Mobile Food Vendor Process START to FINISH

**License Section-4252** Groves Rd., Columbus, Oh. 43232. F-614-645-8366. This is where the MFV STARTS and COMPLETES the process. They are to get their licensure packet, pay fees and submit information for background check, Insurance and financial good standing BEFORE doing anything else. In the Licensure Packet should be the Propane Pressure leak test form, Check list of Fire Inspection, Health Department & Fire Department Inspection forms (The Fire Department form NEEDS to be embossed with City of Columbus Seal).

**Propane Pressure/Leak Test**- This form should be provided by License Section. Be aware the form is available online. Compare the forms information with that of the receipt provided by the testing facility to ensure the form is verified for year and equipment used. (i.e. 2 deep fryers, 1 flattop griddle etc. & and the dates match on the inspection form and receipt)

**Health Inspection**- Can be performed at any time in the process after entering the system with the License Section.

**Fire Inspection**- Scheduled and performed ONLY after Propane Pressure/Leak Test performed and passed. Fill out the Fire Inspection form (city form that is embossed), Division Inspection form, and Inspection Acknowledgement form. Retain the City of Columbus Propane Pressure/Leak form for records and mandate the MFV keeps the receipt of the Pressure/Leak Test with the MFV unit for spot check confirmation.

**Completion**- After all inspections are performed and passed, the MFV will return to License Section to complete the process.