



Mobile Unit Guidelines

Northwest Georgia Public Health, District 1-1

Bartow County (770) 387-2614

Dade County (706) 657- 4213

Paulding County (770) 443-7877

Catoosa County (706) 406-2030

Floyd County (706) 295- 6316

Polk County (770) 749-2253

Chattooga County (706) 857-3377

Gordon County (706) 624-1440

Walker County (706) 639-2574

Haralson County (770) 646-4301

Introduction

The following information is intended to provide guidance to individuals considering application for a Food Service Permit to operate a mobile food unit. These guidelines are not a substitute for the current Rules and Regulations for Food Service, Chapter 511-6-11, as provided by the State of Georgia, but should be used as a tool to prepare you for the permit application and inspection process.

Step 1: Applications and Regulations

-Obtain Mobile Food Service and Base of operation Application from website or your local county Environmental Health Office and fill out the application completely.

-Mobile unit application:

<https://dph.georgia.gov/document/document/envhealthfoodmobileextendedfsunitpermitapplication2020pdf/download>

-Base of operation application:

<https://dph.georgia.gov/document/document/regular-food-service-establishment-application/download>

-Review Rules and Regulations:

<https://dph.georgia.gov/document/document/food-service-rules-and-regulations-511-6-1/download>

Step 2: Detailed Menu

-Create a detailed menu listing all ingredients and how each item will be prepared, held, and served. Include if meats will be coming in: fresh, frozen, or full cooked. If vegetables will be prewashed/sliced or prepared on the mobile unit. If foods will be cooled down and reheated, please provide cooling and reheating procedures.

*Example: Cheeseburger with all fixings

Frozen hamburger meat, sliced cheese, whole heads of lettuce and whole tomatoes will come from the local grocery store. Vegetables will be washed and sliced on unit in designated vegetable sink and placed in cooler to be held until service. Hamburgers will be cooked from frozen and served immediately

Step 3: Layout and Equipment

-Create a Layout/Drawing of your proposed mobile unit. This should include all equipment including sinks, coolers, grills, fryers, etc. and how they will be located on the unit.

*ALL EQUIPMENT MUST BE COMMERCIAL GRADE EQUIPMENT AND BUILT ACCORDING TO ANSI STANDARDS [Chapter 511-6-1 .05(2)(jj)]

-Include detailed cleaning procedures for equipment.

Step 4: Base of Operations

-All mobile units MUST have a base of operation and must return to the base daily where it can be cleaned and supplied.

-Base of operations cannot be within a private home where activities other than that of the mobile food unit would take place (such as a shared kitchen used for residential use.)

-Base of operations can be:

1. A commercial kitchen/facility owned by the mobile unit applicant which serves the same menu

2. A free standing building only used for mobile unit purposes which must be up to code according to 511-6-1.

Step 5: Local Permits Etc.

-Check with local city and county officials to see if any addition permits, licenses, or approvals are needed to operate. Some might include but are not limited to:

-Planning and Zoning

-Business License

-Code Enforcement

-Fire Marshal

-Building Inspector's office

Step 6: Routes

-Routes must be submitted when you apply for permitting and shall include:

-Location of unit

-Date/Time of event/route

-Bathroom Agreement from owner of the space where the unit is parked

**bathroom agreements are required for any event longer than 2 hours

-Routes shall be submitted to the local Health Department prior to any route or event

Step 7: Submission

-The application and all things listed above and in the mobile unit application should be submitted to your local Environmental Health Department at least 10 days prior to anticipated date of opening and commencement of operation of mobile food service unit, along with fees. After all components have been submitted your mobile unit plan will be assigned to an Environmentalist and they will begin working with you to process your mobile unit application.

Always call or email your local Environmental Health Department if you have any questions. We strongly recommend filling out all components and speaking with your local Environmentalist prior to obtaining or building your mobile unit.