



Public Health
Prevent. Promote. Protect.

Clinton County Health District

CLINTON COUNTY HEALTH DISTRICT

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Mobile Food Service Operation & Retail Food Establishment Plan Review & License Application Packet

Updated 3/21/2018

Licensing Process

- 1) Read this entire packet.
- 2) Complete the **Plan Review Application** [Page 8].
- 3) Create a **Menu** [Page 9] or list of all foods that you wish to serve.
- 4) Complete **Equipment list** [Page 10], documenting the type of equipment, commercial rating, manufacturer name, model number, and certification.
- 5) Create a detailed drawing of the **Floor plan** [Page 11], drawn to scale showing all portions of your proposed mobile unit.
- 6) Complete the **License application**. [Page 12]
- 7) **Submit (above) items 2, 3, 4, 5 and 6 with the \$228.00 License fee.** *(All food program fees are non-refundable.)*
- 8) The Health District will either approve the application or contact you with questions, comments, recommendations, or concerns.
 - ✓ ***It is a good idea not to build or make changes to the mobile, until this District has approved the plans, as the layout and equipment proposed may not meet the food code standards.***
- 9) Upon approval, call the Health District to schedule a pre-operational inspection.
- 10) At the inspection, the mobile unit must be fully operational – utilities and equipment must be connected and properly working. The operator’s knowledge of food safety will be tested during the inspection.
- 11) The license will be issued upon completion of a satisfactory inspection.

This packet is intended to be a brief outline of some of the requirements needed for a mobile food service operation or retail food establishment. It is in no way to be construed as being all the requirements needed to operate a mobile. The local health district, Chapter 3717 of the Ohio Revised Code, and Chapter 3717-1 of the Ohio Administrative Code should be consulted to assure that all applicable criteria have been addressed.

Questions & Answers

What is a mobile food service operation or mobile retail food establishment?

A mobile FSO or RFE is operated from a movable vehicle, portable structure, or watercraft; routinely changes location; and it does not remain at any one location for more than forty consecutive days. If all of the conditions above are not met, then the operation cannot be licensed a mobile license. Moving a mobile a few feet or pulling an operation around the block and returning to the same location does not comply with the intent of the law.

What items are required to be on the back of the mobile license?

The Health District must post on the back of each license the layout of the operation including the location and type of major equipment, and menu as well as any exemptions or any restrictions or conditions limiting the types of food that may be prepared or served by the licensee, based on the equipment or facilities.

What information is required to be placed on the mobile?

The name of the operation, the city of origin, and the area code and telephone number must be conspicuously displayed on the exterior of the mobile unit with individual characters measuring at least 3 inches high and 1 inch wide.

When are inspections required and what items are subject to inspection?

One complete standard inspection must be completed, by the licensing Health District, at least once during the licensing period. ****This is to be done prior to issuing the license each licensing year.****

Inspections may be conducted as necessary and at reasonable times determined by the health district in which it is operating. Any and all equipment used in the mobile is to be inspected and must be in compliance with the law and rules at all times when in operation. This includes support vehicles, such as supply trucks, refrigerators, etc. When an inspection is conducted by a health district other than the licensing health district, a copy of the inspection report must be sent to the health district issuing the license.

Can mobile licenses be revoked or suspended?

Yes, if a violation presents an immediate danger to the public health, the license may be *suspended* without giving written notice or the opportunity to make corrections. The licensor that issued the license or the licensor for the health district in which the operation is being operated may suspend the license. *Revoking* a mobile food service operation license can only be accomplished by the health district issuing the license.

What are the requirements of floors walls and ceilings in a mobile?

All floors, walls, and ceilings are to be constructed of a material that is easily cleanable and kept clean at all times. If mats are used on the floors, they must be non-absorbent and grease resistant and kept clean. ****Carpeting may not be used.**** Floors, walls and ceilings are to be maintained in good repair at all times.

What are the lighting requirements in a mobile?

Permanently installed fixed artificial light sources shall be installed to provide at least fifty foot-candles of light on all food preparation surfaces and at equipment or utensil washing work levels. The lights must be properly shielded or shatter-resistant bulbs used to protect against broken glass falling onto food.

