



## Cleveland County NORTH CAROLINA

### **APPLICATION FOR PERMIT TO OPERATE A MOBILE FOOD UNIT OR PUSH CART**

**Plan Review requires \$200 for Mobile Food Units and \$150 for Push Carts**

A “**mobile food unit**” means a food establishment with no permanent utility connections, except for an onsite electrical connection, that is designed to be readily moved and vend food and that does not provide seating facilities for customers to use while eating or drinking.

A “**pushcart**” means a mobile piece of equipment or vehicle used to vend food. Only hot dogs shall be prepared, handled, or served from a pushcart; however, food which has been prepared, preportioned, and individually pre-wrapped at a food establishment or commissary may be served from a pushcart.

**Mobile food units and pushcarts must work in conjunction with a permitted food establishment.** All units must report daily to the permitted restaurant or commissary for supplies, cleaning and servicing. Facilities shall be provided at the permitted restaurant or commissary to assist in the function of a mobile food unit or pushcart including food storage, dry storage, obtaining fresh water, sewage disposal and garbage disposal. An operator shall not store food, single service items and other supplies at their home, vehicle or other non-permitted sites. **If a permitted restaurant or commissary is not capable of handling the extra needs of a mobile food unit or pushcart, a permit will be denied.**

\*Please complete the application form and attach the following information:

- **A proposed menu**
- **A to-scale drawing of the unit**
- **Specification sheets for equipment and pictures of the unit as applicable.**

**Note: Applications must be reviewed and approved before we can look at your unit. Insufficient information will delay plan review.**

Name of Business: \_\_\_\_\_

Owner/Corporate Name: \_\_\_\_\_

Manager/Person-in-Charge: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Restaurant or Commissary supporting unit: \_\_\_\_\_

*\*Restaurants or commissaries connected to an on-site wastewater system may require an existing systems inspection.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **APPLICATION AND PAYMENT CAN BE SUBMITTED IN PERSON OR BY MAIL TO:**

Cleveland County Permits Office  
1333 Fallston Road  
Shelby, NC 28150

**CLEVELAND COUNTY HEALTH DEPARTMENT**  
**CHECK LIST FOR PERMITTING A NEW MOBILE FOOD UNIT (MFU)**

**Permits and schedule notifications:**

1. Mobile food units (MFU) shall work in conjunction with a permitted restaurant or commissary within Cleveland County and shall report daily to the establishment for supplies, cleaning and servicing.
2. The MFU permit shall be maintained on the unit at all times and made available to the regulatory authority upon request.
3. Operators shall provide a list to the Health Department of all locations the MFU will operate on a routine basis. If the MFU travels to other counties, the operator shall notify that county prior to operation. Such lists must be kept current.
4. The MFU shall have no permanent utility connections, except for an onsite electrical connection, that is designed to be readily moved. The MFU shall not provide seating facilities for customers to use while eating or drinking.

**Storage:**

5. Storage of all extra supplies shall be kept at the permitted restaurant or commissary rather than personal homes, vehicles or other non-permitted sites. Adequate storage areas shall be established and provided at the base commissary prior to permitting.

**Cleaning:**

6. A servicing area shall be established at the permitted restaurant or commissary for cleaning the unit, obtaining potable water and disposal of wastewater. Cleaning of the unit and extra utensils, coolers, equipment shall be done at the permitted restaurant or commissary. The MFU shall be kept clean.

**Water Supply:**

7. All units shall have a potable water system under pressure with water heating facilities.
8. The unit's potable water tank(s) shall be filled with a potable water hose at the restaurant or commissary using a clean and sanitary water connection protected from chemicals, splash and other contamination and with backflow prevention.
9. The water inlet(s) on the MFU shall be located above the sewage outlet connection(s) and it shall be kept capped for protection unless being used.

**Sewage Disposal:**

10. The unit's sewage storage or gray water tank(s) shall be 15% larger than the potable water tank(s).
11. The tank(s) shall be emptied and thoroughly flushed at the permitted restaurant or commissary at an established dump station connected to a properly sized and approved on-site wastewater system or public sewer system.
12. Waste connection(s) on the MFU for servicing the waste line(s) and tank(s) shall be a different size or type than what is used for potable water and shall be located lower than the potable water tap(s) on the unit.
13. Toilets are not required on the unit.

**Garbage Disposal:**

14. All garbage and other solid waste shall be stored and disposed of in an approved manner. Solid waste disposal facilities shall be provided on the commissary premises.

**Equipment:**

15. All equipment is subject to approval by the regulatory authority. Except for toasters, mixers, microwave ovens, water heaters, and hoods, food equipment shall be of commercial type and ANSI certified or classified for sanitation and used in accordance with the manufacturer's intended use. If the equipment is not certified or classified for sanitation, the equipment shall meet Parts 4-1 and 4-2 of the 2021 NC Food Code.
16. All equipment, tables, sinks, cabinets and shelves shall be clean and in good repair. All surfaces shall be made durable, smooth, non-absorbent and easily cleanable.
17. Shelves, tables and counters shall not be covered with paper, cardboard, or other absorbent material.
18. Hot and cold holding as well as cooking equipment shall be provided as needed.

