

# MOBILE FOOD VENDOR

## Guide Sheet



### Application Process –

- 1) Complete Mobile Food Vendor Permit Application
- 2) Submit application and required items to City of Ellensburg City Clerk
  - a) Proof of insurance.
  - b) Proof of valid Washington State business license and Ellensburg General business license, including registration numbers and dates of issuance. Please see the Washington State Department of Revenue website for information. You may apply online or download the form at: [www.dor.wa.gov](http://www.dor.wa.gov).
  - c) Proof of Washington Labor and Industries (“L&I”) inspection.
    - i) For information, please see <https://lni.wa.gov/licensing-permits/manufactured-modular-mobile-structures/food-trucks-trailers/#do-you-have-a-food-truck>.
    - ii) Depending on the equipment you use on your food truck or trailer, you may need to submit plans for approval before scheduling an inspection. For information see <https://lni.wa.gov/licensing-permits/manufactured-modular-mobile-structures/food-trucks-trailers/#need-to-submit-plans>.
  - d) Proof of a current Kittitas County Food Truck/Trailer Inspection by the City of Ellensburg or Kittitas County Fire Marshal.
  - e) Written consent from the private property owner(s) for location(s) where vending will take place.
  - f) Proof of Kittitas County health permit in accordance with Kittitas County Code 8.08.
  - g) Maps of private property vending locations.
  - h) Statement of the nature and type of goods or services to be sold.

### Standards and Operating Conditions

#### Definitions

- Mobile Food Vendor means a person or persons owning, operating or working in a mobile food vending unit from which, food and/or beverage are served to the public with or without charge.
- Mobile Food Vending Unit means a readily movable food handling establishment such as a push cart, van, trailer, or a temporary/movable structure approved for food handling by the Kittitas County Health Department pursuant to Kittitas County Code 8.08. It provides space for limited storage, handling, and/or dispensing of foods. The entire operation must be contained within/on the mobile unit, except that expansion of the operation may be allowed in conjunction with an approved temporary event as allowed under the rules of the Kittitas County Health Department.

#### Food Vending Operation to be Conducted on Private Property

Mobile food vendor’s permit must contain approval to vend at that particular location(s). The approval is subject to the following requirements:

- Food trucks are allowed in the Commercial zones.
- Mobile food vending unit will be subject to the same land use and development standards applicable to the property as if the unit were a permanent structure, except that a mobile food vendor shall not be required to make any additional site improvements when:
  - The mobile food unit will be located on an existing paved parking area that will continue to provide sufficient space for required off street parking and circulation for any other existing uses on the property;
  - The mobile food unit is a licensed, wheeled vehicle and the wheels will not be removed;
  - Any canopies, awnings or any other attachments are supported entirely by the mobile food unit and do not touch the ground;
  - The mobile food unit is self-contained, with no plumbing connections; or

- The mobile food unit will not be used for “drive thru” vending;
- Temporary seating, sandwich board signs, refuse collection containers and other temporary appurtenances may be allowed.
- The vendor shall submit a Property Owner Consent form signed by the owner(s) of the private property or their designated property manager.
- The vendor shall submit a site plan to ensure that its operation on the private property site does not create a non-conforming use with regards to minimum parking required for the private property owner.

**Application process not required when/for:**

- Limited special event vending. Review of permitted use will be combined with special event permit approval through City Parks and Recreation in ECC 6.64.
- Mobile caterers who are engaged in the business of transporting, in motor vehicles, food and beverages to residential, business and industrial establishments pursuant to prearranged schedules and dispensing from their vehicles the items to and for the convenience of the personnel or occupants of such establishments are exempt from these provisions.

**Liquor Use and Sale Prohibited**

Liquor may not be used or sold by any mobile food vendor.

**Insurance Required**

Prior to issuance of a mobile food vendor permit proposing to vend to or from any public property including public streets, sidewalks, plazas or parks, the applicant shall provide liability insurance coverage to cover potential claims which may arise from or be related to the use of the public property for mobile food vending purposes, naming the City as an additional insured. The insurance must include Commercial General Liability coverage with a minimum of \$1,000,000 per occurrence and \$1,000,000 general aggregate limits for bodily injury and property damage. Automobile Liability insurance shall be written with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

**Violation**

- This application is subject to the administrative regulations of the Ellensburg City Code. In the event of an appeal, the hearing officer shall be the City of Ellensburg hearing officer and procedures as set forth in ECC 1.80.
- Mobile food vendors must comply with all state and local laws.
- It is a misdemeanor punishable by up to 90 days in jail and/or a fine of up to \$1000 to operate a business in Ellensburg without a license. ECC 6.54.720.

# MOBILE FOOD VENDOR Application



## Part 1 –

Vending Unit Name: \_\_\_\_\_

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

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

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

Phone Number(s): (work) \_\_\_\_\_ (other) \_\_\_\_\_

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

Registered Business Name: \_\_\_\_\_

Business Owner's Name (if different than applicant): \_\_\_\_\_

Address of Registered Business: \_\_\_\_\_

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

Phone Number(s): (work) \_\_\_\_\_ (other) \_\_\_\_\_

UBI or WA State Sales Tax Number (where sales tax will be paid): \_\_\_\_\_

## Part 2 –

Where will your mobile food vending unit be located? Check all that apply:

- ☐ At special events only
- ☐ On private property (Property Owner Consent form and map of location must be attached)
- ☐ If located on private property:
  - ☐ Parking area is paved
  - ☐ Parking area is not paved (Requires Planning & Development site review)

## Part 3 –

If your mobile food vending unit will be located on private property, provide the address or adequate description of all the fixed proposed operation location(s) within the City of Ellensburg. (please attach map)

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## Part 4 –

YES	NO	Are all application requirements attached?
		Proof of insurance
		Proof of valid state and local business registrations, including registration numbers and date of issuance
		Proof that the mobile food unit has been inspected and is currently registered by state and local agencies as required by law
		Confirmation of City of Ellensburg business license endorsement application

		Proof of a current Kittitas County Food Truck/Trailer Inspection by the City of Ellensburg or Kittitas County Fire Marshal.
		Written consent from the property owner(s) for location(s) where vending will take place entirely on privately owned property
		Proof of Kittitas County health permit in accordance with KCC 8.08
		Site plan(s) of private property vending location(s)
		Non-Refundable Application fee <b>(NO APPLICATION FEE AT THIS TIME)</b>
		Statement of the nature and type of goods to be sold

## Part 5 –

I certify under penalty of perjury that the information above is correct and complete to the best of my knowledge and belief. By signing this application, I hereby acknowledge and agree to indemnify and hold the City of Ellensburg harmless from any and all claims, actions or liabilities of every kind and description which may accrue to, or be suffered by, any persons by reason of or related to the operation of such mobile food vending unit. In addition, I acknowledge and agree that this permit is wholly of a temporary nature, that it vests no permanent right whatsoever, and that it may be suspended or revoked pursuant to the procedures set forth in ECC 6.54 and ECC 1.80.