Infrared or other heat lamps shall be protected against breakage by a shield surrounding and extending beyond the bulb, leaving only the face of the bulb exposed.

Advertising lights on the outside are not required to be shielded.

Can a mobile be used as sleeping or living quarters?

Under no circumstances may a mobile be used as either sleeping or living quarters.

How are chemicals and personal belongings to be stored on a mobile?

All chemicals needed to operate the mobile must be stored in their original container and stored separately from all food products. Only those chemicals needed for the operation of the mobile are permitted.

Personal medications, clothing etc. are to be stored so as not to contaminate food or food contact surfaces.

All pressurized tanks should be chained or secured to a wall or fixed equipment.

What equipment and utensils can be used in a mobile?

All equipment must be approved prior to licensing, but if in the event that a piece of equipment should break during the course of the year it could be replaced by an approved piece of equipment. All equipment/utensils must be in good condition at all times.

How often is the equipment in a mobile required to be cleaned?

Equipment, food contact surfaces and utensils used to prepare time/temperature controlled for safety foods on a continuous basis, shall be washed rinsed and sanitized at intervals throughout the day based on the food temperature, type of food, and amount of food particle accumulation.

The food contact surfaces of grills, griddles, and similar cooking devices and the cavities and door seals of microwaves shall be cleaned at least once a day, except that this requirement shall not apply to hot oil cooking equipment and hot oil filtering systems. The food contact surfaces of all cooking equipment shall be kept free of encrusted grease deposits and other accumulated soil as specified in 3717-1-04.5 of the OAC.

* The cleaning and maintenance of heat treatment dispensing freezers will follow the requirements as specified in Section 3717-1-08.1 of the Ohio Administrative Code.

Non-food contact surfaces of equipment shall be cleaned as often as is necessary to keep the equipment free of an accumulation of dust, dirt, food particles, and other debris.

Food Safety Requirements

Person –In-Charge Responsibility

- The person-in-charge (PIC) is directly responsible for the safe and sanitary operation of the mobile to protect public health. You are responsible for complying with all applicable food service codes outlined in the Ohio Administrative Code (OAC) and the Ohio Revised Code (ORC). You are also responsible for training your support staff/volunteers to comply with these codes. The OAC Chapter 3717-1-2.4 outlines the responsibilities of the PIC.
- As the PIC, you should be capable of answering questions about the rules, requirements, and proper food safety practices.

Clean Water Supply

- Mobile food service operation must have a supply of fresh clean potable water.
- All water used in the mobile food service operation must be obtained from an approved source. An approved source is considered a public/municipal/city water supply or commercially bottled water from an approved source. Contact the Health District for additional information about using private well water.
- Hot and cold running water under pressure must be provided to all fixtures while in operation.
- A hot water heater must be provided to supply hot water (110°F) during operation hours.
- If a potable water holding tank is used it shall have:
 - A water tank and its inlet and outlet shall be sloped to drain.
 - A water tank inlet shall be positioned so that it is protected from contaminants such as waste discharge, road dust, oil, or grease.
 - A cap and keeper chain, closed cabinet, closed storage tube, or other approved protective cover or device shall be provided for a water inlet, outlet, and hose.
 - Operated so that backflow and other contamination of the water supply are prevented.
- If your mobile does not have a fresh water holding tank, the mobile must be hooked up to a potable water supply at all times with the proper hose. This will be noted on the back of the license and the mobile will ONLY be allowed to operate when permitted to be hooked up to a potable water supply.
- Water hoses, if used, must be food-quality or drinking water quality hoses meets NSF standard 61 (not green garden hoses). Hoses can be clear- or- white with a blue stripe.
- Water connections through a community spigot must be protected from the backflow of water with an ASSE-approved backflow prevention device, such as ASSE 1012 and ASSE 1024.

Handwashing

- A handwashing sink equipped with warm (100°F) running water under pressure, soap, disposable paper towels, handwashing sign, and a trash receptacle near by shall be provided.
- You may not use cloth towels for hand drying.
- Hand sanitizer is not a substitute for hand washing. You may only use hand sanitizer after washing your hands.

