Application Process for Mobile Food Facilities (MFF)
Food Preparation

Step 1
- o Review Chapter 10: Mobile Food Facilities (MFF) in California Retail Food Code and any code sections referred to by this Chapter.
  http://scceh.com/Portals/6/Env_Health/consumer_protection/food/CRFC.pdf
  Existing units not under permit with Santa Cruz County or with a permit that lapsed over 6 months may need to comply with current Mobile Food Facility Regulations and submit drawings.
- o Contact the California Department of Housing and Community Development (HCD) Department with regard to the requirements for a "Commercial Modular" and their construction review process at (916) 445-3338 or (916) 255-2501. Environmental Health will not issue a permit without clearance from HCD. The CA HCD Department is the agency that must clear the MFF for occupancy.

Step 2- Food Preparation MFF Construction/Review
- o Complete a Mobile Food Facility Construction Review Application and pay the fee
- o Complete and submit a Mobile Food Facility Construction Review Checklist along with attachments.

Your application will be reviewed in the order received. Allow adequate time for processing. A complete application will expedite a response.

Step 3
- o The MFF must be constructed as specified. Deviations from the approved plans should be discussed with this department.

Step 4
- o **Set up an appointment for an Environmental Health Services final construction inspection. All equipment must be on and functional to pass the inspection.**

Step 5
- o Obtain HCD inspection and vehicle Insignia. Provide a copy of the MFF's HCD permit.

Step 6
- o Complete Commissary Agreement Form and obtain the required signatures

Step 7
- o **Apply for A Mobile Food Facility Health Permit. A completed and signed Commissary Agreement Form must be included with your Health Permit Application. A decal will be issued upon meeting all requirements.**