The applicant understands that the granting of the permit applied for herein does not constitute an authorization to conduct a business at any location or in any manner which is in violation of any City ordinance; licensee agrees to comply with all City ordinances (e.g. building codes, zoning codes, limitations on locations).

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

### OFFICE USE ONLY – PLEASE DO NOT WRITE IN THIS SPACE

DATE: _____	LICENSE NUMBER: _____
CLERK INITIALS: _____	EXPIRATION: _____



# MOBILE FOOD VENDING

## Property Owner Consent Form



**Please complete a Property Owner Consent form for all locations of operation**

The applicant for the City of Ellensburg Mobile Food Vendor Permit has my permission to operate their mobile food vending unit on my property identified below, under the requirements and conditions specified by the Ellensburg City Code 15.310.

### Applicant

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

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

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

### Location of Proposed Operation

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

### Property Owner

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

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

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

I certify that all information provided herein is true and correct. Date signed: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_



# **Food Truck Requirements**

**PH-25**

## **Community Development Department**

501 N. Anderson, Ellensburg, WA 98926

(509) 962-7239 (Building) [permits@ci.ellensburg.wa.us](mailto:permits@ci.ellensburg.wa.us) (509) 962-7231 (Planning) [comdev@ci.ellensburg.wa.us](mailto:comdev@ci.ellensburg.wa.us)

**The following is a list of requirements when operating a mobile food truck. The applicant shall apply for a city business license. Upon review of the license, community development will require the following:**

1. Food trucks are allowed in the Commercial zones.
2. If placing a food truck on property not owned by the applicant, the applicant must obtain written permission from the property owner that the truck is allowed to operate on the site.
3. The applicant must submit a site plan of the property the food truck will be located. The site plan must be to scale and include the following:
  - a) Location of existing structures.
  - b) Location of all parking spaces.
  - c) Location of food truck.
  - d) Location of power supply if other than generator.
  - e) The applicant will also need to submit a vicinity map showing adjacent properties, property lines, distance from the property lines, and the location and distance of the food truck to structures on adjacent and neighboring properties.
4. The food truck may not eliminate required parking for the existing structure/use.
5. If the food truck is to be located on vacant property, the applicant may be required to apply for a pre-application meeting. Site improvements for parking, electric, sewer and water, or other items may be required.
6. The food truck will need to meet setback requirements of the zone in which it is proposed or that of the Fire Code, whichever is greater.



Kittitas County



## Food Truck/ Trailer Inspection Checklist

Name of Mobile Food Vehicle: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

L&I Number (VEN): \_\_\_\_\_ License Plate#: \_\_\_\_\_

Date Inspected: \_\_\_\_\_ Fire Agency: \_\_\_\_\_

Inspector Signature: \_\_\_\_\_

### Summary of Inspection

☐ Approved – No Violations

☐ Approved to operate – violations noted below must be corrected

☐ Not approved to operate

### Inspection Checklist

#### Documentation

1. Washington State L&I Approval Sticker
2. Fire Department Permit

PASS FAIL N/A

☐ ☐ ☐  
☐ ☐ ☐

#### Cooking System Type-1 Hood (If produces grease laden vapors)

1. Cooking suppression system is UL300 listed, serviced, and cleaned.

PASS FAIL N/A

☐ ☐ ☐

- Date of last service:  
(Semiannually) \_\_\_\_\_

- Date of last cleaning: \_\_\_\_\_

2. Manual Pull Station accessible and unobstructed.

☐ ☐ ☐

### Cooking Oil Storage

	PASS	FAIL	N/A
1. Aggregate volume less than 120 gallons.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Storage tanks stored in such a way as to not be toppled or damaged during transport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### LP-Gas Systems

	PASS	FAIL	N/A
1. LP tanks located on the outside of the vehicle or in a vapor tight cabinet vented to the outside.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. LP tanks located on back of vehicle are provided with adequate impact protection provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Maximum LP tank size less than 200 pounds. (4.23 lb = 1 gal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Number of tanks: _____			
• Size of tanks: _____			
• Date last inspected: _____ (Annually)			
• Date of last hydro: _____			
4. LP tanks securely mounted, and piping protected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. LP gas alarm installed, operational and tested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Last test date: _____			
6. LP shut off valves installed and accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. LP tanks used or stored outside of the vehicle shall be secured with a non-combustible strap or chain in an upright position and protected from impact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### CNG Systems

	PASS	FAIL	N/A
1. All CNG containers are NGV-2 cylinders with a maximum size less than 1300 pounds. (1 ft <sup>3</sup> = 8 lbs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Number of tanks: _____			
• Size of tanks: _____			
• Tank expiration date(s): _____			
• Date last inspected: _____ (Every 3 years)			
• Date of last hydro: _____			
2. Tanks securely mounted, and piping protected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Methane gas alarm installed, operational and tested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Last tested date: _____			

### Portable Fire Extinguishers

	PASS	FAIL	N/A
1. Class K Extinguisher installed along egress path (If using deep fat fryer or solid fuels).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Date last Serviced _____ (Annually)			
2. Fire protection system use placard installed near Class K Extinguisher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 3. 2A:10B:C portable extinguisher shall be provided along egress path. If LP-gas is used the portable extinguisher shall be a 2A:40B:C. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Date last serviced<br/>(Annually) _____</li> </ul>   |                          |                          |                          |

