

## Plan Review Application for Mobile Food Units and Pushcarts

### Plan Review Checklist

The following items are required in order to complete the plan review:

\_\_\_ Commissary Agreement Form

**Note:** If your proposed commissary does not have a valid food service permit, then this application will not be processed until either of the following conditions are satisfied:

- Apply for, and receive, a separate food service permit for your commissary; or
- Locate and receive approval from a permitted food service establishment.

\_\_\_ Plan review application for mobile food unit/pushcart.

\_\_\_ Layout of the unit, drawn to scale (1/4 inch = 1foot): Include the placement of food storage and handling equipment, handwashing sinks, dishwashing sinks, hot and cold holding equipment, cooking equipment, water heater, potable water tank, waste water tanks, generators, gas supply tanks, plumbing layout, and layout of light locations. Also include any other necessary equipment. (Plumbing layout and lighting location are not required for push carts.) *Examples are provided at the end of this application.*

\_\_\_ Manufacturer's specification sheets for all food service equipment. This includes equipment added to an existing commissary specifically for your use.

\_\_\_ Menu: Must include all food, drinks, and condiments. Changes to the menu must be approved by Pitt County Environmental Health.

\_\_\_ \$250.00 plan review fee

### Type of Establishment (check only one)

\_\_\_ **Mobile food unit (MFU)**– A food establishment, typically a trailer or self-propelled vehicle, designed to be readily moved and vend food.

\_\_\_ **Pushcart (PC)**– A mobile piece of equipment or vehicle used to vend food. Typically, a small unit that is limited to serving hot dogs and pre-packaged items only.

### Outdoor Grill

Will an outdoor grill be used?    Yes    No

**Important:** If you check **yes**, then you **must** complete a separate Outdoor Grill Application *in addition* to this application. Application will be considered incomplete, and will not be processed without the Outdoor Grill Application completed in full. (**Note:** Submission of Outdoor Grill Application does not imply automatic approval.)



**Applicant Information**

Name of MFU or PC: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Emergency Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

License plate #: \_\_\_\_\_ Serial # of Unit: \_\_\_\_\_

Finished Construction or Expected Delivery Date of MFU or PC: \_\_\_\_\_

Is the MFU or PC new construction, or was it purchased from a previous owner?  Yes  No  
If Yes, provide previous ownership's name, and the name of the MFU or PC (if known)?

\_\_\_\_\_

If the MFU or PC is new construction, provide the following information:

Name of Construction Agency: \_\_\_\_\_

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

Phone Number or Contact Information: \_\_\_\_\_

**Operating Schedule**

(Provide known operating schedule. If not known at the time of the application, provide as much information as you can about where and how you anticipate operating.)

Location	Days of Operation	Hours of Operation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



**Pushcart Information**

Completed by Push Cart applicant ONLY

The push cart (PC) shall be a commercial unit that is ANSI certified or equivalent. If the PC is custom built, construction materials must comply with parts 4-1 and 4-2 of the NC Food Code.

Make: \_\_\_\_\_

Model: \_\_\_\_\_

If the PC is custom built, and does not have an ANSI certification or equivalent, then provide information pertaining to the construction of the PC. Attached pictures of the PC as well.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will ice be used during food service and for food transportation?  Yes  No  
If Yes, describe the source of the ice (i.e. where will ice be acquired).

\_\_\_\_\_  
\_\_\_\_\_

If Yes, describe how ice will be used (for drinks, ice baths for food, etc.), and how it will be stored.

\_\_\_\_\_  
\_\_\_\_\_

If No, then describe how food will be held cold during food service and transportation without using ice.

\_\_\_\_\_  
\_\_\_\_\_

Describe how exposed food and utensils will be protected from the public, insects, and dust during food serving operations. (Protection must be afforded by a sneeze guard or box made of glass or other approved material on the front, top, and ends.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Describe where and how the PC will be stored when not in use. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will garbage and other solid waste be stored during food service?  
\_\_\_\_\_  
\_\_\_\_\_

Will foods other than hot dogs and their condiments be served?  Yes  No

**\*Note:** For the question above, be sure to describe the types of foods, condiments, and drinks that will be processed and served in the section titled "Food Handling and Processing Information".

