Public Health
MADISON & DANE COUNTY

Healthy people. Healthy places.

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To: Prospective Mobile Food Establishment Operators

Public Health – Madison and Dane County welcomes your interest in a new mobile food establishment. Since a mobile food establishment is like a restaurant on wheels, many of the same code requirements for restaurants apply to mobile food establishments, including licensing. For this reason, it is important that all prospective mobile food operators take the time to fully research their new business prior to applying for a license.

New operators are encouraged to review the following materials before purchasing and/or building a mobile food unit:

- □ Online Resources at http://www.publichealthmdc.com/environmental/food/mobileFood.cfm:

  - ▪ Slide Show: *Guide for New Mobile Food Operators*

  - ▪ Prospective Mobile Food Establishment Operator Packet:

    - ✓ *Plan Review Guide*
    - ✓ *Operational Plan*
    - ✓ *Service Base Sharing Agreement*
    - ✓ *Fresh Water Supply Tank Maintenance Fact Sheet*
    - ✓ *Base Log*
    - ✓ *Licensing Application and Fee Schedule*
    - ✓ *Food Service Manager Certification Fact Sheet*

  - ▪ City of Madison Street Vending Requirements:

    - ✓ Food Vendor: Mall/Concourse
    - ✓ Food Vendor: Late Night
    - ✓ Camp Randall High Density Vending
    - ✓ Street Vendor License (Basic)

  - ▪ *Wisconsin Food Code – Chapter 9 Mobile Food Establishments*

After reviewing this material, the next step is to determine the location of the mobile service base as well as where the mobile food unit will be vending. Once this has been decided, the *Operational Plan* can be completed and submitted to the department. Upon submitting the *Operational Plan* and applying for a mobile base and a mobile cart license, an assigned Public Health Sanitarian will work with you to get your business approved for operation.

Our department looks forward to working with you. If you have a unique situation regarding the operation of your new mobile food establishment that is not covered in the provided materials, you may call our main number at (608) 243-0330.