#### Electrical

- |   | PASS                     | FAIL                     | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| 1. Extension cords protected from damage.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. No open electrical junction boxes or wiring. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### Generators

- |  | PASS                     | FAIL                     | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| 1. Generators located a minimum of 10 feet from combustibles.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Refueling of internal combustion engines shall not be allowed during cooking operations and only when the electric generators and internal combustion power sources are not in use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Please ensure you keep a copy of your fire inspection (this form or other documentation provided to you by the fire agency that completed your inspection), and a copy of the inspection, test, and/or cleaning reports for your commercial range hood, fire suppression system and extinguishers, completed by the contractor you use, in your vehicle at all times – you may be asked to produce these at any time.**



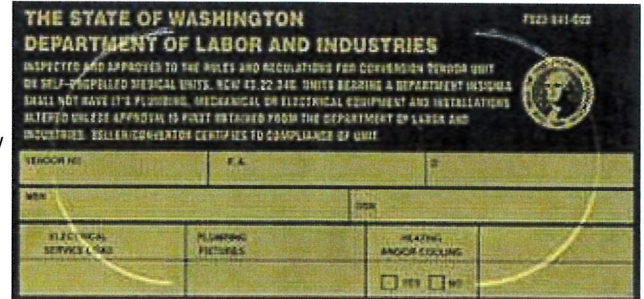
## Additional Checklist Information and guidance

### Documentation

Washington State L&I insignia or approval on vehicle or appliance

Obtain Labor and Industries inspection and seal of approval prior to final inspection with Kittitas County Public Health (black label affixed to the outside of the vehicle.) All occupied vehicles (commercial coaches, trucks, trailers) must obtain approval from Washington State Department of Labor and Industries. Labor and Industries regulations govern the safety of design and the installation of plumbing, heating and electrical equipment. Contact the Labor and Industries Plans Examiner at (360) 902-5222 for more information.

Labor and Industries does not determine the number or type of equipment you must install for food establishment approval. Please call (509) 962-7515 for a consultation with Kittitas County Public Health to determine your specific equipment needs.



### Cooking System Type-1 Hood

*(If produces grease laden vapors)*

Type-1 Hood inspection shall include but not limited to verifying the following:

- The system is a UL300 system.
- The system has been serviced within the last six months or after activation.
- Fusible links are replaced annually.
- Grease filters are UL 1046.
- Grease filters are arranged so that all exhaust air passes through them.
- Grease filters are installed at an angle not less than 45 degrees from the horizontal and orientation to drain grease.
- Drip Trays and/or containers are present and installed correctly.
- Manual Actuator located in an accessible, unobstructed location in a path of egress.
- Manual Actuator is installed between 48 to 42 inches above the floor.
- System Annunciation indicator (audible or visual) is provided to show that the system has been activated.
- Exhaust, including hood, grease-removal devices, fans, ducts and other appurtenances, shall be inspected, cleaned and tagged by a qualified individual in accordance with IFC 607.3.

TYPE OF COOKING OPERATIONS	FREQUENCY OF INSPECTION (Cleaning)
High-volume cooking operations such as 24-hour cooking, charbroiling or wok cooking.	3 months
Low-volume cooking operations such as places of religious worship, seasonal businesses and senior centers.	12 months
Cooking operations utilizing solid fuel-burning cooking appliances.	1 month
All other cooking operations.	6 months

## **Cooking Appliances**

**Tethering Devices** - Gas cooking equipment shall be provided with an approved tethering device. When casters are used, an approved heavy-duty, quick-disconnect, flexible gas lines must also be provided.

**Equipment Spacing** - Ensure that appliances spacing shall comply with the following:

- Cooking equipment must be spaced at least 6 inches apart from other cooking equipment.
- Cooking equipment must be spaced at least 6 inches from walls.
- The hood must overhang or extend a horizontal distance not less than 6-inches beyond the outer edges of the cooking surfaces.

**Deep-fat fryers** – installed with at least a 16-in space between the fryer and surface flames or adjacent cooking equipment. Exception: Where a steel or tempered glass baffle plate is installed at a minimum 8-inches in height between the fryer and surface flames of the adjacent appliance.

**Movement of appliances** – To minimize possible damage and impaired operation due to items shifting in transit, cooking appliances shall be constructed and secured in place or otherwise protected.

**Cooking equipment cleaning** – Cooking equipment that collects grease below the surface, behind the equipment, or in cooking equipment flue gas exhaust, such as griddles or char-broilers, shall be cleaned and maintained as per manufacturer's instructions.

## **LP-Gas Systems**

**System location** – LP-Gas supply systems, including the containers, shall be installed either on the outside of the vehicle or in a recess or cabinet that is vapor tight to the inside of the vehicle but accessible from and vented to the outside, with the vents located near the top and bottom of the enclosure and 3 feet horizontally away from any opening into the vehicle and below the level of the vents.

**Protection of containers** – LP-gas containers installed or stored in or on the vehicle shall be:

- Securely mounted and restrained to prevent movement.
- LP tanks if located on back of vehicle, adequate impact protection provided.
- Stored in an approved manner in an upright position.
- Protected from weather.
- Have a cap or collar to protect against physical damage regardless of whether they are full, partially full, or empty, and cylinder outlet valves shall be closed.

**Protection of system piping** – LP-gas system piping, including valves and fittings, shall be adequately protected to prevent tampering, impact and damage, and damage from vibration.

**Tanks within hydro** – All tanks shall be within hydro dates. Dates can be verified on new cylinders by checking for a manufacturer's 4-digit month/year stamped on the collar. Cylinders that have previously been recertified will have an aftermarket 6 or 8 alphanumeric stamp that will read like the following example: 02X07E or 07ABC07E.

**Inspected for damage** – Damage can threaten the integrity of the tanks.

**LP-gas alarm** – A listed LP-gas alarm shall be installed within the vehicle in the vicinity of LP-gas system components, in accordance with the manufacturer's instructions.