Dish Washing

- A three compartment sink must be provided to allow all food contact dishes to be washed, rinsed, sanitized, and air-dried.
- The temperature of the wash solution shall be at least 110° F.
- **You may not wash dishes at your hand wash station or hand wash at the dish wash station.**
- An approved sanitizer must be used. Approved sanitizers are chlorine (unscented bleach) and quaternary ammonium.
- Appropriate test kit (test strips) must be provided to accurately measure concentration of sanitizer solutions created.
 - Chlorine: 50-100 ppm
 - Quaternary Ammonium: 200-400 ppm (follow manufacturer instructions)
- Wiping cloths, if used, must be stored in between uses in a solution of approved sanitizer at the appropriate concentration. Solution should be changed often and tested with proper test strips.

Wastewater and Solid Waste

- Wastewater (gray water) from your hand wash sink, three compartment sink, etc. shall be collected into proper holding facilities, such as a gray water holding tank or portable sewage dolly, or “blue boy” “blue belly”.
- A wastewater holding tank must be 15% larger in capacity than the fresh water holding tank and be sloped to a drain that is one inch in diameter or larger, and equipped with a shut-off valve.
- If a hose is connected to a sewer or dump site it must be connected so there is no spillage of waste. *This hose may only be used for wastewater and under no circumstances can it be used for a potable water supply.*
- Ice bin drains should not be directly connected to the sewage holding tank to prevent possible contamination of ice in the event of sewage back up.
- Liquid wastes from the mobile holding tank shall be disposed at an approved waste servicing area or by a sewage transport vehicle in such a way that a public health hazard or nuisance is not created. For example, you may not empty the mobile holding tank in the storm sewer. Storm drains convey water to our local waterways such as rivers, streams, and creeks.
- Wastewater may not be dumped onto the ground or into other unapproved drainage ways.
- Solid waste must be disposed of in trash containers that are leak proof, durable, cleanable, insect and rodent proof and that have tight fitting lids. Trash cans are to be covered at all times and dumped in approved dumpsters when full to prevent insect and rodent attraction.
- Overnight storage of garbage on mobiles should not take place.

Equipment

- All food equipment must be commercially approved, listed, and classified for sanitation by an ANSI-accredited organization. (All other equipment requires prior approval from Health District.)
- Acceptable certification marks (visible on equipment) are: **NSF, UL Sanitation, CSA Sanitation, ETL Sanitation.**



- All equipment should be on casters (wheels) for optimum cleanability; or installed on 6" NSF approved legs; or sealed to the floor, walls and adjacent equipment with rubber silicone.
- Sufficient cold holding units (refrigerators) must maintain 41°F or lower at all times and be of sufficient space to prevent overloading. All units must be equipped with a thermometer.
- Sufficient hot holding units must maintain 135°F or higher at all times. All units must be equipped with a thermometer.

What should my equipment list look like?

- Example: (This list is reference only; CCHD does not endorse or oppose these manufacturers)

	Type of Equipment	Commercial	Name of Manufacturer	Model Number	Certification
1.	Reach in Cooler	Yes	Traulsen	RHT126WUT-HHS	NSF
2.	Microwave	Yes	Amana	RCS10DS	NSF
3.	Heat & Serve Unit	Yes	Vollrath	834314	NSF

Food Preparation

- Any food may be served as long as all of the equipment on the floor plan and menu are consistent with the information on the back of the license.
- **All food must be prepared at the mobile food service operation and no preparation may be conducted at home. No home canned foods are permitted.**
- All foods shall be obtained from sources that comply with all the laws relating to food and food products. All food must come from an approved, licensed source. If you have a question about a source, please contact the Health District.
- All food preparation must be done on easily cleanable surfaces, such as cutting boards or stainless steel prep tables.

