

Southern Ozaukee Fire & Emergency Medical Services Department

Food Truck / Mobile Kitchen Permitting Process

Background: The SOFD requires that any Food Truck, Mobile Kitchen or Temporary Commercial Food Preparation operation that engages in commerce within the City of Mequon or Village of Thiensville, first obtain a yearly fire safety permit to operate.

The permitting process has been put in place to ensure the safety of the public and operators of mobile cooking operations.

When applying for an annual permit, an in-person inspection by an SOFD inspector may be requested by an operator to ensure pre-emptive compliance with the governing fire safety regulations. Operators purchasing a permit without an inspection are attesting to compliance with the requirements of the permit at time of operation within Mequon or Thiensville. All vendors are subject to compliance inspections by SOFD at any time while in operation.

Failure to obtain a permit prior to operation or operation without compliance to the permit terms may result in the immediate suspension of sales and operation of all cooking activities.

Who Needs a Permit? Any mobile or temporary food preparation operation engaging in commerce within the communities of Mequon or Thiensville that utilizes a heat source in either preparing or maintaining food or product above the ambient temperature. Electric or fueled warming devices intended to only maintain the temperature or re-warm pre-cooked items will require a permit.

Exclusions: Operations employing only refrigeration or that have no active heat source in use at time of operation.

Permitting Process: To obtain a SOFD Food Truck Mobile / Mobile Kitchen yearly permit contact the SOFD during normal business hours by phone at 262-242-2530 Monday-Thursday, 8:00 am – 3:00 pm or email: jwellman@ci.mequon.wi.us For inquiries about permit rules and requirements please contact Deputy Chief Kurt Zellmann at 262-242-8787 or email: kzellmann@ci.mequon.wi.us

Permits may be purchased on line as well (Coming Soon)...

Please plan ahead when obtaining permits, SOFD requires 72 hours' notice to issue a permit. Same day permits may not be available.

Southern Ozaukee Fire & Emergency Medical Services Department
Mobile Kitchen Permit Application Form

Section 1: Applicant Information

Name: _____

Address: _____

Phone: _____ Email: _____

Section 2: Kitchen Information

Name of Business/Truck: _____

Specify All Heat Sources Employed While in Operation (Check all that apply): Electric Natural Gas/Propane Liquid Fuel Charcoal Other Describe: _____

Cooking Processes Employed While in Operation (Check all that apply) Deep Frying in Oil
Grilling over Open Flame Boiling in Liquid Frying (Pan or Griddle) Steam or Pressure

Microwave Oven Baking/Heating Other (Please Describe) _____

Section 3: Operation Type and Support Equipment

Food Truck Food Trailer Temporary Stand Temporary Stand Under Tent/Awning

Is a Power Generator Used: No Yes If Yes type of Portable Generator Vehicle Mounted

Fire Safety Equipment Present at Time of Operation

Fire Extinguisher(s) & Types ABC Type Powder A Type (Water) K-Type Foam

Hood System with Fire Suppression Hood System w/o Fire Suppression No Hood System

Section 5: Attestation Statement to Inspection and Safety Requirements

I am **REQUESTING** a Pre-Operation Inspection I am **DECLINING** a Pre-Operation Inspection

I hereby acknowledge that all safety equipment is inspected as required and in working order. I understand that issuance of a permit by SOFD does not provide permission to operate without operational, inspected or safety equipment in place. I understand that I have been offered a pre-operation compliance inspection and that accepting or declining the inspection does not prevent SOFD from conducting additional compliance inspections at any time while in operation.

Signed: _____ **Date:** _____

Permit # Issued : _____ By: _____ Date: _____

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Food Truck / Mobile Kitchen Permitting Information & Check List

The following information is provided to assist vendors in preparing to operate a food truck / mobile kitchen within the primary response area protected by SOFD. While the information is intended to cover the most common and frequently asked questions it is not an all inclusive and cannot address every possible operational issue. A pre-operation inspection is always recommended prior to the purchase of a permit. The pre-inspection is provided at no cost to any vendor and may be scheduled in advance of operation. To schedule an inspection or to ask questions regarding requirements please contact deputy Chief Kurt Zellmann at 262-242-8787 or email: kzellmann@ci.mequon.wi.us

Fire Extinguisher Requirements: All operations with a heat source must have at minimum 1 ABC Type Fire Extinguisher that is tagged and inspected within the years date of the date of operation. For untagged consumer grade ABC extinguishers to be accepted, the vendor must show a proof of purchase that shows the extinguisher is less than 1 year old at the date of operation. Minimum Extinguisher Size of 1A10BC

Deep Fryer Extinguisher Requirements: All cooking operations employing a deep fryer that has a deep fryer with an oil capacity greater than 3 Liters (12 cups) of oil must have a tagged and inspected K-Type fire extinguisher present while deep frying is taking place. *(K-Type Extinguishers are available for rental from most fire extinguisher service centers).*

Hood Systems: All Kitchen Hood and Ventilation systems with fire protection capabilities shall be required to have a valid and in-date yearly inspection tag. Hood or Ventilation systems without fire protection shall be substantially clean and without excessive residue. Any Hood System or Ventilation component with greater than 0.078" (2000 Microns) measured depth of residue shall be cleaned before use. (Reference NFPA 96)