**Shutoff valves** – There shall be a minimum of two shutoff valves:

- Main shutoff valve on the LP-Gas containers for liquid and vapor shall be readily accessible.
- Emergency shutoff valve shall be a quarter-turn manual gas ball valve installed within the LP-Gas piping installed on the exterior of the vehicle and readily accessible.

**Caution plate** - A permanent caution plate shall be provided, affixed to either the appliance or the vehicle outside of any enclosure and adjacent to the container(s), and shall include the following items:



**CAUTION**

- (1) Be sure all appliance valves are closed before opening container valve.
- (2) Connections at the appliances, regulators, and containers shall be checked periodically for leaks with soapy water or its equivalent.
- (3) Never use a match or flame to check for leaks.
- (4) Container valves shall be closed when equipment is not in use.

## **CNG Systems**

**Inspected for damage** – Damage or exposure to certain chemicals can threaten the integrity of CNG tanks.

**Protection of system piping** – CNG system piping, including valves and fittings, shall be adequately protected to prevent tampering, impact damage and damage from vibration.

**Methane alarms** – A listed methane gas alarm shall be installed within the vehicle in accordance with manufacturer's instructions.

**Diamond-shaped label** - CNG vehicles shall be identified with a permanent, diamond-shaped label complying with the following:

- Minimum of 4.72 in. long × 3.27 in. high
- Marking in the label shall consist of a border and the letters "CNG" as appropriate 1 in. minimum height centered in the diamond of silver or white reflective luminous material on a blue background.
- Placed on an exterior vertical surface on the lower right rear of the vehicle. (not on the bumper)



## Train Your Food Truck/Trailer Staff on These Fire Safety Basics:

- **Know where the fire extinguisher is and how to use it.** You may find the acronym PASS helpful – pull out the pin, aim at the base, squeeze, and make a back and forth sweeping motion.
- **Clean up grease.** Cleaning exhaust hoods is especially important since grease build-up can restrict air flow. Be sure to clean to also clean walls and work surfaces; ranges, fryers, broilers, grills, and convection ovens; vent and filters.
- **Never throw water on a grease fire.** Water tossed into grease will cause grease to splatter, spread, and likely erupt into a larger fire.
- **Remove ashes** from charcoal and wood burning appliances at least daily.
- **Store flammable liquids properly.** Keep them in their original containers or puncture-resistant, tightly sealed containers. Store in well ventilated areas away from combustible supplies, food, food-preparation areas of any source of flames.



### Have an Emergency Plan:

If a fire breaks out in your mobile food facility, your staff must take control of the situation and all employees must exit the vehicle to a point safely away from the vehicle.

- **Power down.** Train staff how to shut off propane and electrical power in case of emergency.
- **Call 911.** Ensure everyone exits the vehicle and call 911. Ensure you advise your customers to evacuate away from the vehicle.

# ATTENTION.

## Are you aware that your compressed gas cylinders must be inspected?

Cylinders are required to be requalified, or replaced every 5-12 years depending on the cylinder type, condition, and previous requalification method (Ref. 49 CFR §§ 180.205(d) and 180.209).

The original manufacture/test date and any requalification/retest dates must be presented in a specific manner. Cylinders that are overdue for requalification must not be refilled.

If propane tanks are manufactured to ASTM Standards and built into the truck's body making it difficult to remove, then these tanks are exempt from the DOT reinspection requirements.

For more information, contact the Hazmat Info-Center: 1-800-467-4922.



RIN number identifying retester/requalifier

7<sup>A1</sup> 14<sub>32</sub>

Month last Year last  
requalified requalified

Requalification Date



### Original Manufacture/ Test Date

If no requalification markings are found, the cylinder must be requalified within 12 years of the original manufacture date. (Must be requalified by 5/2017 in this example)



### Volumetric Test.

Basic Marking. Must be requalified within 12 years of stamped date (Must be requalified by 7/2026 in this example)

### Proof Pressure Test.

"S" indicates cylinder must be requalified within 7 years of stamped date (Must be requalified by 7/2021 in this example)

### External Visual Test.

"E" indicates cylinder must be requalified within 5 years of stamped date (Must be requalified by 7/2019 in this example)



U.S. Department  
of Transportation  
Pipeline and  
Hazardous Materials  
Safety Administration

