

# Mobile Food Service License Checklist

**NOTE:** The application process can take up to 30 days after you turn it in. If your application submission is not complete, it could take longer.

## Type of Mobile – Check the type of mobile for which you are applying.

### Truck

- Self-contained truck that has mechanical refrigeration, plumbing system that has a hot water tank (traditional or instant) and storage space for multiple day events.
- All food must be made on the truck unless you have a commissary agreement.
- Trailer.
- Self-contained trailer that has mechanical refrigeration, plumbing system that has a hot water tank (traditional or instant) and storage space for multiple day events.
- All food must be made on the trailer unless you have a commissary agreement.

### Pushcart

- Pushcarts typically come in two varieties, those in which the operator stands on the ground or those in which the operator stands inside the cart. Usually, there is no electric or mechanical refrigeration associated with a pushcart.
- Pushcarts typically have a fixed grill or flat top that is manufactured into the body of the cart. The warmers and cold storage are also part of the body of the pushcart.
- Hand washing sink and 3-compartment sinks are typically small, but hot water must be available.
- A commissary/commissary agreement is required in order to be licensed.
- All food prep must be completed at the commissary and not from a home.
- The pushcart must start and end each working day at the commissary.

### Knockdown

- This is a mobile that must be built and taken down for each event.
- It must be set up on a hard surface (cement, asphalt, etc.).
- All cooking equipment, refrigeration and freezer units are required to be commercial grade.
- Hand washing sink, 3-compartment sink must be present with mechanical means of hot water.
- It must have a system in place at each event to dispose of the wastewater at the event. (This system could be provided by the event organizer. Make sure to confirm, and if not, have your own system in place.)
- All food must be produced on site unless a commissary agreement is provided.
- Must provide covering over knockdown.
- Many times, a stock truck can provide additional storage space. But remember, additional storage space will be inspected for cleanliness or any other conditions that may apply.

### Knockdown – Fooda

- A knockdown mobile is only for participating with Fooda office lunch services.
- Must be a Columbus Public Health licensed risk level 3 or risk level 4 food service operation.
- Must have an Ohio Department of Agriculture registration (food processing facilities and warehouses).
- Must have extra utensils on Fooda site.
- Need to have means to properly transport cold and hot food (electric hot box, cambro, etc.).

## Type of License – Check the type of license for which you are applying.

**High Risk Mobile** - Prepping, cooking, reheating or using multiple temperature controls.

**Low Risk Mobile** - Selling pre-packaged time/temperature-controlled foods or pre-packaged non-time/temperature-controlled foods (refrigerated or frozen items).

## Mobile Checklist – Check each item that relates to your mobile.

### Plumbing

- Hand washing sink.
- Three-compartment sink with drain boards.
  - If drain boards are not provided, a shelf for air drying of utensils/equipment is required.
- Hot water at sinks from instant heater or hot water tank.
- Sink stoppers or plugs for the three-compartment sink.
- Waste water tank is 15% bigger than the fresh water tank.
- Food grade hose (usually white or clear) is used when filling up the fresh water tank.

### Equipment

- Commercial grade equipment (NSF, UL EPH, ETL Sanitation or CSA Sanitation).
- Coolers – Keep food at 41°F or below.
- Freezers.
- Thermometer:
  - In coolers to check air temperatures.
  - Check temperatures of food after cooking and food in coolers.
- Sanitizer and soap for cleaning utensils/equipment.
- Test strips to check if sanitizer is at correct levels.

### Mobile Structure

- All surfaces are smooth and easy to clean. (No bare wood allowed.)
- Openings are sealed to stop pests and dust from getting in the mobile.
- All light bulbs are shielded or covered to prevent shattering.

### Identification

- Mobile name, city, state, ZIP code and phone - on exterior, with each letter at least 3 inches tall x 1 inch wide.

### Pushcarts

- Submit a completed Restricted Mobile Commissary Agreement. (See page 5.)

### Menu

- Submit complete food and beverage menu.

