

Applying for NEW mobile food unit

The plan review process is intended to assist the approval process for proposed new or remodeled mobile units.

Upon receipt of all required documentation, an environmental health inspector (EHS) will review this mobile unit plan and will contact you within 15 working days.

Step 1: Checklist

Plan Review - Required Documentation to be submitted together:

Mobile Food Unit Application [Download Mobile Food Unit Application](#)

40.00 Plan Review Fee; Cash or check payable to VDH

Proposed Menu of all items served from this mobile unit

Copy of current water tests for private well OR use public water / bottled water

Drawings of NEW / REMODELED / CONVERTED mobile units.

8x10" page drawing of layout of mobile unit, drawn to scale, showing top schematic view of the interior location of equipment. Include fryers, hand sink, 3 basin sink, storage areas, grills and water tanks.

Specification sheets. Photographs and manufacturer's specification sheets may support your application. By listing and locating equipment on floor plans and diagramming specifications for electrical, mechanical and plumbing systems, potential problems can be spotted while still on paper BEFORE costly purchases, installation and construction.

Base of Operations (form attached)

Business Name - clearly visible on both sides of Mobile Unit. Attach photo.

Step 2 : Checklist

Permit application- Required Documentation to be submitted together:

Once the mobile food unit design and equipment are approved, an application for permit will need to be submitted.

Mobile Permit Application [Download Mobile Permit Application](#)

40.00 Permit Fee; Cash or check payable to VDH