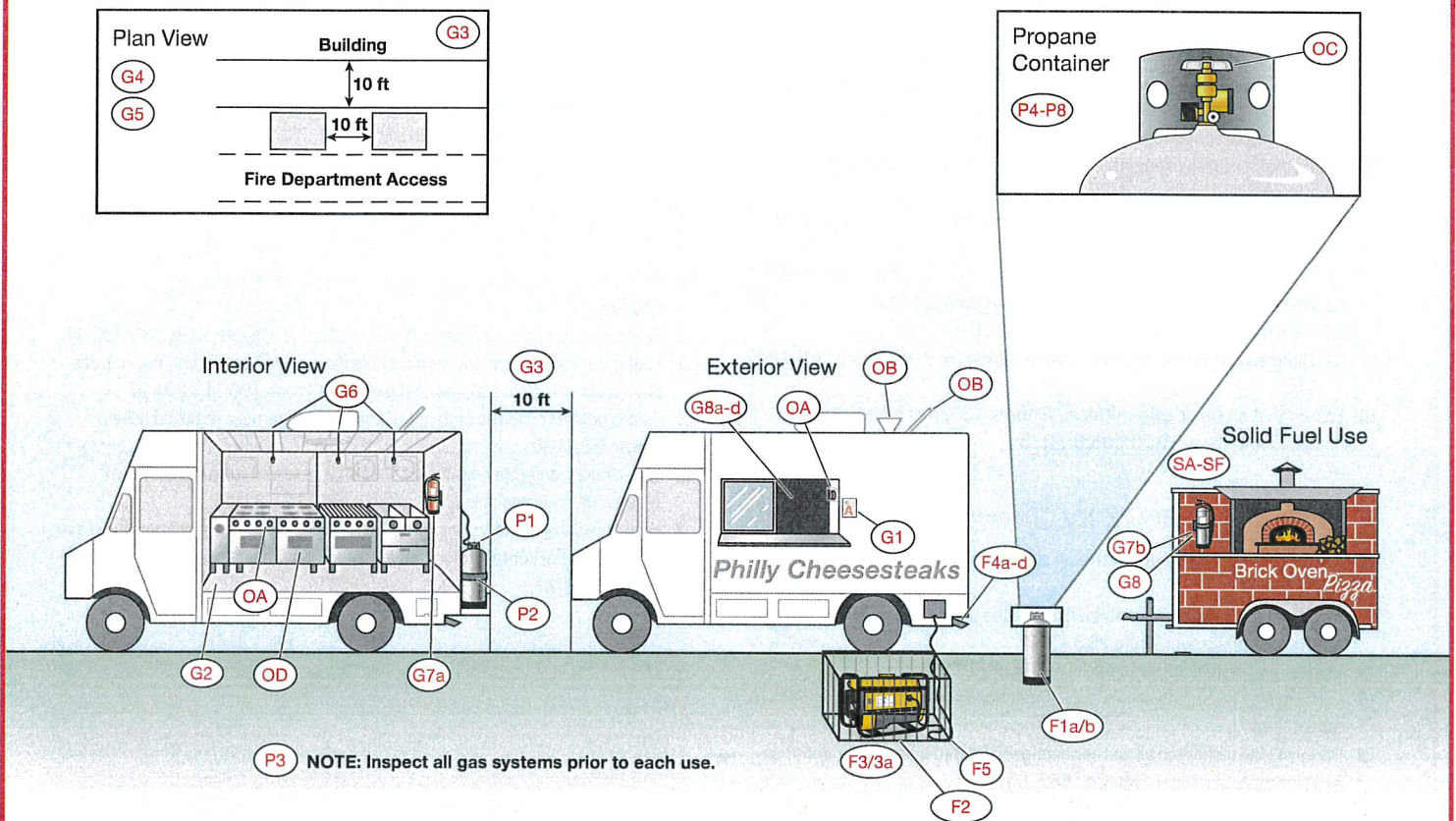
If cylinder is out of test find an approved requalifier to requalify your cylinder. A list of DOT approved requalifiers is available from the PHMSA website:

<https://portal.phmsa.dot.gov/rinlocator>





# FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Annex B in NFPA 96.

## General Safety Checklist

- ☐ Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- ☐ Ensure there is no public seating within the mobile food truck. [1:50.7.1.6.3] **G2**
- ☐ Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:7.8.2; 96:7.8.3 for carnivals only] **G3**
- ☐ Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- ☐ Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.3; 1:13.1.4; 1:13.1.5] **G5**
- ☐ Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- ☐ Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9.3] **G7a**
- ☐ Where solid fuel cooking appliance produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:14.7.1] **G7b**
- ☐ Ensure that workers are trained in the following: [96:B.15.1]: **G8**
  - ☐ Proper use of portable fire extinguishers and extinguishing systems [10:1.2] **G8a**
  - ☐ Proper method of shutting off fuel sources [96:10.4.1] **G8b**
  - ☐ Proper procedure for notifying the local fire department [1:10.14.9 for carnivals only] **G8c**
  - ☐ Proper procedure for how to perform simple leak test on gas connections [58:6.16, 58:6.17] **G8d**





# FOOD TRUCK SAFETY CONTINUED

## Fuel & Power Sources Checklist

- ❑ Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.10.1 for carnivals only] **F1a**
- ❑ Ensure that refueling is conducted only during non-operating hours. [96:B.18.3] **F1b**
- ❑ Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:B.16.2.2] **F2**
- ❑ Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:11.7.2.1.2] **F3**
- ❑ Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- ❑ Make sure that exhaust from engine-driven source of power complies with the following: **F4**
  - ❑ At least 10 ft in all directions from openings and air intakes [96:B.13] **F4a**
  - ❑ At least 10 ft from every means of egress [96:B.13] **F4b**
  - ❑ Directed away from all buildings [1:11.7.2.2] **F4c**
  - ❑ Directed away from all other cooking vehicles and operations [1:11.7.2.2] **F4d**
- ❑ Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:B.18] **F5**

## Propane System Integrity Checklist

- ❑ Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- ❑ Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- ❑ Inspect gas systems prior to each use. [96:B.19.2.3] **P3**
- ❑ Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- ❑ Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- ❑ Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- ❑ Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- ❑ Where a gas detection system is installed, ensure that it has been tested in accordance with the manufacturer's instructions. [96:B.19.2.1] **P8**

## Operational Safety Checklist

- ❑ Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**
- ❑ Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:14.2.2; 96:14.2.3] **OB**
- ❑ Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- ❑ Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:11.4] **OD**

## Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- ❑ Fuel is not stored above any heat-producing appliance or vent. [96:14.9.2.2] **SA**
- ❑ Fuel is not stored closer than 3 ft to any cooking appliance. [96:14.9.2.2] **SB**
- ❑ Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:14.9.2.7] **SC**
- ❑ Fuel is not stored in the path of the ash removal or near removed ashes. [96:14.9.2.4] **SD**
- ❑ Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:14.9.3.6.1] **SE**
- ❑ Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container located at least 3 ft from any cooking appliance. [96:14.9.3.8] **SF**

## NFPA RESOURCES

NFPA 1, *Fire Code*, 2018 Edition

NFPA 1 *Fire Code Handbook*, 2018 Edition

NFPA 58, *Liquefied Petroleum Gas Code*, 2017 Edition

LP-Gas *Code Handbook*, 2017 Edition

NFPA 70®, *National Electrical Code®*, 2017 Edition

*National Electrical Code® Handbook*, 2017 Edition

NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2017 Edition

NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition

## ➤ BECOME AN NFPA MEMBER

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NOTE: This information is provided to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. Check with the local jurisdiction for specific requirements. This safety sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information. For more information, go to [nfpa.org/foodtrucksafety](http://nfpa.org/foodtrucksafety).