Food Protection

- All foods must be protected at all times, including while being stored, prepared, displayed, or transported, from potential contamination, including dust, insects, rodents, unclean equipment and utensils, unnecessary handling, coughs and sneezes, hair, overhead leakage or drippage from condensation.
- All food areas of the mobile food service operation must be protected from the weather and environment using the mobile unit itself, a tent, covering or building.
- Food must be kept covered and away from areas of contamination

- All food should be stored securely to prevent intentional and unintentional contamination. Food should only be accessible to authorized food workers-not to the general public.
 - All food, drink, and service utensils must be kept at least six (6) inches off the ground. Utilize tables, crates, boxes, pallets, skids, or other acceptable means to keep items off the ground.
 - All equipment, surfaces, and utensils must be cleaned and sanitized.
 - Raw fruits and vegetables shall be thoroughly washed with potable water before being cooked or served.
 - Raw animal foods must be stored in a manner, such as on bottom shelf or separate cooler, which will not lead to cross contamination of ready-to-eat foods.
 - Foods, raw and prepared, if removed from the original container must be stored in a clean, covered, approved container.
 - Once foods are prepared or opened, label and date container and use product within 7 days.
 - Working storage containers holding food or food ingredients out of their original packaging shall be properly labeled by common name, if not easily identifiable.
 - Only packaged foods that are not time/temperature controlled for safety may be reserved if the packages have not been opened and the food is in sound condition. (ex. Individual packaged ketchup, salt, crackers, etc.)
 - Dispensing utensils must be clean and dry; in the food with handles out of food; or in potable running water with sufficient velocity to agitate and float off loose particles into an overflow.
 - Dispensing utensils used in preparing frozen desserts shall be stored in a potable running water dipper well or clean and dry.
 - Ice which will be consumed or which comes in contact with food shall be obtained from an approved, commercial source, and stored in a clean container. A scoop with a handle must be provided and the handle should be kept above the ice. Nothing can be stored in ice used for drinks or for other consumption.
 - Unless pre-wrapped, all knives, forks and spoons shall be dispensed with the handle of the utensil to the consumer.
- **Reuse of single-service articles (disposable cups, plates, spoon, fork, gloves, etc.) is prohibited.****

Food Handling

- Food workers must have clean clothes, clean hands, and hair restraints. Acceptable restraints include hair nets, hats, baseball caps, visors, bandanas, etc.
- No person with a communicable disease, nausea, vomiting, fever, fever with sore throat, diarrhea, jaundice, cuts, or sores is to sell, prepare or in any way be in contact with food to be sold.
- Workers may not smoke or eat inside the mobile set up.
- Only people assigned to work in food preparation areas are to prepare and serve food; unauthorized people and animals are not allowed in the operation.
- Food workers/volunteers may not contact exposed, ready-to-eat foods with their bare hands. Ready-to-eat foods are foods that will not be cooked before serving or have been cooked. Examples of ready-to-eat foods are sandwich buns, cheese, fruits, vegetables, etc.
- Food handlers may use clean utensils, deli tissue, spatulas, tongs, or single-use gloves to handle ready-to-eat foods.
- Single-use gloves are not a substitute for proper hand washing. Unwashed hands can expose the outside of gloves to contamination as they are put onto the hands.
- Food handlers must continue to wash their hands throughout the day even though they may be using single-use gloves. Food handlers must wash their hands frequently-especially after changing gloves, after touching money, and before beginning food preparation.

Thawing

- Food may not be thawed by setting out at room temperature. Foods found thawing at room temperature will have to be discarded.

If necessary, thawing must be done by:

- 1) **Refrigeration** – This is the best way to thaw foods. Move the frozen food from a freezer to a refrigerator that is holding 41°F or lower. However, this may take several days.
- 2) **Cooking** – Food may be thawed as part of the cooking process as long as the food reaches the minimum internal cooking temperature.
- 3) **Microwave** – If the food is cooked immediately, it may be thawed in a microwave.
- 4) **Under cold potable running water** with sufficient velocity to agitate and float off loose particles into the overflow. Food must be kept at 41° F or below while under running water.

Cooking Foods

- Foods must be fully cooked to minimum internal cooking temperatures.
- You must provide at least one metal-stem or digital thermometer for checking cooking temperatures.
- The thermometer must be sanitized before and after placing it into a food to check the cooking or heating temperature.
- Thermometers shall be calibrated often to ensure accuracy of the temperatures taken.