### Person In Charge Food Safety Course

- Complete Person in Charge certification recognized by the Ohio Department of Health and submit a certificate with your application. Find certification providers at <https://bit.ly/3ZfS7uk>.

### Commissary Agreement (page 7)

- You only need to submit it if licensing a pushcart or plan to use a licensed facility to prepare or store products.

### Fire Suppression System

- Required on all mobile trucks and trailers manufactured or initially titled on or after May 1, 2026.

## Submit your application.

Complete the application form and checklist, then email files to [eh@columbus.gov](mailto:eh@columbus.gov) or drop them off to Columbus Public Health's Environmental Health Business Office at 240 Parsons Ave., Columbus, OH 43215.

## Prepare for your inspection.

During the mobile licensing inspection, you must provide:

- Payment (check or money order payable to Columbus City Treasurer or pay online):
  - Low Risk - \$171.50 (pre-packaged food only, refrigeration or frozen).
  - High Risk - \$315.
- All equipment is up and running, like you would be operating (including hot water provided at all sinks).

## Get your mobile food vendor license if operating in Columbus.

If you plan to operate inside of Columbus City limits, after licensing with Columbus Public Health, you must get a mobile food vendors (MFV) license through the Department of Public Safety - <https://bit.ly/49mUfXc>.

# Mobile Food Service License Application

Please complete each section of this form. You must include an EIN number and one of the following items for proof of ownership:

- Internal Revenue Service (IRS) SS-4 EIN confirmation letter. (See example below.)
- Letter from your bank specifying the entity has an active account.
- Check with your entity name and address listed.
- Copy of a local or state license connected to the entity (e.g., liquor or vendor's license with same owner).
- Redacted tax return filed with the IRS (cover page only listing the year, entity name, and EIN)
- IRS 501(C)(3) tax exemption confirmation letter (if applicable).
- *If licensing in your legal name and not an LLC, provide your driver's license # below.*

## Mobile Information

Mobile Name (Name Displayed on Mobile): \_\_\_\_\_

Mobile Email: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

## Owner Information

Owner Legal Name or LLC: \_\_\_\_\_

EIN# (must include proof of ownership, listed above): \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Ownership Address: \_\_\_\_\_

*Address MUST be in the City of Columbus or Worthington. Address is NOT where you plan to operate your mobile.*

Mailing Address (If different from Ownership Address): \_\_\_\_\_

Owner Email: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

## Person Completing This Form

Name: \_\_\_\_\_

Phone Number (in case we need to contact you for clarification): \_\_\_\_\_

What is the primary language spoken? \_\_\_\_\_

### INTERNAL USE ONLY

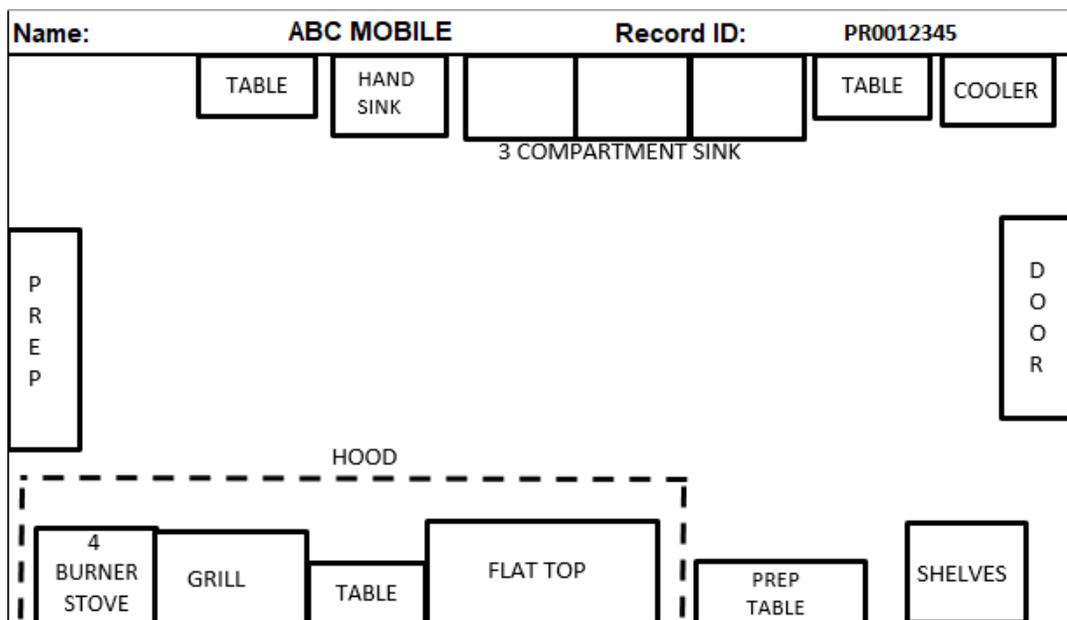
Date received: \_\_\_\_\_ Received by: \_\_\_\_\_ SR#: \_\_\_\_\_