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## Mobile Food Truck/Trailer Compliance

### City of Ellensburg

To comply with the 2018 International Fire Code as adopted by Washington State and the City of Ellensburg the following is required:

- 1) Mobile Food Truck/Trailers shall have a minimum of 10' of separation from buildings and lot lines.
- 2) Comply with IFC Section 319 for Mobile Food Preparation Vehicles. Ref. Kittitas County Food Truck/Trailer Inspection Checklist.
- 3) Comply with IFC Chapter 61 for LP storage not covered under IFC Section 319.
- 4) Excess combustible waste material shall not be allowed to accumulate, creating a fire hazard per IFC Section 304.
- 5) Dumpsters and trash receptacles shall meet the separation distances based on size from structures and other combustibles per IFC Section 304.
- 6) Any buildings used for storage, food preparation, or seating shall meet code requirements and be permitted for the use.

For questions or clarification, please contact the City of Ellensburg Fire Marshal by phone at 509 933-7241 or email at [prevention@kvfr.org](mailto:prevention@kvfr.org)

## Mobile Plan Review and Permitting Guidelines

This plan review packet is designed to guide you through the plan review process in permitting a mobile food unit for Kittitas County Public Health Department (KCPHD). This packet addresses general requirements for mobile food units that will need to be completed and submitted to KCPHD to review and approve. Permit might be delayed if application is not completed or if plans for unit need to be changed.

A plan review permit must be submitted for approval to open a new or remodeled mobile unit.

All completed plans must include:

- ☐ Completed Plan Review Packet
- ☐ Mobile Unit Floor Plans
  - Equipment Specification and Location
  - Pictures (including L&I insignia)
  - Power Source
  - Finish Schedule
  - Cleaning Schedule
  - Cleaning Schedule for Fresh Water Tank
  - Power Supply
- ☐ Commissary Agreement
- ☐ Restroom Agreement
- ☐ Detailed Menu
  - Food Preparation Steps/Flow chart

### Application Process

- Submit mobile plan review packet and permit application 30 days before the projected opening date.
- Plan Review and Permit fee payments must be submitted together. You will be responsible for one or more of the following pre-operational fees as well as your permit fee.
  - Food Service Remodel - \$660
  - Food Service Plan Review - \$1120
  - Change of Ownership - \$265
  - Re-Opening, Same Owner - \$530
- Applications are reviewed on a first come first serve basis.
- When you are ready to open (30 days in advance), call inspector to schedule a pre-opening inspection. Inspectors schedule pre-openings inspections on a first come first serve basis.

You may also need additional permits with:

- Kittitas County Community Development Services or Local City Building Department
- Kittitas County or City Fire Marshall
- Washington Department of Licensing or City Clerk
- Washington State Department of Labor & Industries





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www.co.kittitas.wa.us/health/

Plan Review Application for  
Mobile Food Service Units

**FOR OFFICIAL USE ONLY**

Permit #:

Accepted By:

Date Reviewed:

Date Received:

**Mobile Information**

Name of Establishment: \_\_\_\_\_

Operation Location: ☐ Single Site ☐ Multiple Sites (include all locations with plan submittal)

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

If facility changed named, previous name: \_\_\_\_\_ Unit Type: ☐ Vehicle ☐ Trailer ☐ Cart

**REQUIRED INFORMATION:**

WA License Plate# \_\_\_\_\_ VIN # \_\_\_\_\_ WA L&I Sticker # \_\_\_\_\_

Ownership: ☐ Individual ☐ Partnership ☐ Association ☐ Corporation ☐ Other: \_\_\_\_\_

**Applicant Information**

Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Commissary Information**

Name of approved commissary: \_\_\_\_\_

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

Commissary Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Restroom Information (location no more than 500ft away)**

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

Location/Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Potable Water Source

(Water used in food establishments must meet drinking water quality standards in accordance with WAC chapters 246-290 and 246-291)

Name of Public Water System: \_\_\_\_\_ Water System I.D. #: \_\_\_\_\_

Food-grade hose available for refilling potable water? ☐ YES ☐ NO

Hot water supply tank with a minimum capacity of five gallons for handwashing? ☐ YES ☐ NO

Handwashing sink for employees accessible at all times of operation (within 25ft, minimum of 100°F)? ☐ YES ☐ NO

Three compartment sinks with potable hot and cold running water to wash, rinse and sanitize? ☐ YES ☐ NO

Capacity to refill as frequently as necessary to furnish enough hot and cold water for handwashing, food preparation, ware washing and cleaning? ☐ YES ☐ NO

### Gray Water Disposal

(Sewage and other liquid wastes must be removed from a mobile food unit at an APPROVED waste servicing area or by a transport vehicle in such a way that a public health hazard or nuisance is not created)

Name of Public Sewer System: \_\_\_\_\_

Grey water tank is 15% larger than potable water tank? ☐ YES ☐ NO

Site used for sewage disposal: \_\_\_\_\_

Retains wastewater on mobile food unit until disposed of by an approved method? ☐ YES ☐ NO

### Unit Requirements

Mobile has been approved and inspected by Washington State Department of Labor and Industries? ☐ YES ☐ NO

(Union Gap, L&I Office location: 1205 Ahtanum Ridge Drive Suit C, Union Gap, WA 98903-1204 Toll-free: 1-8000-354-5423)

Attachment of specifications of the on-board plumbing? ☐ YES ☐ NO

Floor plan drawing, to scale (All fixed equipment on the floor plan and finished material for all areas)? ☐ YES ☐ NO

Equipment specification and location? ☐ YES ☐ NO

A detailed menu with appropriate consumer advisory if necessary? ☐ YES ☐ NO

A complete food preparation flow chart? ☐ YES ☐ NO

Attached site/itinerary location information? ☐ YES ☐ NO

(Indicate all operating sites and restroom locations)

Effective measures to minimize entry of pest? ☐ YES ☐ NO



Exposed or unprotected sewer lines/utility lines are constructed in a manner that does not subject foods or food containers to contamination? ☐YES ☐NO

Adequate Lighting? ☐YES ☐NO

Light bulbs are shielded, coated or shatter resistant in areas where food is exposed? ☐YES ☐NO

**(clean equipment, utensils, linens, or unwrapped single-service and single-use articles)**

Durable, easily cleanable, leak-proof, covered garbage and refuse containers provided (**inside & outside**)? ☐YES ☐NO

Appropriate thermometers for refrigeration units and food preparation areas? ☐YES ☐NO