- Foods not meeting the proper cooking and heating temperatures must be discarded.
- [Raw, rare, or undercooked time/temperature controlled for safety foods may be served if so ordered by the consumer. (Consumer advisory required)]

Minimum Internal Cooking Temperatures	165° F	Food Products	- Poultry	- Stuffed or mixed foods (ex. casserole, stews, etc.)
	155° F		- Reheated leftovers	- Foods cooked in a microwave
	145° F		- Ground beef	- Ground Pork
	135° F		- In shell eggs	- Fish
			- Whole Beef	- Shellfish
			- Whole Pork	- Whole Lamb
			- Vegetables	- Commercially processed ready to eat foods (ex. hot dogs)
			- Pre-cooked foods	

Cooling Foods

- Hot time/temperature controlled for safety (TCS) food shall be safely cooled down to 41° F or below within **6 hours**.
- Hot TCS food shall be cooled from 135° F to 70° F within 2 hours **AND** then cooled down from 70° F to 41° F or below within 4 hours.
- Recommend cooling foods as **quick as possible** to be kept out of the temperature danger zone.
- Methods available to cool foods quick include:
Storage in shallow pans, ice bath, reduction in volume or size, rapid chilling equipment, ice wand, etc.

Date Marking Foods

- Refrigerated, ready-to-eat, time/temperature controlled for safety food prepared and held at a temperature of 41° F or below for more than 24 hours, shall be clearly marked to indicate the date or day, that is a maximum of 7 days, by which the food shall be consumed on the premises, sold, or discarded. The day of preparation shall be counted as day one.

Reheating Foods

- Time/temperature controlled for safety food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the food reach a temperature of at least 165° F for 15 seconds, within 2 hours or less.

Keeping Food Hot and Cold

- Holding temperatures, both hot and cold, must be checked with a metal-stem or digital thermometer. Thermometer should be capable of checking both hot and cold temperatures (0° F - 220° F).
- After being cooked or reheated, hot foods must be held at or above 135° F.
- Cold foods must be held at or below 41° F.
- Foods not meeting the proper holding temperatures must be discarded.

Mobile Food Service Operation Pre-Inspection Checklist

*Use this checklist to make sure that you are ready
BEFORE you schedule the pre-operational inspection.*

<p>EQUIPMENT:</p> <ul style="list-style-type: none"> ○ Hand wash sink ○ Three compartment sink ○ Backflow preventer (ASSE 1012 or 1024) ○ Hot water heater ○ Refrigerators keeping 41° F or below ○ Freezers properly functioning ○ Hot holding units with the ability to hold foods at 135° or above ○ Fresh water holding tank ○ Food grade hose for fresh water ○ Hose for waste/gray water ○ Waste/gray water holding tank, portable blue boy, etc. ○ Only the equipment observed and approved by the inspector will be drawn onto the license. 	<p>FACILITIES:</p> <ul style="list-style-type: none"> ○ All surfaces (floor, ceiling, wall, food prep) smooth, durable, non-absorbent, & easily cleanable. All edges or seams shall be sealed or caulked. ○ Floors, walls, ceiling and all equipment must be clean, well maintained and in good repair. ○ Overhead protection (awnings/umbrellas/etc.) in place ○ Exterior signage in place (Name of operation, city of origin, and area code with phone number- in 3" x 1" lettering) ○ Water at hand wash sink -at least 100° F ○ Water at 3 compartment sink- at least 110°F ○ Light shields on all lights ○ Every menu item you wish to sell must be listed on the back of the license by the inspector. If it is not listed, you can't sell it!! Check menu for accuracy. ○ Supply truck with additional dry, refrigerated, or frozen storage must be available for inspection. Additional facilities will also be drawn on back of license. ○ Unit must move location at least every 40 days. You may be asked to provide dates and locations of your scheduled events.
<p>SUPPLIES:</p> <ul style="list-style-type: none"> ○ Hand soap ○ Single use disposable towels ○ Hand wash signage ○ Dish detergent ○ Sanitizer (chlorine, quaternary ammonia) ○ Sanitizer test strips ○ Hair restraints ○ Single-use gloves ○ Thermometers in each refrigerator ○ Metal stem or Digital thermometers (If you do any cooking or holding) ○ No smoking sign on door 	<p>OTHER:</p> <ul style="list-style-type: none"> ○ All foods must be from an approved source ○ All food, utensils and equipment must be stored 6" off the floor and protected from contamination ○ Store raw/uncooked meats and eggs on bottom shelves to prevent cross contamination ○ Once foods are prepared or opened, label and date container and use product within 7 days. ○ Chemicals, cleaners and personal items must be stored separate from food and equipment ○ Display original food service operation license ○ PIC is knowledgeable of food safety rules.

