



## Forsyth County Health Department

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To: Mobile Food Service Units

From: Erin Stitt, Food Service Program Manager

Date: May 19, 2020

Subject: Checklist for Food Service Plan Review

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To operate a mobile food unit, you must get approval for the base of operation in which you operate from on a daily basis. If you plan to operate a mobile food unit which prepares and serves meals, lunches, sandwiches, drinks directly to the consumer the following will have to be submitted for review:

- 1) Base of operation permit and mobile food permit for county of origin
- 2) Inspection reports for both the base of operation and mobile unit from the county of origin
- 3) Approved applications from the county of origin for both base of operation and county of origin
- 4) Completed and signed Georgia Department of Public Health Mobile Food Unit Application
- 5) Addendum (for internal use)
- 6) Verification of Residency Form - One of the owners should have the Affidavit notarized and submit a copy of the same form of id that was shown to notary
- 7) Provide water interruption plan if facility will continue to operate without water in the event of a water interruption (see application)
- 8) Floor plan drawn to scale to include the plumbing diagram
- 9) At least 2 photographs of the unit: one of the outside and of the inside
- 10) Menu
- 11) Cleanup procedures for vomit/fecal accidents
- 12) Employee health policy
- 13) Food service plan review and permit fee
- 14) Copy of business concept – summary of method of operation, how much prep will be done on truck, how many employees will be preparing food on truck, etc.
- 15) Permission from owner of property to operate on site (see state document)
- 16) Permission from owner to use restrooms (see state document)

**Note: you will need your fire marshal CO prior to the initial inspection.**

*Our office will not accept any of the above documents unless **All** documents are included*

*Please allow 10 business days for plan review comments*