.....  
**Mobile Food Unit Information**

Completed by Mobile Food Unit applicant ONLY

***Finish Schedule***

Floors: \_\_\_\_\_

Walls: \_\_\_\_\_

Ceilings: \_\_\_\_\_

Describe any other built-in equipment and the material it is made from (such as cabinets, ventilation hood, tables, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

***Sink Installation***

How many hand sinks will be installed? \_\_\_\_\_

*Note: At least 1 hand sink will be required.*

How many compartments will the warewashing sink have? \_\_\_\_\_

*Note: A minimum 1-compartment sink is required. However, 3 compartments are recommended.*

Will additional sinks be installed?  Yes  No

If yes, please describe which additional sinks will be installed. \_\_\_\_\_  
\_\_\_\_\_



***Water Supply***

Describe how potable water will be provided to the MFU. (If using a water hose, the water hose must be an approved potable drinking water hose. This will be verified during permitting.)

---

---

Where will the potable drinking water hose, and any other equipment needed to fill the potable water tank, be stored between uses?

---

---

Describe how the water tank, pump, and hoses will be flushed and sanitized before use, after construction, repairs, modifications, and periods of nonuse?

---

---

***Water Heater Information***

- Conventional Water Heater:*

Manufacturer and model: \_\_\_\_\_

Storage capacity: \_\_\_\_\_ gallons

Electric water heater: \_\_\_\_\_ kilowatts (kW)

Gas water heater: \_\_\_\_\_ BTU's

Water heater recovery rate (gallons per hour at 80°F temperature rise): \_\_\_\_\_ GPH

- Tankless Water Heater:*

Manufacturer and model: \_\_\_\_\_

Number of tankless water heaters: \_\_\_\_\_

If another water heater type beyond conventional storage or tankless is proposed, describe below:

---

---

***Water Tank Information***

Capacity (gallons): \_\_\_\_\_

Construction Material (Provide manufacturer information if known): \_\_\_\_\_

---

Is the water tank completely enclosed from the filling inlet to the discharge outlet?  Yes  No

Is the water tank sloped to allow complete water drainage of the tank?  Yes  No



Describe the locations of the water inlet and discharge outlet (can provide specification sheet or pictures of the inlet and outlet locations to confirm): \_\_\_\_\_

\_\_\_\_\_

Provide characteristics for the water pump (include manufacturer's specification sheet):

\_\_\_\_\_

***Wastewater Disposal***

***Wastewater Tank Information***

Capacity (gallons): \_\_\_\_\_

Construction Material: (Provide manufacturer information if known): \_\_\_\_\_

\_\_\_\_\_

*Note: The wastewater tank must be at least 15% larger than the freshwater tank.*

Describe the location of the outlet for the wastewater tank. The connection for the wastewater tank shall be lower than the inlet for the freshwater tank and shall have a different design compared to the water tank. \_\_\_\_\_

\_\_\_\_\_

Is the wastewater tank equipped with a shut-off valve?  Yes  No

Describe how wastewater will be emptied from the MFU (using water hose, low boy, etc.).

\_\_\_\_\_

Where will the wastewater hose, and any other equipment needed to empty the wastewater tank, be stored between uses?

\_\_\_\_\_

***Warewashing Information***

Number of sink compartments: \_\_\_\_\_

Dimensions (in inches) Length: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_

*Note: Dimensions shall only include the sink compartments, not the drainboards or height from floor.*



Food-contact sanitizer:    Chlorine    Quaternary Ammonia    Other: \_\_\_\_\_

Describe where the air drying of pots, pans, and utensils will be located: \_\_\_\_\_  
\_\_\_\_\_

Describe how countertops and other food contact surfaces that cannot be submerged in sinks will be cleaned and sanitized: \_\_\_\_\_  
\_\_\_\_\_

### ***Other General Information***

#### ***Ventilation***

Will any cooking methods be used that create grease, steam, condensation, heat, smoke, or other vapors that need extraction?    Yes    No

*Note:* If Yes, then an approved ventilation hood system with removable filters and exhaust fan will be required over all fryers, flat top grills, and cooking equipment.