MOBILE
FOOD SERVICE OPERATION / RETAIL FOOD ESTABLISHMENT
PLAN REVIEW APPLICATION

Contact Information	
Facility Name	Owner Name
Facility Address	Owner Mailing Address
Facility City, Zip Code	Owner City, State, Zip Code
Facility Phone Number	Owner Phone Number
Facility Township	Owner E-mail
Applicant Name (if different from owner)	Applicant Phone Number
Applicant Title	Applicant E-mail

Type of Operation:

- Food Service Operation (restaurant, school, adult/childcare, caterer, bar, etc.)
- Retail Food Establishment (grocery store, pizza delivery, bakery, convenient store, etc.)
- Mobile (concession trailer, hot dog push cart, ice cream truck, etc.)
- Micro Market (self-checkout kiosks with prepackaged TCS or non-TCS foods)

Mobile Components: Concession trailer Push cart Cookers/BBQ pit Supply truck

Meals to be Served: Breakfast Lunch Dinner Other

Locations, days or times of operation: _____

Additional information to be considered: _____

Mobile Identification	Yes or No
The <i>name of operation, city of origin, and area code with phone number</i> is posted on the mobile in 3 inch x 1 inch lettering ?	

The following items are attached with this application.	Yes or No
Menu [Page 9]	
Equipment list [Page 10]	
Floor plan [Page 11]	
License application [Page 12]	
License fee (\$228.00)	

I hereby certify that the information on this application and attached documents is correct and complete, and I fully understand that any changes after plan review submission can delay final approvals and/or licensing.

Owner/Applicant Name	Owner/Applicant Signature	Date
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Office Use Only- Date Received _____ License Fee _____ Date Fee Paid _____ Receipt # _____

Menu

Identify sources of clean water supply: Municipal _____ Private _____ Other _____ N/A _____

Identify sources of all food items: _____

List all food items to be served from the mobile.

