

MOBILE FOOD UNIT PLAN REVIEW PACKET

The materials in this packet will guide you through the plan review process to assure that your mobile food unit meets requirements of the Mobile Food Unit Rules. This packet is also intended to evaluate your proposed operation to provide the safest food possible to the general public. The application form must be completed as part of the plan.

This packet consists of the following information:

- **General Information**
- **Applicants Checklist for Mobile Food Units**
- **Mobile Food Unit General Requirements and Limitations**
- **Mobile Food Unit Plan Review Application**
- **Mobile Food Unit Plan Review Worksheet**
- **Mobile Food Unit Commissary Agreement**
- **Mobile Food Unit Itinerary and Operating Schedule**
- **Application for License**
- **The Mobile Food Unit Rules**
- **Mobile Food Unit Change of Ownership Form**

Please complete the attached documents and submit them with the required plan review fee to Multnomah County Environmental Health. **Approval from the health department must be obtained prior to construction or operation of your unit.** The following materials must also be submitted with your completed packet:

1. Complete plans of the unit drawn to scale, including equipment location.
2. List of all equipment necessary for the operation of the unit.
3. A description of the construction materials used on the unit, including surface finishes for floors, walls, ceilings and countertops.
4. Information relating to your base of operation, including times and dates of use. Attach a completed **Mobile Food Unit Commissary Agreement**, if necessary.
5. List of your operating location(s) and approximate time schedule, if applicable. If the unit operates on a designated route, you must specify your itinerary. Attach a completed **Mobile Food Unit Itinerary and Operating Schedule**.

If you have any questions during this process, please contact the Multnomah County Environmental Health Section 3653 SE 34th Ave. Portland, OR 97202 (503) 988-3400.