#### ***Electrical***

(MFU and PC applicants may skip this section if a generator will not be used.)

Generator Manufacturer: \_\_\_\_\_

Generator Model: \_\_\_\_\_

Total Wattage Available: \_\_\_\_\_

*Note:* The generator shall be capable of powering all electrical items on the unit. A generator or power inverter may be required to maintain constant power to the refrigerators/freezers anytime food is transported. The Wattage Worksheet on Page 12 shall be completed with this application, listing all electrical appliances and equipment, and total watts for each.

How will refrigeration be maintained during transit?  
\_\_\_\_\_  
\_\_\_\_\_

#### ***Garbage***

How will garbage and other solid waste be stored during food service?  
\_\_\_\_\_  
\_\_\_\_\_



***Insect Control***

How will openings be protected during food service from insects and dust (such as using screens, fans, or covers over exposed food)?

---

---

***Ice***

Will ice be used during food service?  Yes  No

If Yes, describe the source of the ice (i.e. where will ice be acquired).

---

If Yes, describe how ice will be used (for drinks, ice baths for food, etc.), and how it will be stored.

---

---



**Food Handling and Processing Information**

(This section shall be filled out by both the MFU applicant and PC applicant.)

**Explain how the particular food types below will be handled or processed. This should include how the food items will be received (frozen, raw, pre-cooked, fresh, etc.), food storage (in which freezer or cooler), handling processes (washing, cutting, marinating, mixing, cooking, cooling, reheating to hold hot, and other applicable processes), and how often these processes may occur (daily, once per week, etc.).**

**READY-TO-EAT FOOD HANDLING** (edible without additional preparation necessary, e.g., salads, cold sandwiches, raw molluscan shellfish)

---

---

---

**PRODUCE HANDLING**

---

---

---



**POULTRY HANDLING**

---

---

---

**MEAT HANDLING**

---

---

---

**SEAFOOD HANDLING**

---

---

---

**CONSUMER ADVISORY**

Will beef, eggs, fish, lamb, milk, pork, poultry, seafood, or shellfish be served or sold raw or undercooked?     Yes     No

If Yes, describe which foods listed above will be served or sold raw or undercooked.

---

---

**SPECIALIZED PROCESSES**

Indicate any **specialized processes** proposed for food processes. If none will be used, check None.

- Curing     Acidification (sushi, etc.)     Reduced Oxygen Packaging (e.g., Vacuum)
- Smoking     Sprouting Beans     Other
- None

Explain Checked Processes: \_\_\_\_\_

---



**Explanation of Services Not Provided by Commissary**

(This section shall be filled out by both the MFU applicant and PC applicant.)

For services that are not provided or supported by the Commissary, per the Commissary Agreement Form, explain how these services will be provided by the MFU or PC owner. Use additional forms for explanation if needed.

---

---

---

---

---

---

---

**NOTICE**

Approval of the submitted plans and specifications by Pitt County Environmental Health does not indicate compliance with any other required code, law, or regulation. It also does not constitute endorsement or acceptance of the completed MFU or PC (structure or equipment), nor changes to a plan that occur after granted approval without consultation.

**SIGNATURE**

I hereby certify that the information provided within this application is accurate.

I understand that:

- Any deviation or variance from the information provided in the application may delay or void the plan review.
- Multiple in-person assessments of the unit may be required before a permit can be issued.
- If the unit is not in compliance with 15A NCAC 18A .2600 Rules Governing the Food Protection and Sanitation of Food Establishments and the NC Food Code, a permit will not be issued until the unit is deemed to comply with the aforementioned Rule.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Applicant/Owner)



## COMMISSARY AGREEMENT FORM FOR MOBILE FOOD UNITS AND PUSHCARTS

### Commissary Information

- A commissary is required for pushcarts and mobile food units. The commissary shall be a permitted food service establishment that meets requirements set forth in 15A NCAC 18A .2600 Rules Governing the Food Protection and Sanitation of Food Establishments, and shall be approved by Pitt County Environmental Health prior to use as a commissary.
- Pushcarts and mobile food units shall report to the commissary at least daily for resupply, cleaning, and servicing.

