



**Adams County
Health Department**

Public Health
Prevent. Promote. Protect.

**Environmental Health &
Emergency Preparedness**

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GUIDELINES FOR SUBMITTING **MOBILE** FOOD SERVICE PLANS

A mobile food service operation is defined as “a food service operation that is operated from a moveable vehicle, portable structure, or water craft: routinely changes location; and does not remain at any location for more than forty (40) consecutive days. Ohio Administrative Code 3701-21-02.3 (D. 2) and 3717.01 (I)

All units that meet the above definition and serve time/temperature controlled for safety foods, frozen desserts, beverages (excluding beer wagons), nuts, popcorn, candy, or similar confections, bakery products, or any combination of the items **MUST** be licensed through the local health district where the operator resides.

SUBMITTED PLANS AND SPECIFICATIONS MUST BE LEGIBLE AND DRAWN REASONABLY TO SCALE

PLEASE SUBMIT THE FOLLOWING:

1. Name of the operation and where the unit is stored when not in use.
2. Name and mailing address of the operator or authorized representative. Name and phone number of contact person.
3. Include a menu of all food items that are to be sold or served. **All foods must be prepared in the unit or by a licensed food service or purchased commercially.**
4. Provide a layout of the fixtures and equipment. At a minimum, the mobile food service should include a hand wash sink, a three-compartment sink, water heater, a trash can, wastewater holding tank, backflow preventer of ASSE 1012 or 1024, and a potable water hose. A mobile retail food service does not have to include these items. The layout should include countertops, coolers, freezers, food storage areas, grills, deep fryers, stoves, hoods, microwaves, soda fountains, sinks, hot holding facilities, Ice cream machines, work tables, etc. All surfaces of the facility must be smooth, easily cleanable, and non-absorbent. All equipment must be either UL listed or NSF approved and not for residential use. Facility must have acceptable methods of preventing flies/mosquitos from entering facility and landing on food.
5. The local or state Fire Marshall must be contacted for requirements of ventilation hoods and fire suppression systems. Any firefighting equipment that might be required must be inspected by your local fire authority.

Please note: Each operator of a mobile food facility shall conspicuously display the name of the operation, the city or county of origin and the operation telephone number on the exterior of the mobile unit and it must be visible on three sides. This information must be displayed using lettering and numbers at least three (3) inches high and one (1) inch wide.

Together We Care!

2025 Application for a License to Conduct a: (check only one) **Food Service Operation**
 Retail Food Establishment

Instructions:

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to:
4. Return check and signed application **by*: 03/01/2025**

to: Adams County Health Department
560 Rice Drive
West Union, OH 45693

* There is a mandatory penalty fee of 25% of the renewal fee operating a food service operation or retail food establishment after the deadline (Chapter 3717 of the Ohio Revised Code).

Before license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing/renewing a license. This action is governed by Ohio Revised Code 3717.

Name of Facility		Name of License Holder	
Address		Email	
City		State	Zip
Phone #	Fax #		Check if applicable <input type="checkbox"/> Catering <input type="checkbox"/> Seasonal
Name of individual certified in food protection (if any) and their certificate number (use back for additional names)			

Mailing address for annual renewal if different than above:

Name of parent company or owner		Phone #	
Address		Email	
City		State	Zip
I hereby certify that I am the license holder, or the authorized representative, of the food service operation or retail food establishment indicated above:			
Signature		Date	

Licensors to complete below

Category VOID			
License fee	+ Late fee	+ State amount	= Total amount due

Application approved for license and certified as required by Chapter 3717 of the Ohio Revised Code.

By	Date	Audit no.	License no.
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As per AGR 1269 (Rev. 1/2018) The Baldwin Group, Inc.
 As per HEA 5319 (Rev. 1/2018) The Baldwin Group, Inc.