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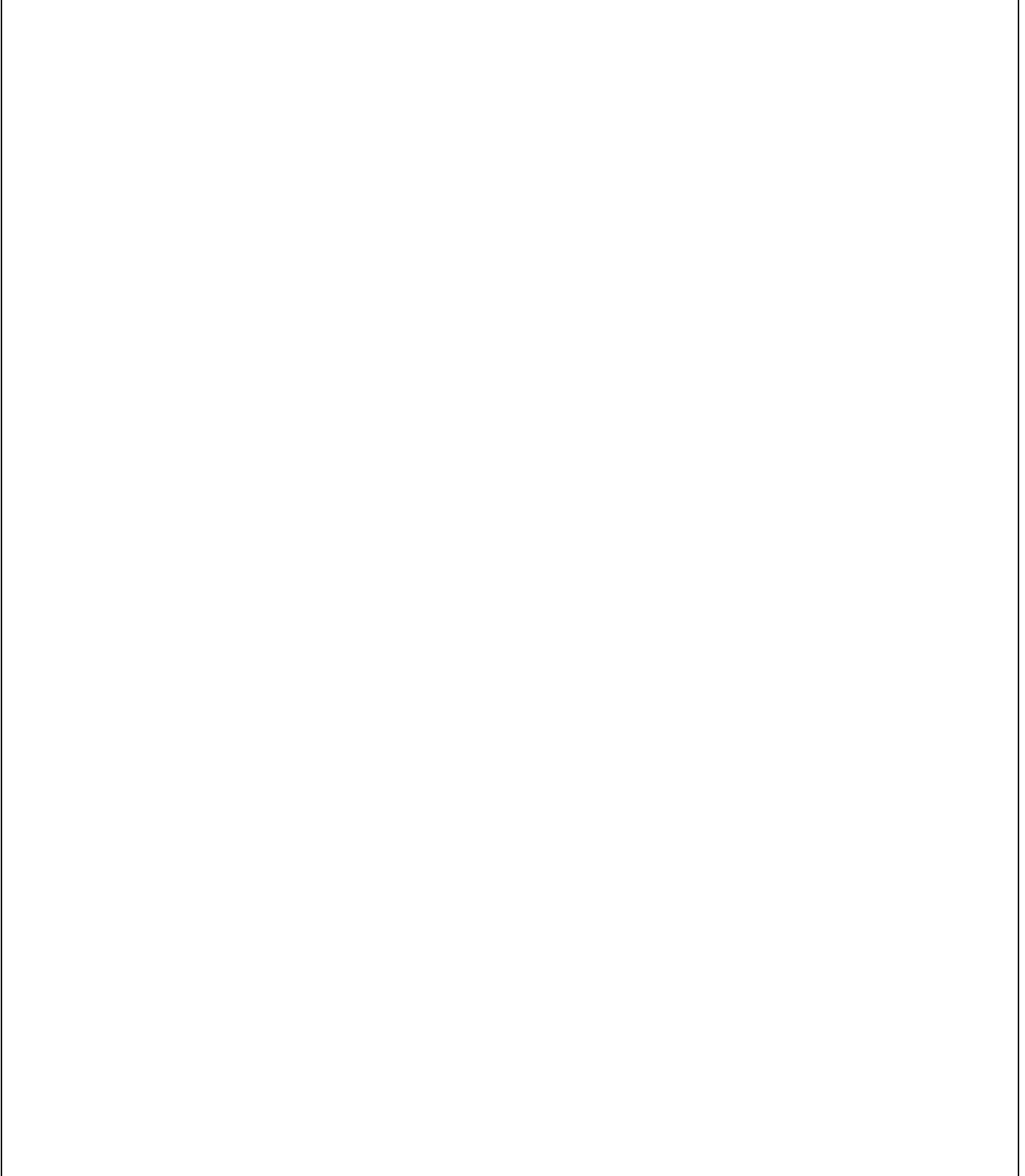
Equipment List [page 4 provides equipment info & examples]

	Type of Equipment	Commercial	Name of Manufacturer	Model Number	Certification
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Floor Plan

In the following space, provide a scaled plan layout of the Mobile Servicing Area.

Identify and describe all areas of proposed set up: cooking equipment, hot and cold holding equipment, hand washing sink, three compartment sink, hot water heater, backflow preventer, clean water holding tank, waste (gray) water holding tank, work tables, countertops, food and single service storage, customer condiment table, customer service areas, garbage containers, overhead protection, light fixtures, and all other applicable equipment for the set up. (A separate drawing may be attached.)



Application for a License to Conduct a: (check only one)

- Food Service Operation**
 Retail Food Establishment

Instructions:

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to: **C.C.H.D**
4. Return check and signed application **by*: 03/01/2018**

to: Clinton County Health District
111 S. Nelson Ave.; Suite 1
Wilmington, OH 45177

* There is a mandatory penalty fee of 25% of the renewal fee operating a food service operation or retail food establishment after the deadline (Chapter 3717 of the Ohio Revised Code).

Before license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing/renewing a license. This action is governed by Ohio Revised Code 3717.

Name of Facility		Name of License Holder	
Address		Email	
City		State	Zip
Phone #	Fax #	Check if applicable <input type="checkbox"/> Catering <input type="checkbox"/> Seasonal	
Name of individual certified in food protection (if any) and their certificate number (use back for additional names)			

Mailing address for annual renewal if different than above:

Name of parent company or owner		Phone #	
Address		Email	
City		State	Zip
I hereby certify that I am the license holder, or the authorized representative* of the food service operation or retail food establishment indicated above:			
Signature		Date	

Licensors to complete below

Category MOBILE			
License fee 200.00	Late fee	+ State amount 28.00	= Total amount due 228.00

Application approved for license and certified as required by Chapter 3717 of the Ohio Revised Code.

By	Date	Audit no.	License no.
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As per AGR 1269 Rev. 08/09 The Baldwin Group, Inc.
As per HEA 5319 Rev. 08/09 The Baldwin Group, Inc.