Mobile Food Unit or Pushcart Name: \_\_\_\_\_

Proposed Commissary: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Owner/Contact: \_\_\_\_\_

Permit ID #: \_\_\_\_\_

For mobile food units, describe the location of the servicing area. \_\_\_\_\_

**I agree to act as the commissary for the above Mobile Food Unit or Pushcart.**

I agree to provide the following services indicated below. (Check all that apply.)

- |  |  |
|--|--|
| <input type="checkbox"/> Freshwater Supply   | <input type="checkbox"/> Food Preparation Facilities           |
| <input type="checkbox"/> Wastewater Disposal | <input type="checkbox"/> Warewashing Facilities                |
| <input type="checkbox"/> Garbage Disposal    | <input type="checkbox"/> Dedicated refrigeration/freezer space |
| <input type="checkbox"/> Chemical Storage    | <input type="checkbox"/> Dedicated dry storage space           |

\_\_\_\_\_  
Signature of Commissary Owner/Owner's Representative

\_\_\_\_\_  
Date

**NOTICE**

\*Commissary approval by Pitt County Environmental Health does not indicate compliance with any other required code, law, or regulation.

\*Application for a commissary does not imply approval for use.



### PITT COUNTY WATTAGE WORKSHEET

This work sheet is designed to assist the operator in calculating a minimum generator size needed to run all electrical tools or appliances when not connected to electrical power via permanent electrical connections. Check each electrical equipment's watt rating (usually on the label, specification sheet, or manufacturer's instruction booklet/installation guide), and add all the watts together to get a total wattage. Compare the total watts to the amount advertised by your chosen generator. The generator running wattage should be at least greater than the total running wattage of all of the electrical appliances. To ensure the generator can support all electrical appliances at the same time, turn them all on *after* turning on the generator.

	TOOLS OR APPLIANCE	AMPS	(x)	VOLTS	=	WATTS
1			(x)		=	
2			(x)		=	
3			(x)		=	
4			(x)		=	
5			(x)		=	
6			(x)		=	
7			(x)		=	
8			(x)		=	
9			(x)		=	
10			(x)		=	
11			(x)		=	
12			(x)		=	
13			(x)		=	
	<ul style="list-style-type: none"> <li>• If the starting watt amount is listed, then use this number instead of the running watts to account for appliance startup needs.</li> <li>• The generator should NOT run at the maximum wattage for long time periods.</li> <li>• If the watts are not available, then use the amps of the equipment from the specification sheet and multiply times the power source voltage (such as 120V) to calculate the watts.</li> </ul>				TOTAL WATTS	



**Office Use Only**

On-Site Approval Required: \_\_\_\_\_ No  
\_\_\_\_\_ Yes, \_\_\_\_\_  
Permit Number and On-Site Approval Signature

Commissary: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved, \_\_\_\_\_

Reason

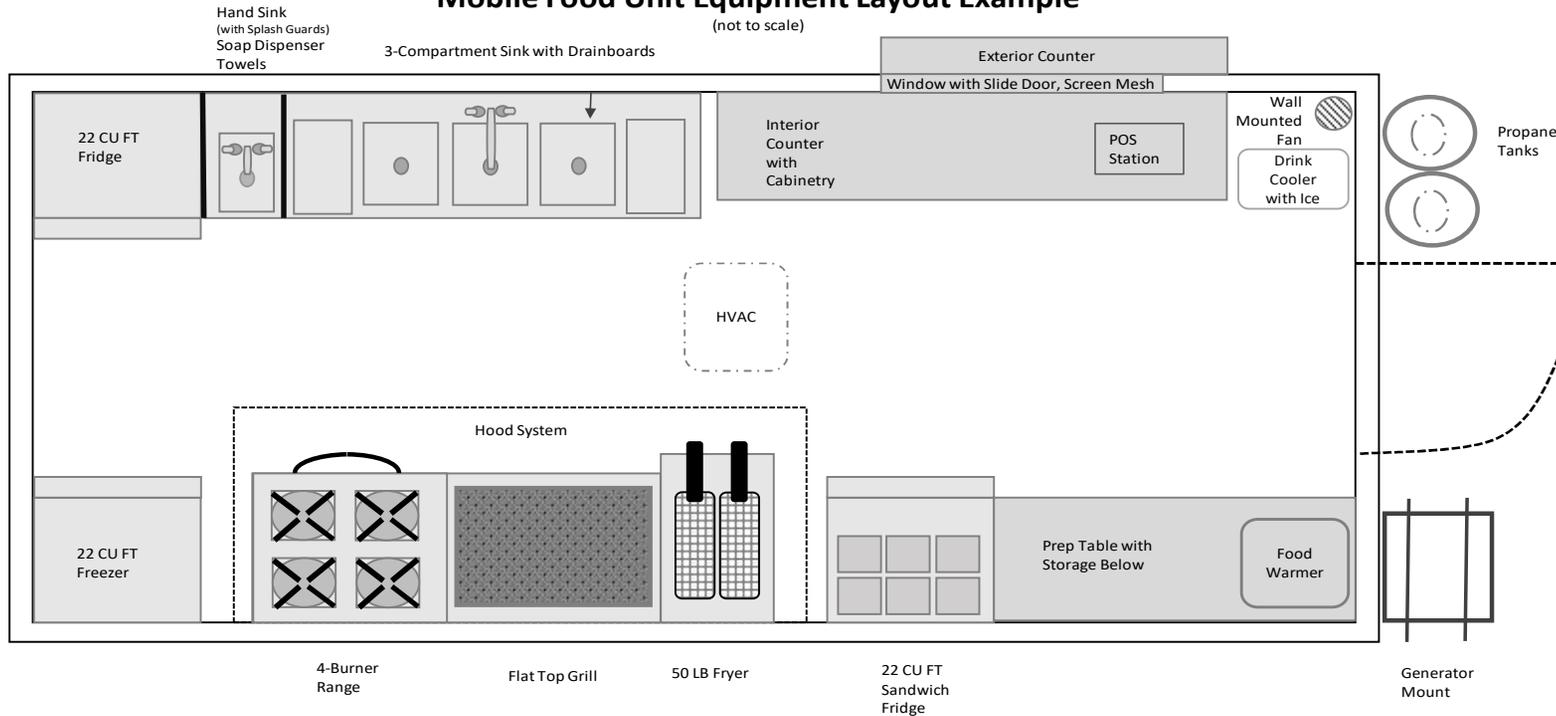
By: \_\_\_\_\_ Date: \_\_\_\_\_  
Food and Lodging Representative Signature

List of additional information attached: \_\_\_\_\_

Pitt County Environmental Health Revised (06/2020)