**(stem-type thermometer or thermocouple capable of measuring all proper food temperatures)**

Food equipment is certified/classified for sanitation by an American National Standard Institute (**ANSI**)? ☐YES ☐NO

Individually packaged or dispenser bottles for condiments protected from contamination? ☐YES ☐NO

Only Single serving articles are provided for use to the consumer? ☐YES ☐NO

Seating will be provided for customers (**customers must have access to restroom**)? ☐YES ☐NO

Raw meats greater than one inch are not cooked in the mobile? ☐YES ☐NO

I am aware mobile food unit must return to commissary kitchen? ☐YES ☐NO

**(for supplies, cleaning, and other servicing activities)**

All finished surfaces are safe, durable, easily cleanable, nontoxic, noncorrosive, nonabsorbent, light in color, smooth and ANSI certified? ☐YES ☐NO

Hot and cold running water provided to all required plumbing fixtures? ☐YES ☐NO

Food preparation sink available? ☐YES ☐NO

Handwashing sink provided with hand cleaning soap and hand drying provision? ☐YES ☐NO

Three compartment sink and food prep sink indirectly drained? ☐YES ☐NO

When not in use, mobile food unit is stored at an approved location? ☐YES ☐NO

All time/temperature control for safety foods prepared on the mobile unit are served the same day? ☐YES ☐NO

Two-foot backsplash provided behind all sinks and food preparation surfaces? ☐YES ☐NO

Permeable food storage containers are kept 6 inches off the floor and protected from contamination? ☐YES ☐NO

Separate area for cleaning equipment (**mops, brooms, chemicals, etc.**)? ☐YES ☐NO

Designated location/area for employee storage? ☐YES ☐NO

Exhaust hoods and fire suppression systems constructed and installed according to applicable codes? ☐YES ☐NO



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FOR OFFICIAL USE ONLY
Permit #:
Accepted By:
Date Reviewed:
Date Received:

## Shared Kitchen Agreement / Use of Commissary

All food establishments must operate out of an approved facility. Mobile food units and catering/vendor businesses utilize commissaries that are not under their own ownership. This form must be completed if you are not the owner of the approved facility. Once approved no other facility may be used by this business for these operations without the written approval of Kittitas County Public Health Department.

A commissary means an approved food establishment where food is stored, prepared, portion, or packaged for service elsewhere. A mobile must return to its approved commissary for supplies, thorough cleaning, and other servicing activities, as approved in the plan of operations.

### Applicant Information

Establishment Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Days of the week commissary will be used: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

Hours of operation at commissary: \_\_\_\_\_ After hours accessibility ☐ Yes ☐ No

### Commissary Information

Name of commissary: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Services Allowed at Commissary

- ☐ Potable Water ☐ Wastewater Disposal ☐ Garbage Disposal ☐ Dry Storage, Indicate ft<sup>3</sup>: \_\_\_\_\_  
☐ Ice Machine ☐ 3-Compartment Sink ☐ Food Prep Sink ☐ Food Preparation Space  
☐ Mop Sink ☐ Walk-In Refrigerator Space, Indicate ft<sup>3</sup>: \_\_\_\_\_ ☐ Freezer Space, Indicate ft<sup>3</sup>: \_\_\_\_\_  
☐ Cooking Equipment ☐ Cooling of Hot Foods ☐ Restroom Access ☐ Parking of Mobile  
☐ Cleaning of Mobile ☐ Key Access to Commissary ☐ Other: \_\_\_\_\_

### Agreement and Signatures

This agreement between the owner of the commissary and mobile unit (caterer/vendor) indicates that both parties agree to commissary term of use as showed above. This agreement is not transferable. If a change of ownership between any of the parties involved, or modification or cancellation of this agreement by either parties for any reason may result in the suspension of the mobile's (caterer/vendor) operating permit issued by Kittitas County Public Health Department.

The commissary owner consents to inspections of the facility by KCPHD.

\_\_\_\_\_  
 Commissary Owner – Print Name & Title

\_\_\_\_\_  
 Mobile/Caterer/Vendor Owner – Print Name & Title

\_\_\_\_\_  
 Commissary Owner – Signature & Date

\_\_\_\_\_  
 Mobile/Caterer/Vendor Owner – Signature & Date



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**FOR OFFICIAL USE ONLY**

Permit #:

Accepted By:

Date Reviewed:

Date Received:

## Restroom Use Agreement

All food establishments must ensure an approved restroom facility that is available for employees. This form must be completed if you are not the owner of the approved facility. Restroom facilities must be readily accessible within 500 feet of the mobile food unit during times of operation, if at any location for more than one hour.

### Applicant Information

Establishment Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Days of the week restroom will be used: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

Hours restroom will be used: \_\_\_\_\_ After hours accessibility (key) ☐ Yes ☐ No

### Restroom Information

Name of Business: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Business Hours of Operation: \_\_\_\_\_

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

### Restroom Requirements Needed

- ☐ Water temperature of at least 100°F or above
- ☐ Provide a flow of water for at least fifteen seconds without the need to reactivate the faucet
- ☐ Hand soap
- ☐ Hand drying provision (**paper towels, heated air, etc.**), if disposable towels are used a waste receptacle must be provided
- ☐ Sign/Poster notifying food employees to wash hands (**must be clearly visible to food employees**)
- ☐ Adequately sized to allow a food employee to wash both hands simultaneously
- ☐ Must be located 500ft or less
- ☐ Customer access, must be 500ft or less

### Agreement and Signatures

This agreement between the owner of the restroom and mobile unit (caterer/vendor) indicates that both parties agree to the allowed use of the restroom facility. This agreement is not transferable. If a change of ownership between any of the parties involved, or modification or cancellation of this agreement by either parties for any reason may result in the suspension of the mobile's (caterer/vendor) operating permit issued by Kittitas County Public Health Department.

The restroom owner consents to inspections of the facility by KCPHD.

