

Mobile Food Facility (MFF) Checklist Lease or Change of Owner

Submit all applicable applications, documents, and fees to the Mobile Food Program

Step 1 – Questions on MFF Type/Application? Call **Mobile Food Program** at **(626) 430-5500**

Submit Public Health Permit Application	<input type="checkbox"/>		
Submit Written Operational Procedures (if applicable) with Menu	<input type="checkbox"/>		
Submit the following item: <ul style="list-style-type: none"> • Commissary Contract dated within the past 30 days 	<input type="checkbox"/>		
Provide Ownership Documents: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Sole proprietorship: Copy of driver's license/photo I.D. </td> <td style="width: 50%; vertical-align: top;"> Corporation or LLC: 1. Copy of the Statement of Information 2. Copy of Articles of Incorporation/Organization 3. Copy of IRS form with employee identification number (tax I.D. #) </td> </tr> </table>	Sole proprietorship: Copy of driver's license/photo I.D.	Corporation or LLC: 1. Copy of the Statement of Information 2. Copy of Articles of Incorporation/Organization 3. Copy of IRS form with employee identification number (tax I.D. #)	<input type="checkbox"/>
Sole proprietorship: Copy of driver's license/photo I.D.	Corporation or LLC: 1. Copy of the Statement of Information 2. Copy of Articles of Incorporation/Organization 3. Copy of IRS form with employee identification number (tax I.D. #)		

Step 2 – Pay for Fees (For a list of fees, refer to the Fee Schedule: bit.ly/EH-FeeSchedule)

Pay Public Health Permit Fee	<input type="checkbox"/>
Site Evaluation Fee	<input type="checkbox"/>

Step 3 – Make Appointment

Make an appointment with Mobile Food Program at (626) 430-5500 for MFF Evaluation	<input type="checkbox"/>
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Step 4 – Evaluation

MFF is evaluated	<input type="checkbox"/>
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Step 5 – Certification + Approval

MFF will receive public health permit sticker, inspection report/approval letter once it passes the site evaluation. The MFF is then authorized for immediate operation.	<input type="checkbox"/>
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Step 6 – Route Information + Food Handler Card

Submit route information through one of the following platforms: (Failure to submit will be subject to violation) <ol style="list-style-type: none"> 1. Mobile Food Facility Route Sheet: bit.ly/RouteSheet 2. Post on social media (Facebook, Instagram, Twitter, Yelp, or others) 3. Submit an update at trucks.bestfoodtrucks.com/signup/reporting Note: These companies are not endorsed by the Department of Public Health.	<input type="checkbox"/>
Obtain a food handler card within 30 days of operation. Visit www.ansi.org for a listing of Accredited Organizations.	<input type="checkbox"/>