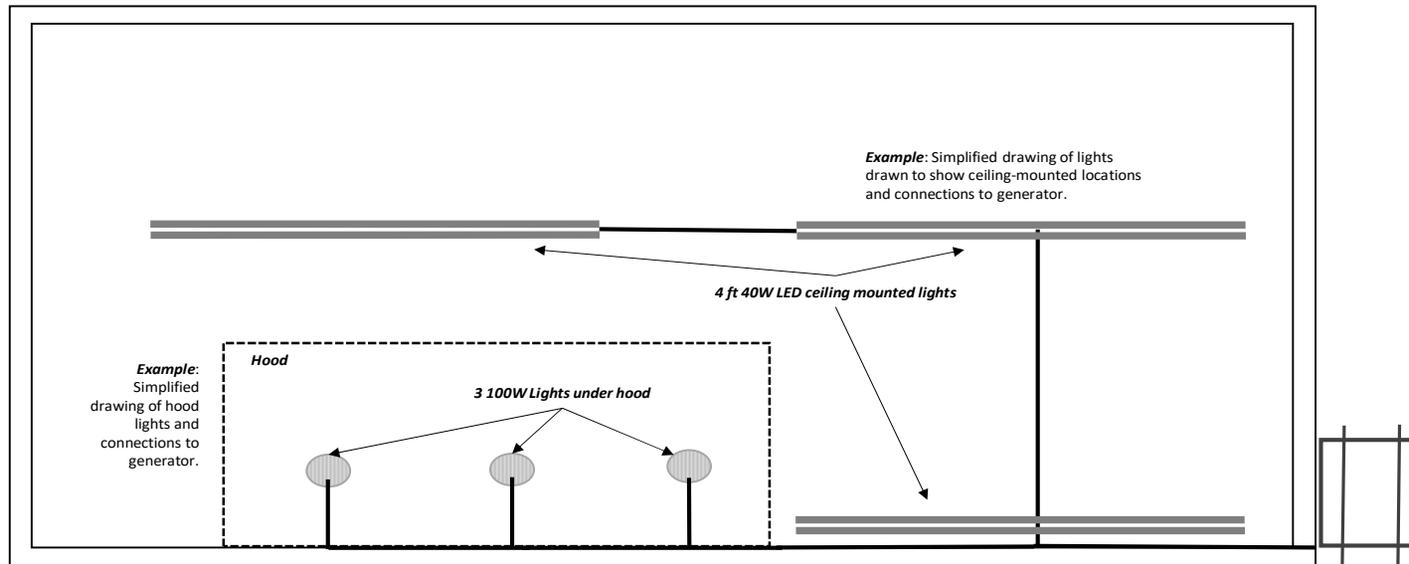


### Mobile Food Unit Equipment Layout Example



- 1) Equipment layout should demonstrate all equipment proposed for use, including its location, on the MFU. If additional equipment is maintained in or on another vehicle besides the MFU, then this should be declared on the application (such as in a towing vehicle on site).
- 2) Specification sheets should be provided for all equipment shown.
- 3) This example does not include plumbing, such as water and wastewater tanks. These should be provided on a separate drawing, but can be included on this drawing if possible.
- 4) Additional equipment that is added, but not demonstrated on the equipment layout, or declared by the operator or owner, prior to permitting, may delay the permitting process.