\_\_\_\_\_  
Restroom Owner – Print Name & Title

\_\_\_\_\_  
Mobile/Caterer/Vendor Owner – Print Name & Title

\_\_\_\_\_  
Restroom Owner – Signature & Date

\_\_\_\_\_  
Mobile/Caterer/Vendor Owner – Signature & Date



## Food Preparation Flow Chart

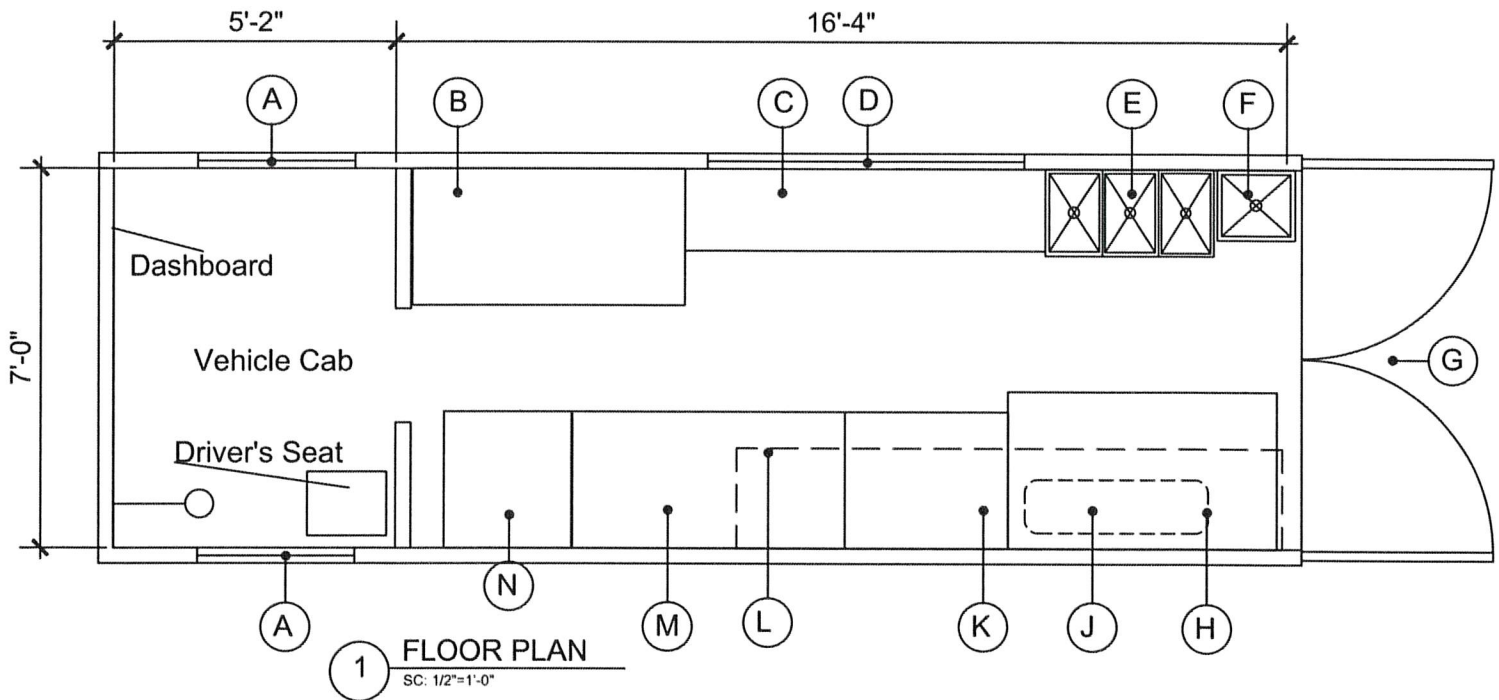
List all menu items and mark each food preparation step that will occur at the commissary:

Food	Thaw	Prep	Cook	Cool	Cold Holding	Reheat	Hot Holding	Portioned	Storage
Example: Tacos	X	X			X				
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

List all menu items and mark each food preparation step that will occur on the mobile unit:

Food	Cook	Cold Holding	Reheat	Hot Holding	Assemble	Other
Example: Tacos	X			X	X	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

## Mobile Unit Floor Plan EXAMPLE



### EQUIPMENT SCHEDULE

- A 36"W X 74"H SLIDING DOOR
- B LOW BOY-Make:Avantco Tabco,Model:SS-PT60 60"
- C STAINLESS COUNTER
- D 70" W X 36"H PASS-THRU WINDOW
- E 3-COMPARTMENT SINK
- F HAND SINK
- G 42"W X 81-6"H DOUBLE DOOR
- H PROPANE TANK
- J BURNER W/GRIDDLE & OVEN  
Make: Garland, Model:G60-4G36RR
- K STEAM TABLE-Make:Advance Tabco, Model:HF-3G
- L 10 FT TYPE-1 KITCHEN HOOD
- M PREP TABLE-Make:Advance Tabco,Model:CB-SS-245M
- N FRIDGE-Make:Turbo Air, Model:M3R19-1 25" M3

### TRUCK DATA

FLOOR TO CEILING HEIGHT : 85.5 INCHES  
 TOTAL WIDTH : 7 FT  
 TOTAL LENGTH : 21 FT & 6 INCHES

### FINISHING SCHEDULE

FLOOR: ALUMINUM  
 WALLS: FRP/STAINLESS  
 HOOD AREA: STAINLESS  
 CEILING: ALUMINUM

### Mobile Food Unit Equipment Schedule

Item NO.	Item Description	Manufacturer	Model NO.
Example	6 Burner Range	ABC Manufacturer	A-126-GT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

### Finish Schedule

Area	Floor	Wall	Ceiling
Example: Dry Storage	Sheet Vinyl	Stainless Steel	Aluminum

## Mobile Food Unit Operation Locations

List below all location(s) where the mobile food unit will operate and indicate the day of the week and time the mobile food unit will be at each location. If the mobile food unit operation location(s) or route changes, you must inform Kittitas County Public Health Department.

Name of Mobile: \_\_\_\_\_ Date \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

If a mobile unit will be operating at a fixed location, please provide the address where the mobile will be operating.

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

Operating Schedule (days and times): \_\_\_\_\_

Operation Locations(s) Street Address and City	Days and Approximate Time at Location