



Craven County Health Department

Checklist For a Successful Mobile Food Unit Permit Application

I. Before applying:

1. Become familiar with mobile food unit (MFU) requirements and what you will need to successfully apply for an MFU permit:
 - i. Review the Following Chart:

Question	Food Truck (Mobile Food Unit)	Hot Dog Cart (Push Cart)
How do they move?	Self-Propelled	Pulled behind vehicle
What do they prepare and sell?	Variety of foods	ONLY Hot Dogs and commercially precooked sausage
Size of menu?	Limited depending on size/equipment	Items above, condiments, chips, canned drinks
Average cost?	Average \$35,000 - \$150,000	Average \$700 - \$4,000
How big are they?	Average 16 ft long to 23 ft long	Average 4 ft wide by 4 ft long
**Commissary required?	YES	YES
Equipment required?	NC Food Code 4-1 and 4-2 (ANSI sanitation certified meets this requirement)	NC Food Code 4-1 and 4-2 (ANSI sanitation certified meets this requirement)
Can I prepare food at home?	NO	NO
Can I operate in other NC counties?	YES, but you are required to notify the local health dept prior to set up	YES, but you are required to notify the local health dept prior to set up
Is a hand sink required?	YES	NO, but recommended
Is a utensil sink required?	YES	NO

➤ *Recommendation: We recommend you submit plans and receive approval before building or buying. This step may save you money by avoiding having to do work over.*

- ii. Read through the: .2600 Rules & NC Food Code
2. Begin to identify the Commissary you will be using (a commissary is not required at time of application but is required prior to permit issuance)
 - i. A commissary is a food establishment that serves as the base of operation for a food truck or hot dog cart. The following activities occur at the commissary:
 - The food truck/hot dog cart is required to visit the commissary every day of operation for servicing, cleaning, and supplies.
 - Washing/cutting/marinating of meats, produce, and vegetables.
 - Cooking and cooling of foods.
 - Storage of food, dry goods, and paper goods.
 - Onload of water and offload of wastewater.
3. Review the following guides (*This guide is intended to serve as a general overview of mobile food unit construction requirements and should not be considered all inclusive. It is recommended to apply for a permit and receive approval before building or buying*):
 - i. Review the MFU construction Design Guidelines (**located on Page 3**)
4. Gather the necessary documents:

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- i. Complete the Application checklist before applying.
 - Proposed Menu,
 - Scaled drawing of Unit,
 - Manufacturer's specification sheets for all proposed food service equipment,
 - Proposed Operational Schedule (locations, times and days of the week).

II. Submitting Your Application

1. Got to: <https://www.cravencountync.gov/1411/Applications-Forms>
2. Download [Food Truck and Pushcart Permit Application](#)
3. Submit application in person or via email: envhealth@cravencountync.gov.
4. Pay Application Fee: \$75
 - i. We accept cash, checks, credit card and debit card payments for services. A service fee of \$2.45 for credit and \$1.25 for debit payments will be charged.

III. After your application is submitted

1. Once a complete application has been submitted, plans will be reviewed, and a response provided within about 30 business days.
2. Once plans are approved and the MFU is constructed a construction evaluation of the unit can then be requested.
3. An approved commissary is required to receive your permit.
4. Once the MFU or Pushcart is found compliant with the rules, a Food Service permit will be issued which allows you to begin operating.

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Mobile Food Unit Design Guidelines

This guide is intended to serve as a general overview of mobile food unit construction requirements and should not be considered all inclusive. It is recommended to apply for a permit and receive approval before building or buying.

Construction:

- 1) Exterior surfaces shall be of weather-resistant materials. (NC Food Code 6-102.11)
- 2) Indoor floor, walls, and ceiling construction shall be smooth, durable, and easily cleanable. (NC Food Code 6- 101.11)
- 3) The mobile food unit shall be constructed to prevent contamination on food, drink, utensils, and equipment. (NC Rule .2672)
- 4) Non-food contact surfaces shall be free of unnecessary ledges, projections, and crevices. These should also be designed and constructed to allow easy cleaning and facilitate maintenance. (NC Food Code 4-202.16)
- 5) A handwashing sink with hot and cold water with combination supply faucet shall be provided. (NC Rule .2672)
- 6) Windows, doors, and vents shall be protected by screens, air curtains or other effective means. (NC Rule .2672)

Equipment

- 7) At least a one-compartment sink of sufficient size to submerge, wash, rinse, and sanitize utensils with backsplash protection shall be provided. (NC Rule .2672)
- 8) Drainboards, utensil racks or tables shall be provided enough to accommodate all soiled and cleaned utensils. (NC Food Code 4-301.13)
- 9) Ventilation hood is required if cooking. (NC Food Code 4-204.11)
- 10) Food contact surfaces shall be smooth, free of breaks, open seams, cracks, chips, pits, and similar imperfections. These surfaces shall have smooth welds and joints; and be accessible for cleaning. (NC Food Code 4-202.11)
- 11) Equipment shall be used in accordance with the manufacturer's intended use and ANSI certified. (NC Food Code 4-205.10)
- 12) Non-food contact surfaces of equipment exposed to splash, spillage, or other food soiling or that require frequent cleaning shall be constructed of a corrosion-resistant, nonabsorbent, and smooth material. (NC Food Code 4-101.19)

Plumbing

- 13) Potable water system provided under pressure (NC Rule .2672)
- 14) The hose used for conveying drinking water to fill the water tank shall be safe, durable, corrosion-resistant, and nonabsorbent; resistant from disrepair and decomposition; and clearly identified to be used for drinking water only. (NC Food Code 5-302.16)
- 15) If a vent for the water tank is provided for it to work properly, it shall terminate in a downward direction and shall be covered with a 16 mesh to 1 inch screen or equivalent or a protective filter. (NC Food Code 5-302.14)
- 16) Water heating facilities shall be provided (NC Rule .2672)
- 17) Sewage disposal shall be provided. The sewage tank must be at least 15% larger capacity than the water supply tank. (NC Rule .2672)
- 18) Waste connection shall be located lower than the water inlet connection to preclude contamination of the potable water system. (NC Rule .2672)
- 19) Shut off valve must be provided on waste tank. (NC Rule .2672)