANK 50 GAL STAINLESS STEEL (OUTSIDE, UNDER FLOOR FRONT OF UNIT)
- 6 FRESH WATER PIPE, INLET VALVE (1/2") WITH SCREEN AND PROTECTIVE CAP OUTSIDE THE UNIT
- 7 TRIPLE SINK STAINLESS STEEL 11 3/4" X 6"
- 8 HANK SINK STAINLESS STEEL
- 9 WATER HEATER 4 GAL
- 10 WATER PUMP
- 11 DRAIN VALVE PVC 2 1/2"
- 12 ATMOSPHERIC VENT PIPE 1/2"





Prevent. Promote. Protect.

Department of Food and Consumer Safety  
4701 N. Keystone Ave., Ste. 500 ♦ Indianapolis, IN 46205  
Phone: 317-221-2222 Option 1 | [foodsafe@marionhealth.org](mailto:foodsafe@marionhealth.org)

## REQUIREMENTS FOR NEW MOBILE FOOD UNITS

*See page 8 for hot dog cart requirements.*

### EQUIPMENT

**Utensil Sink:** A 3-compartment stainless steel sink with an integral drain board on each end as part of the sink. Drain boards may not be attached as separate pieces of equipment. This sink must meet current National Sanitation Foundation (NSF) standards. Each compartment must be large enough to submerge the biggest piece of utensil at least halfway and shall have rounded internal angles and be free of sharp corners or crevices.

**SANITIZING:** At the 3-compartment utensil sink an approved chemical sanitizer must be used. A pH test kit must be maintained to regularly check for correct concentration.

1. Chlorine (liquid, non-scented, or tablet)
2. Quaternary ammonium (liquid or tablet form)

**Hand Sink:** Hand sinks are required if any open food or beverage is handled in the food unit.

**Other:** Additional equipment may be necessary and is dependent on the menu being offered on the mobile unit. This will be determined and discussed during the plan review process. Any additional equipment found necessary may be required at the time of the inspection.

**All commercial grade equipment must meet the NSF/ANSI standards.**

### VENTILATION

- ♦ Commercial mechanical exhaust ventilation shall be required at or above all ranges, griddles, deep fat fryers and similar equipment to remove grease, smoke, steam, vapors, heat, or odors.
- ♦ If the hood roof attachment has an outlet for grease/ liquids, provide a drainpipe and removable, covered catch-pan on the outside of the unit.
- ♦ Any horizontal or difficult to clean space above the vent hood must be closed in.

### LIGHTING

- ♦ Provide a minimum of 70 footcandles of light within the mobile food unit.
- ♦ Provide completely shielded fixtures or provide shatterproof sleeves on fluorescent tubes.

### FLOORS

The floor must be smooth, nonabsorbent, and easily cleanable. Carpeting, wood, and linoleum flooring are not allowed in the mobile unit.

### WALLS AND CEILINGS

- ♦ Provide non-perforated, light colored, smooth, washable walls and ceilings.
- ♦ Utility lines, service lines, and pipes shall not be unnecessarily exposed (see Service Lines).

### OPENINGS

All openings to the outside, including serving openings and entrance doors must be screened or kept closed. Screening must be at least 16 mesh/inch.

### SHELVING

Provide an adequate amount of approved, easily cleanable metal shelving. Do not use wood shelving in the unit. All shelves must be at least 6" above the floor.

### PLUMBING

Hot and cold running water under pressure is required.

**Fresh Water Tank:** The fresh water tank shall be at least 30 gallon capacity and constructed of a food grade material (NSF or equal).

1. The fresh water tank should be located where it can be accessed for measuring and servicing (No rooftop installations). The fresh water tank must be sloped to an outlet that allows complete drainage of the tank.
2. Fresh water inlet valve must be  $\frac{3}{4}$  inch in diameter or less and have access to the exterior of the mobile unit. The fresh water inlet must be protected from contamination and be of a size and type that will prevent is use for any other purpose.
3. The fresh water tank vent, if provided, must terminate in a downward direction and be provided with a protective filter or screened if the termination is in an interior space.

**Waste Water Tank:** The waste water tank must be at least 15% larger than the fresh water tank and permanently installed.

1. The waste water tank should be located where it can be accessed for measuring and servicing. If located inside of the unit, the drain outlet must have access to the outside of the unit.
2. The drain outlet must be larger than any other piping in the waste water system, at least 1 inch in diameter or more.

**Water Heater:** The water heater must be enclosed in an accessible cabinet or other smooth easily cleanable structure

**Pumps:** The water pump must activate automatically or be equipped with a pressure switch installed in the water supply system. Gravity systems are not acceptable.

**Fixtures and piping:** All plumbing connections must be done to the current Indiana Plumbing Code requirements. Corrugated pipes are not acceptable "S" traps are not acceptable. "P" traps must be provided at sink drains.

### ELECTRICAL SOURCE

Electrical source must be by generator or plug-in at site. Provide access to electrical outlet connection so that windows and doors are not disturbed (held/kept open).

### SERVICE LINES

All plumbing, and electrical must be concealed within the unit as much as possible. Where this is absolutely not possible, install all exposed vertical and horizontal service lines one inch away from the walls, ceilings and equipment. Use approved hangers. Keep all exposed horizontal runs a minimum of six (6) inches above finished floors.

## HOT DOG CART REQUIREMENTS

### MENU

No home prepared foods are allowed to be served from any mobile food unit, including hot dog carts. The following foods are permitted:

- Pre-cooked hotdog-type products such as sausages, franks, and brats
- Basic condiments
- Chips
- Individual bottled or canned soft drinks

### EQUIPMENT

**Utensil Sink:** A 3-compartment stainless steel sink for ware washing.

**SANITIZING:** At the 3-compartment utensil sink an approved chemical sanitizer must be used. A pH test kit must be maintained to regularly check for correct concentration.

- Chlorine (liquid, non-scented, or tablet)
- Quaternary ammonium (liquid or tablet form)

**Self-contained hand washing facilities** with hot and cold running water under pressure.

Hot water must reach a minimum temperature of 110° F to meet requirements for both hand washing and ware washing.

**Pumps:** The water pump must activate automatically or be equipped with a pressure switch installed in the water supply system. Gravity systems are not acceptable.

**Cooler(s)** that maintain foods at 41° F or below.

**Hot holding** that maintains foods at 135° F or above.

**Overhead protection** such as an umbrella

**Thermometers** to monitor and ensure foods are maintained at safe temperatures.

### SERVICE LINES

All plumbing, and electrical must be concealed within the unit as much as possible.

### SHELVING

Provide an adequate amount of approved, easily cleanable metal shelving. Do not use wood shelving on the unit.