# Mobile Floor Plan Drawing

Use the space below to draw out your mobile's floor plan. Please include and label all equipment on your mobile. Use back of page if necessary.

<b>Mobile Name:</b>	<b>Record ID:</b>

EXAMPLE:





# IRS SS-4 Form Example

 **IRS** DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
CINCINNATI OH 45999-0023

Date of this notice: 04-16-2018

Employer Identification Number:  
12-345679

Form: SS-4

Number of this notice: CP 575 A

YOUR BUSINESS NAME HERE  
BUSINESS ADDRESS HERE

For assistance you may call us at:  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

## WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 12-3456789. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 1120

03/15/2018

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

## IMPORTANT INFORMATION FOR S CORPORATION ELECTION:

If you intend to elect to file your return as a small business corporation, an election to file a Form 1120-S must be made within certain timeframes and the corporation must meet certain tests. All of this information is included in the instructions for Form 2553, *Election by a Small Business Corporation*.



COLUMBUS  
PUBLIC HEALTH

# Restricted Mobile Commissary Agreement

***This form is ONLY required for pushcarts or if you are using a licensed facility to prep or store products.***

Pursuant to Section 3717-1-09(D) of the Ohio Administrative Code (OAC), mobile food services and mobile retail food establishments, including pushcarts, are designed and approved to operate with certain restrictions, limitations and conditions.

In Columbus, the owner or operator of a restricted mobile agrees to operate from a licensed servicing area as defined in OAC 3717-1-01, which includes commissaries.

The owner or operator agrees to prepare, store and or cook all food and clean and sanitize all utensils and equipment at the licensed commissary.

The owner or operator of the commissary agrees to designate and properly identify the area to be used by the owner or operator of the restricted mobile for food storage.

The owner or operator of the commissary agrees to notify Columbus Public Health's Food Protection Program Manager if the owner or operator of the restricted mobile fails to regularly (every day the restricted mobile operates) return to the commissary base to perform tasks such as vehicle and equipment cleaning, discharging of solid waste, refilling water tanks and ice bins, and boarding food.

This agreement will expire on the last day of February 2026 (unless stated otherwise).

\_\_\_\_\_  
Business Name of Restricted Mobile

\_\_\_\_\_  
Owner/Operator of Restricted Mobile

\_\_\_\_\_  
Federal I.D./Driver's License Number

\_\_\_\_\_  
Restricted Mobile Owner/Operator Home Address (no P.O. Box)

\_\_\_\_\_  
Restricted Mobile Home Phone Number (REQUIRED)

\_\_\_\_\_  
Cell Phone (Optional)

\_\_\_\_\_  
Restricted Mobile Owner/Operator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Name of Commissary

\_\_\_\_\_  
Address of Commissary

\_\_\_\_\_  
Owner/Operator of Commissary

\_\_\_\_\_  
Federal I.D./Driver's License Number

\_\_\_\_\_  
Commissary Home Phone Number (REQUIRED)

\_\_\_\_\_  
Cell Phone (Optional)

\_\_\_\_\_  
Commissary Owner/Operator Business Phone Number (REQUIRED)

\_\_\_\_\_  
Commissary Owner/Operator Signature

\_\_\_\_\_  
Date