



# MOBILE FOOD FACILITY (MFF) NEW CONSTRUCTION PROCESS



## 1 SUBMIT APPLICATIONS & DOCUMENTS

- Public Health Permit Application
- Plan Check Service Request
- 1 complete set of plans of MFF
- Standard Operating Procedure with Menu
- Commissary Contract
- Ownership document



## 2 PAY FEES

- Plan check construction evaluation fee

**Fee schedule:**  
[bit.ly/EH-FeeSchedule](http://bit.ly/EH-FeeSchedule)



## 3 BUILD MFF

- Complete construction of MFF after plans are approved by Plan Check Program



## 4 MAKE APPOINTMENT

- Appointment to evaluate:
  - MFF
  - Commissary



## 5 EVALUATION

- Evaluation of:
  - MFF
  - Commissary



## 6 PAY PERMIT FEE + APPROVAL

- **Pay for Public Health Permit Fee**, if the MFF passes the final inspection
- MFF will receive inspection report/ Approval letter for immediate operation
- Public Health Permit sticker will be placed on the MFF

## 7



## ROUTE INFO & FOOD HANDLER CARDS

- Submit route information
- Submit Food Handler Card (Visit [www.ansi.org](http://www.ansi.org))

SUBMIT TO: PLAN CHECK PROGRAM  
(626) 430-5560



COUNTY OF LOS ANGELES  
**Public Health**