



Food Truck/Trailer Application Process

Food trucks/trailers based out of Wayne and Hamilton Counties must apply to be a food establishment. Your application should include:

- A completed Food Establishment Application and Plan Review.
- If using commissary not owned by the applicant, then a completed and signed Commissary Agreement Form must be submitted with the application.
- A schematic of the food truck/trailer must be included with the application.

Once the application is received by the health department:

- A Pre-Opening inspection will be scheduled 7 – 10 days prior to your official opening date.
 - The truck/trailer should have power on for the inspection.
 - All freezer & cooling units should be on and with at least one food item in each compartment to be checked for appropriate temperatures to ensure those units are working correctly.
 - Sanitizer & sanitizer test strips and a vomit/fecal matter clean-up kit (available for purchase on Amazon) must be on hand.
- An annual operating permit will be issued immediately after successful completion of the Pre-Opening inspection.
 - Full payment of the annual permit fee must be made at the time of the Pre-Opening inspection. An annual permit will not be issued without full payment of the annual permit fee.
- Food truck/trailer food establishments are responsible to inform the health department of when they will be setting up in Wayne and Hamilton Counties so the health department can conduct their regular annual inspection(s).

Food truck/trailer food establishments based in Wayne and Hamilton Counties will not be charged Temporary Permit fees that are charged for events three days or longer such as county fairs and festivals since they already pay an annual permit fee.

Food Truck/Trailer Requirements

General

- Food trucks and food trailers are required to prepare food onsite or operate in conjunction with a licensed commissary.
 - If using a licensed commissary, a copy of the signed Commissary Agreement form must be included with the food establishment application.
- Food truck/trailers must have a source of power to operate cooking equipment, pumps, and refrigeration units.
- Only single use articles such as to-go containers, paper plates, and plastic utensils may be provided for the consumer.
- All food must be from an approved source.
- A Person in Charge must be present in the mobile unit at all times.
 - MEDIUM or HIGH Risk mobile units must have:
 - A Person in Charge with a current Certified Food Protection Manager certification.
 - All other employees must have completed Food Handler Training.
 - LOW Risk mobile units must have all employees complete Food Handler Training.

Plumbing

- Hand washing sinks are required and must be easily accessible.
- A three-compartment sink is required and must be large enough that each compartment can accommodate the largest item to be cleaned.
- All plumbing work done on the mobile unit must be done by a licensed plumber.

Food Equipment and Surfaces

- All surfaces must be non-absorbent, smooth, and easily cleanable.
- Enough refrigeration or freezer units must be available to keep food items at 41 degrees F or less at all times.
- Enough hot holding equipment must be available to maintain hot foods at 135 degrees F or above at all times.
- Walls, floors, and ceilings must meet the Illinois Department of Public Health Food Service Sanitation Code requirements.
- All lighting must be shielded to protect food and surfaces from the possibility of contamination due to broken glass.

Pest Control

- Doors and windows must protect against the entrance of pests. Doors must be self-closing. Windows must be screened with material that is 16-mesh to the inch or finer.
- Food Service windows must also protect against the entrance of pests by means of sliding windows, screening, air curtains, or other means.

Water Supply

- The Mobile Food Unit must have a potable water system under pressure.
- The water system must be of sufficient capacity to furnish enough hot and cold water for food preparation, utensil cleaning and sanitizing, and hand washing.
- The water inlet must be located so that it will not be contaminated by waste discharge, road dust, oil, or grease, and it must be capped unless being filled.
- The water inlet must be provided with a transition connection of a size or type that will prevent its use for any other service.
- A food grade hose must be used to fill the water tank.

Waste Water Disposal

- The Mobile Food Unit must have a permanently installed waste water retention tank that is at least 15 percent larger than the water supply tank.
- All connections on the vehicle for servicing the waste water tank must be of a different size or type than those used for supplying potable water to the unit.
- The waste connection shall be located lower than the water inlet connection to preclude contamination of the potable water system.
- The waste water retention tank must be thoroughly flushed and drained during servicing. All liquid waste must be discharged to a sanitary sewage disposal system.

A schematic of the food truck/trailer must be provided in the food establishment application.

Example:

