

Food Truck Permit Criteria & Requirements

(in Addition to Rule R392-100)

Application for Primary Food Truck Permit

REQUIREMENTS:

1. The operator must provide a written, signed commissary agreement.
2. Any changes to the commissary agreement must be approved by the LHD.
3. The operator must provide a complete list of menu items.
4. The operator must provide days and hours of operation.
5. The operator must provide a means whereby the LHD can determine the food truck's vending location.
6. The operator must provide a food truck license plate #.
7. The operator must indicate the ownership status of the food truck (e.g. Individual, Partnership, or Corporation).
8. The operator cannot change the menu in a way that would affect the permit tier designation without written approval from the LHD.
9. The operator must submit documentation of an approved wastewater disposal site if the commissary is not properly equipped to receive wastewater from a food truck.

Application for Secondary Food Truck Permit

REQUIREMENTS:

1. The operator must provide days and hours of operation.
2. The operator must provide a means whereby the LHD can determine the food truck's vending location.

Plan Review

REQUIREMENTS:

1. The operator must provide plans for a newly constructed food truck.
2. The submitted plans must include the following:
 - a. equipment cut sheets
 - b. plumbing schedule
 - c. mechanical schedule,
 - d. dimensional floor plan,
 - e. finish schedule for floors, walls, and ceilings, and
 - f. an equipment layout.
3. Food preparation and handwash sinks must be clearly identified on plans.

Construction and Operations

REQUIREMENTS:

1. The onboard potable water tank must be a minimum of 30 gallons as measured down from the inlet.
2. The food truck must have a hand sink with hot and cold water under pressure.
3. All food trucks must have a 3-compartment sink with hot & cold water, except when exempted by the LHD issuing the primary permit.
4. All food trucks must have a thermometer available all hours of operation.
5. The business name must be printed on the food truck, and must match the “dba” provided in the application.
6. The printed letters on the food truck must be at least 4 inches in height.
7. The operator cannot prepare foods on the food truck using “specialized processing methods” as described in the currently adopted FDA Food Code incorporated by reference in Rule R392-100.
8. Only a dedicated food grade water hose can be used for potable water.
9. The food truck must be equipped with a dedicated waste hose for greywater.
10. The food truck must be fitted with a splash guard or adequate space between the handwashing and food prep areas.
11. The food truck must be equipped with an adequate electrical power source during all hours of operation.
12. If provided on the food truck, drain boards or utensil racks must be large enough to accommodate all soiled and cleaned items.
13. If provided on the food truck, 3-compartment sinks must be filled by a faucet installed on the food truck.
14. A food truck cannot be equipped with a shower or living quarters.
15. Screens are required on all openable windows.
16. All food truck equipment shall be commercial grade.

Commissary

REQUIREMENTS:

1. Only a food service establishment permitted by a LHD may be used as a food truck commissary.
2. The food truck must return to the commissary at a regular frequency, as determined and approved by the LHD issuing the primary permit.
3. At the end of daily operations, the operator must park the food truck at a location previously approved by the LHD issuing the primary permit.
4. No food or equipment may be stored at a home residence.
5. The commissary must keep daily records (sign-in/sign-out).
6. The commissary must have a 3-compartment sink and/or approved ware-washing equipment.
7. If a commissary food service permit is terminated, revoked, or suspended, all associated food truck permits are suspended.
8. The commissary must provide each applicable food truck operator with adequate space for the storage of food and food equipment.
9. If needed, the commissary must make electrical hook-ups available for food truck use when parked at the commissary.
10. The operator must renew the commissary agreement annually.