



MOBILE FOOD UNIT OPERATING GUIDELINES

WHAT IS A MOBILE UNIT?

A Mobile unit means a food service operation that is operated from a movable motor driven or propelled vehicle, that can change locations.

WHAT REGULATIONS APPLY TO MOBILE FOOD UNITS?

- VOS code section 110.21, Food Delivery Vehicle License
- VOS ordinance Chapter 119, Peddlers, Solicitors, and Vendors
- Illinois Food Code, 2022 FDA Food Code
- Any other applicable local or state ordinances or codes, including Village ordinances, zoning codes, Plumbing Code, Fire Code, etc.

WHAT TYPES OF LICENSES ARE AVAILABLE FOR MOBILE FOOD UNITS?

Mobile Food Unit licenses may be issued to the following:

- Mobile food vending vehicle on which is sold or served previously prepared food that is enclosed or wrapped for sale in individual portions, coffee, other beverages, whole and uncooked fruits, and vegetables to the public.
- Mobile food preparation vehicle on which food is prepared and sold or served to the public.

HOW IS RISK LEVEL DETERMINED?

The risk level is determined during the document review process and is based on menu and food processing procedures. There are three risk levels – high, medium, and low.

WHAT ARE GENERAL REQUIREMENTS FOR A MOBILE FOOD UNIT?

- All mobile food units are required to operate in conjunction with a licensed commissary. The Mobile Food Unit must return to the commissary daily for all cleaning and servicing operations including the filling of the water tank and emptying of the wastewater tank. If the licensed commissary is not under the same ownership as the Mobile Food Unit, a Commissary Agreement must be submitted. If the commissary is located outside the Village of Schaumburg, a copy of the current food license and most recent inspection report must be submitted.
- A Mobile Food Unit itinerary and operating schedule must be provided and updated as needed.
- Mobile Food Units must have a source of power to operate cooking equipment, pumps, and refrigeration units.
- Only single use articles such as to-go containers, paper plates, and plastic utensils may be provided for use by customers.
- All food must be from an approved source.
- A Certified Food Protection Manager (CFPM) must be present in the mobile food unit at all times. All other employees must have approved Food Handler Training.
- All required CFPM must complete additional Allergen Awareness Training, if applicable.

WHAT ARE GENERAL REQUIREMENTS FOR A MOBILE FOOD UNIT?

Plumbing

- All plumbing must meet Illinois Plumbing Code requirements and be done by a licensed Plumber.
- Handwashing sinks are required and must be convenient and easily accessible to all food handlers.
- A three-compartment sink is required. It must be large enough that each compartment can accommodate the largest item to be cleaned. Drain boards are required on both sides.

Food Equipment and Surfaces

- All surfaces must be non-absorbent, smooth, and easily cleanable.
- Enough refrigeration or freezer units must be available to always keep food items at 41 degrees F or less.
- Walls, floors, and ceilings must meet the Illinois Food Code requirements.
- All lighting must be shielded to protect food and surfaces.

Pest Control

- All Mobile Food Units must be completely enclosed.
- Doors and windows must protect against the entrance of pests. Doors must be self-closing. Windows must be screened with a material that is 16-mesh to the inch or finer.
- Food service windows must also protect against the entrance of pests by means of sliding windows, screening, air curtains, or other means.

Water Supply

- The Mobile Food Unit must have a potable water system under pressure.
- The water system must be a sufficient capacity to furnish enough hot and cold water for food preparation, utensil cleaning and sanitizing, and hand washing.
- The water inlet must be located so that it will not be contaminated by waste discharge, road dust, oil, or grease, and it must be capped unless being filled.
- The water inlet must be providing with a transition connection of a size or type that will prevent its use for any other service.
- A food grade hose must be used to fill the water tank.

Wastewater Disposal

- The Mobile Food Unit must have a permanently installed wastewater retention tank that is at least 15 percent larger than the water supply tank.
- All connections on the vehicle for servicing the wastewater tank must be of a different size or type than those used for supplying portable water to the unit.
- The waste connection shall be located lower than the water inlet connection to preclude contamination of the portable water system.
- The wastewater retention tank must be thoroughly flushed and drained during servicing. All liquid waste must be discharged to a sanitary sewage disposal system.

Restrooms

- If a restroom is available on the Mobile Food Unit, it must have a hand washing sink supplied with hot and cold running water, soap, and paper towels. The door to the restroom must be self-closing. The restrooms must have mechanical ventilation to the outside.
- If the Mobile Food Unit does not have an on-board restroom, and will be at one location for two or more hours, alternative restrooms must be found within 200 feet of the location. A restroom agreement form must be submitted for EACH location where the Mobile Food Unit will be located.

Fire

- If the Mobile Food Unit has cooking equipment, the equipment shall be protected by an automatic fire-extinguishing system. The system shall be inspected by a licensed company every six months.
- Portable fire extinguishers shall be provided on all Mobile Food Units.
- Cooking oil storage containers shall not exceed 120 gallons total and shall be secured. Cooking oil storage tanks shall be listed.
- The maximum capacity of LP-Gas (propane gas) containers shall not exceed 200 pounds and shall be secured. A listed LP-Gas alarm shall be installed within the vehicle where LP-Gas is utilized.
- The maximum capacity of CNG (compressed natural gas) containers shall not exceed 1,300 pounds and shall be secured. A listed methane alarm shall be installed within the vehicle where CNG is utilized.
- Gas cooking appliances shall be secured in place and connected to fuel-supply piping with an appliance connector complying with ANSI Z21.69/CSA 6.16.

- LP-Gas containers and fuel-gas piping systems shall be inspected annually by an approved inspection agency. CNG containers shall be inspected every three years in a qualified service facility.
- An inspection by the Fire Prevention Bureau may be required.

HOW IS A LICENSE OBTAINED FOR A MOBILE FOOD UNIT?

Mobile food units are required to obtain a solicitor license and a mobile vending license to operate in the Village of Schaumburg.

Step one – Initial Inquiry

- Contact the Environmental Health Division at 847-923-3700 to discuss your proposed operations.

Step two – Submit Documentation

- Complete and submit a solicitor application
<https://www.villageofschaumburg.com/government/finance/license/solicitor-license>
- Complete and submit a business license application
<https://www.villageofschaumburg.com/government/finance/license/business-licenses>
- **The following items must be submitted to the Environmental Health Division for review:**
 - A labeled, scaled drawing of your Mobile Food Unit showing the location of major appliances, sinks etc.
 - A copy of your proposed menu including a list of items which will be prepared at the commissary and a list of items which will be prepared on the Mobile Food Unit.
 - Mobile Food Unit Itinerary and Operating Schedule.
 - Copy of Commissary Agreement if licensed commissary/base of operation is not under the same ownership as the mobile unit.
 - Copies of the commissary/base of operations' current food license and most recent inspection report, if located outside the Village of Schaumburg.
 - Restroom Agreement (if applicable).

Step Three – Preliminary Inspection and Final Approval

- As part of the licensing process, an inspection of the mobile food unit must be conducted by the Environmental Health Division, prior to a license being approved and issued. Inspections can be scheduled by contacting the Environmental Health Division at 847-923-3700.