

PLAN REVIEW APPLICATION MOBILE ESTABLISHMENTS

(This is not a license to operate)

Establishment Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____ Projected Date to Open: _____

Commissary Name: _____ Commissary Address: _____

CONTACT INFORMATION — Complete the Following:

Primary Contact Name: _____

Title: _____

Phone: _ () _____ Phone: _ () _____

E-mail Address: _____

Secondary Contact Name: _____

Title: _____

Phone: _ () _____ Phone: _ () _____

E-mail Address: _____

TYPE OF CONSTRUCTION:

Mobile – Food Establishment

Mobile – Pushcart

<p>THD USE ONLY</p> <p><input type="radio"/> Cash <input type="radio"/> Check <input type="radio"/> Credit Card <input type="radio"/> Money Order</p> <p>Date Received: ___/___/___ Receipt #: _____ By: _____</p>	<p>This Application must be submitted with the Fee of \$425.00 made payable to the Tulsa Health Department. The application must be completed in full. All facilities must be inspected and licensed prior to operation. Completion and submission of this form does not constitute authorization to open a mobile food establishment. This fee is NON-REFUNDABLE!</p> <p>_____</p> <p style="text-align: center;">Applicant Signature/Title</p> <p style="text-align: center;">DO NOT MAIL CASH! SEND CHECK OR MONEY ORDER ONLY</p>
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Guidelines for Plan Review Application and Fee Submission for Mobile Establishments

These guidelines pertain to all Mobile Food Establishments where food or beverage is prepared, processed, served or stored including full-service, prepackaged, and pushcart mobiles.

The review and consultation that we provide may help eliminate costly mistakes in the construction, conversion or purchase of an establishment and adherence to the Food Code.

- A. Applications shall be submitted for:
- a. New establishment (where no current license exists).
 - b. Remodels of existing, previously licensed mobiles.
- B. Contents of the application shall include:
- a. Contact name(s) and telephone number(s), and location of Commissary Kitchen.
 - b. Type of construction (mobile food service, packaged retail, or pushcart).
 - c. Two sets of plans.
 - d. Commissary Agreement.
- C. Plans and specifications must include:
- a. Complete mobile layout drawn to scale.
 - b. Equipment layout and identification.
 - c. Menu or general description of food or drink items to be stored, prepared or served.
 - d. Plumbing plan showing location and sizes of plumbed fixtures identified- including hand sink, 3 compartment sink, fresh water and waste water tank, and hot water tank.
 - e. Complete finish schedule for walls, ceilings, and floor. This should include materials used and color for walls and ceilings.
 - f. Ventilation systems including hoods and air curtains.
 - g. Commissary (name of commissary and address), Waste Water, and Restroom Agreement.
 - h. Lighting fixture type and locations.
- D. The review and turnaround time should be within ten (10) working days. Failure to provide information requested may extend the review time.
- E. For additional questions or assistance, please call Food Protection Services at 918-595-4300 and ask to speak with mobile inspector or mobile supervisor.
- F. Pre-packaged mobiles are exempt from Plan Review Application and fees.

\$425.00 fee shall be included with submission of plan review application.