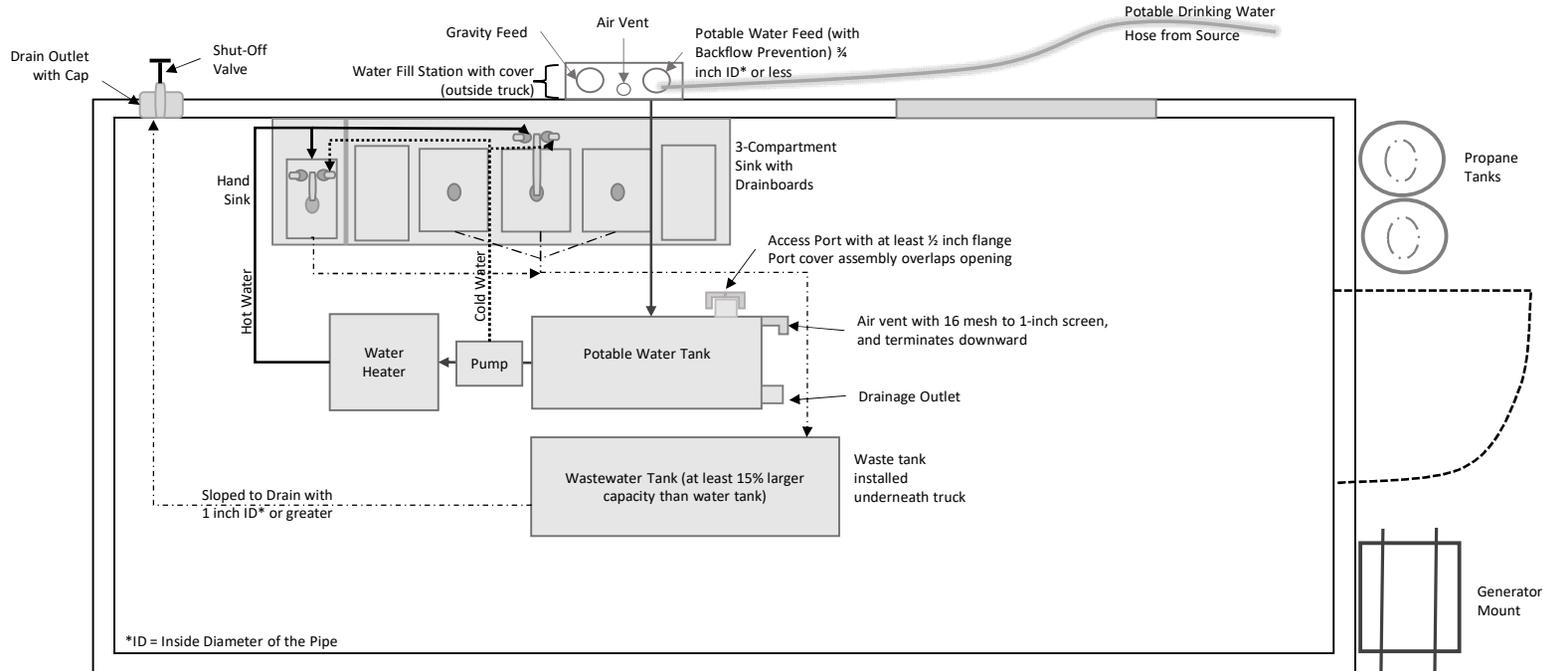
### Mobile Food Unit Lighting Layout Example (not to scale)



- 1) Lighting layout shows where light fixtures are located in the MFU, as well as how they are connected to the power source (in this example, the generator).
- 2) Describe the types of light fixtures that will be used, along with their maximum wattage. This will be important for understanding the electrical loading on the power source.
- 3) Light intensity (or how bright the light needs to be) that is required varies by the designated use of a location, and minimum light requirements will be determined by review of the equipment layout and discussion with owner/operator. The brightest light will be required where food will be cooked, handled, and prepared.
- 4) The lighting layout is not the same as an electrical layout.
- 5) It is best to plan lighting to have the maximum brightness needed, but with the fewest light fixtures to minimize running conduits and chords, which keeps walls, ceilings, and work areas neater, easier to clean, and safer to work at. It is always recommended to consult a qualified electrician prior to making adjustments to lighting and electrical devices.

### Mobile Food Unit Plumbing Layout Example

(not to scale)



- 1) The above layout is only an example, and is intended to provide basic information regarding plumbing requirements. It is not intended to be used as a design guide for system installation. All plumbing design and installation is recommended to be conducted by a qualified professional.
- 2) Water tanks and hot water heater should be sized appropriately to meet minimum needs for use. Adding additional sinks or water demand may change these requirements.
- 3) If compressed air is used to pressurize the water tank system, then a filter shall be installed between the compressor and drinking water system that does not pass oil or oil vapors.
- 4) Potable drinking water hose shall be of approved design, identified for its use, and used for no other purpose.
- 5) Water and wastewater tanks may be installed inside or outside the MFU. However, careful consideration must be given to design to include slope, venting, access for cleaning, and protection from damage.
- 6) Water tank vents shall have a 16 mesh to 1 inch screen if located in a protective area, or a protective filter to cover the vent when located in an unprotected area, such as outside the MFU.
- 7) Water inlets, outlets, and hoses shall be provided with a cap or keeper chain that covers them if located outside a protected area, or can be enclosed inside a closed cabinet, closed storage tube, or other approved location.