

GUIDELINES FOR OPENING A MOBILE RETAIL FOOD ESTABLISHMENT

Licenses and Training

- Mobile Retail Food Establishment License - A license is required to prepare, serve or sell food products intended to be consumed by the general public. Some exceptions may apply.
- Mobile Retail Food Establishment Base License – Each mobile retail food establishment shall have a licensed service base of operations for obtaining fresh water, disposing of wastewater, storing food and dry goods, servicing and cleaning the mobile unit. Some exceptions may apply.
- Certified Food Protection Manager – An individual who operates a retail food establishment or at least one manager of a retail food establishment, shall have a certificate that states that the individual or manager has passed an exam from an accredited program on food protection practices.

Facility

- Floors, walls, and ceilings shall be durable, smooth, and easily cleanable in all food production areas and nonabsorbent in areas subject to moisture.
- Hand washing sinks shall be located conveniently to each food preparation area supplied with hot and cold water, hands-free activation, hand cleanser, paper towels, and a handwash sign.
- A three-compartment ware washing sink with drainboards for clean and dirty utensils may be needed.
- A food preparation sink installed with an air gap may be required.
- Adequate and approved ventilation may be necessary for the removal of excessive heat, steam, condensation, vapors, smoke, and fumes. Check with the local municipality.
- Lighting in food preparation areas shall be shielded or shatter resistant and provide the minimum required intensity.
- Gravity or pressurized water storage tank provided with a gauge graduated to read water volume.
- Appropriately sized fresh water and wastewater storage capacity.
- If bottled or liquified gas is used, it shall be securely installed.

Equipment

- All food equipment shall be classified for sanitation by an American National Standards Institute accredited certification program or approved by CRCHD.
- An adequate amount of food preparation surfaces constructed of durable and non-absorbent materials like stainless steel.
- Provide enough equipment for cooling and cold holding food.
- Supply sufficient equipment for heating and hot holding food.
- Details shall be provided to explain how cold and hot foods will be maintained at proper temperatures during transportation.
- Food grade hose and backflow preventer for freshwater fill and separate hose used for disposal of liquid waste labeled “for waste-water only”.

Licensing Process

1. Complete and submit the CRCHD application and a proposed menu.
2. Provide a sketch or construction plan of the interior of the mobile food establishment. This plan shall include the following:
 - A floor plan of the establishment detailing the location of food preparation, and dry storage areas
 - Plumbing fixture locations, such as the location of hand washing sinks, ware washing sinks, and food preparation sinks
 - A list of equipment with the manufacturer’s name and model number
 - Floor, wall, and ceiling finish materials
 - Food preparation surface materials
 - Lighting location and type.
3. Once CRCHD has received the completed application and establishment plan we will assign an inspector who will contact you to discuss the information and schedule a pre-license inspection of the mobile food establishment and the service base if necessary.
4. After completing the pre-license inspection, we will provide you with a report detailing any deficiencies that will need to be corrected.
5. The license will be issued once any deficiencies noted during the pre-license inspection have been corrected and all license fees have been paid.

References

- Wisconsin Administrative Code ATCP 75
- Wisconsin Administrative Code ATCP 75 Appendix-Wisconsin Food Code
- www.crchd.com
- CRCHD phone number: 262-898-4460