**Sinks:**

19. If food is prepared on the MFU then at least a single-compartment commercial utensil sink with rounded corners, splashback protection and hot & cold water through a mixing faucet is required for utensil washing, rinsing and sanitizing. The sink must be of sufficient size to submerge, wash, and rinse your largest utensils or pots. Drainboards shall be provided as specified in Section 4-301.13 of the Food Code to accommodate the drying of washed utensils. Sinks intended for residential use only are not approved. Three compartment sinks are recommended.

20. A separate handwashing sink supplied with hot and cold running water through a mixing faucet, hand soap, and disposable paper towels or other approved hand drying devices is required.

**Food Protection:**

21. Insect and dust protection shall be provided. Protection against flies and other insects shall be provided by screening or by effective use of fans.

22. All foods shall be obtained from approved sources and handled in a sanitary manner.

23. All Time/Temperature Control for Safety (TCS) foods shall be held at 41°F degrees or less, or at 135°F degrees or above.

24. At least one small diameter probed food thermometer shall be provided to check food temperatures.

**Utensils:**

25. Single service articles shall be used for serving customers.

**Employees:**

26. Person(s)-in-charge shall obtain food protection manager certification.

27. Employees shall be clean and practice good food handling procedures. No-bare hand contact with ready-to-eat food is required.

28. Employees shall report health and activities to the person-in-charge as they relate to diseases that are transmissible through food. An Employee Health Policy shall be implemented.

29. Clean outer clothing and hair restraints are required.

**CLEVELAND COUNTY HEALTH DEPARTMENT**  
**CHECK LIST FOR PERMITTING A NEW PUSH CART**

**Permits and Schedule Notifications:**

1. Push carts shall work in conjunction with a permitted restaurant or commissary within Cleveland County and shall report at least daily to the establishment for supplies, cleaning and servicing.

2. The pushcart permit shall be maintained on the cart at all times and made available to the regulatory authority upon request.

3. Operators shall provide a list of all locations the pushcart will operate on a routine basis. If the pushcart travels to other counties, the operator shall notify that county prior to operation. Such lists must be kept current.

4. Pushcarts shall not be provided with seating facilities or used for consumer self-service.

**Storage:**

5. Storage of extra supplies shall be kept at the permitted restaurant or commissary rather than personal homes, vehicles or other non-permitted sites. Adequate storage areas shall be established and provided at the base commissary prior to permitting.

**Cleaning:**

6. A servicing area shall be established at the permitted restaurant or commissary for cleaning the unit, obtaining potable water and disposal of wastewater. Cleaning of the pushcart and extra utensils shall be done at the permitted restaurant or commissary. The cart shall be kept clean at all times and shall be stored in an area that protects it from dirt, debris, vermin and other contamination.

**Water/Sewage Facilities/Sinks:**

7. Toilet facilities, lavatory facilities and running water are not required on a pushcart. However, single service towels are required.

8. Water faucets used to supply water to the pushcart shall be protected to prevent contact with chemicals, splash and other contamination.

**Garbage Disposal:**

9. All garbage and other solid waste shall be stored and disposed of in an approved manner. Solid waste disposal facilities shall be provided on the commissary premises.

**Equipment:**

10. All equipment is subject to approval by the regulatory authority. Except for toasters, mixers, microwave ovens, water heaters, and hoods, food equipment shall be of commercial type and ANSI certified or classified for sanitation.

and used in accordance with the manufacturer's intended use. If the equipment is not certified or classified for sanitation, the equipment shall meet Parts 4-1 and 4-2 of the 2021 NC Food Code.

11. Hot and cold holding equipment shall be provided as needed.

12. All surfaces of the pushcart shall be durable, smooth, non-absorbent and easily cleanable.

**Utensils:**

13. Single service articles shall be used for serving customers.

**Menu:**

14. Only hot dogs shall be prepared, handled, or served from a pushcart with the exception of foods prepared, pre-portioned and individually pre-wrapped at a restaurant or commissary.

15. Each pre-wrapped food item must be labeled with the name of the restaurant or commissary where prepared as well as the time prepared and date of expiration. Foods past expiration shall not be sold. The wrapper shall enclose the food at all times but sealing is not required.

**Food Protection:**

16. Food and utensils on the cart exposed to the public or dust or insects shall be protected by glass, or otherwise on the front, top, and ends. (Pushcarts shall not be used for consumer self-service)

17. All foods shall be obtained from approved sources and handled in a sanitary manner.

18. All Time/Temperature Control for Safety (TCS) foods shall be held at 41F degrees or less, or at 135F degrees or above

19. At least one small diameter probed food thermometer must be provided to check food temperatures.

**Employees:**

20. Person(s)-in-charge shall obtain food protection manager certification.

21. Employees shall be clean and practice good food handling procedures. No-bare hand contact with ready-to-eat food is required.

22. Employees shall report health and activities to the person-in-charge as they relate to diseases that are transmissible through food. An Employee Health Policy shall be implemented.

23. Clean outer clothing and hair restraints are required.