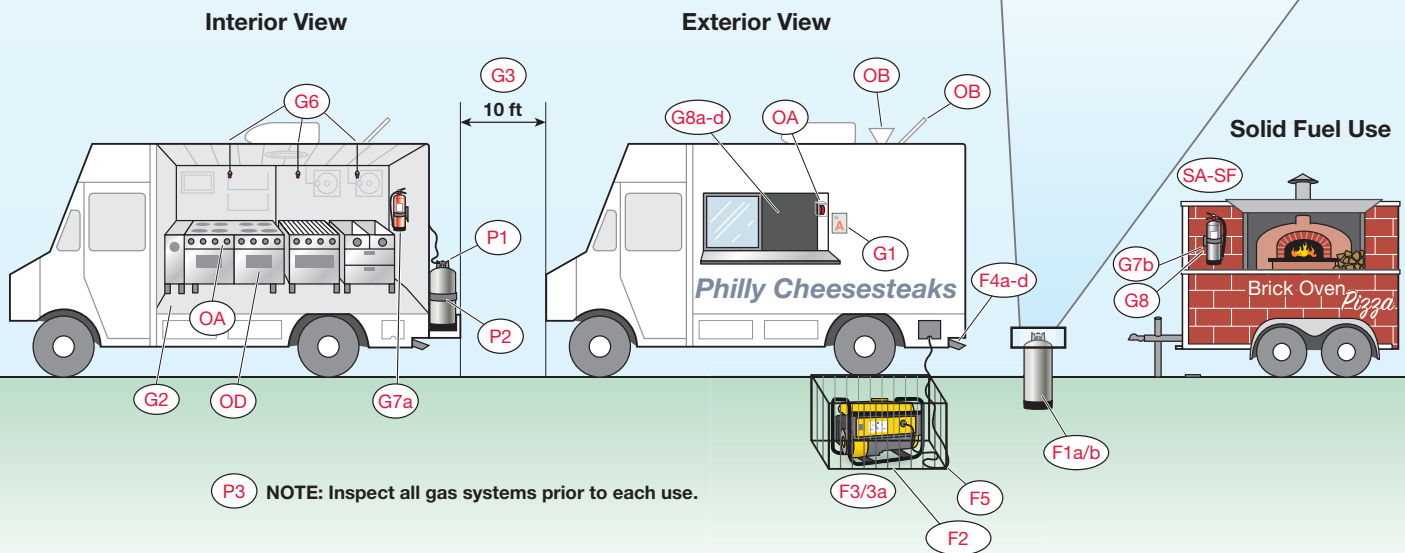
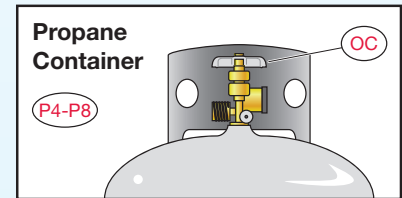
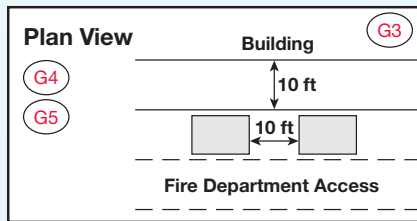
Propane/Gas Fuel Cylinders: All propane or gas fuel cylinders must be secured when in use or in storage. All freestanding propane cylinders must be secured to prevent tipping. All fuel plumbing shall be in good condition and all connections shall be free of leaks. A gas system shut off shall be readily accessible at any fuel burning device or a whole system shut off valve shall be readily accessible.

Generators and Electrical: All engine-driven sources of power, (generators) shall be operated in accordance with the manufacturer's recommendations regarding clearances and exhaust discharge. All 120/240VAC electrical equipment and cords shall be in good working order and properly secured. No open electrical boxes, improper connections, frayed, or damaged cords are permitted. Care must be taken to route electric cords away from public contact or pathways. When it is unavoidable or impractical to avoid electrical cords from public contact, cords shall be secured or made safe from becoming a tripping hazard.

Reference Document Attached: NFPA Food truck Safety FACT Sheet



FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Chapter 17 in NFPA 96.

General Safety Checklist

- Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.8.3.2] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:17.2] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9] **G7a**
- Where cooking appliances that use solid fuel, such as charcoal or wood, produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:15.7.1] **G7b**
- Ensure that workers are trained in the following: [96:17.10]: **G8**
 - Proper use of portable fire extinguishers and extinguishing systems [96:17.10.1(1)] **G8a**
 - Proper method of shutting off fuel sources [96:17.10.1(2)] **G8b**
 - Proper procedure for notifying the local fire department [96:17.10.1(1)] **G8c**
 - Proper procedure for how to perform simple leak test on gas connections [96:17.10.1(5)] **G8d**



FOOD TRUCK SAFETY CONTINUED

Fuel & Power Sources Checklist

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.11.1 for carnivals only] **F1a**
- Ensure that refueling is conducted only during non-operating hours. [96:17.8.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:17.5.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:10.15.4] **F3**
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - At least 12 ft in all directions from openings and air intakes [96:17.5.2.3(1)] **F4a**
 - At least 12 ft from every means of egress [96:B.13] **F4b**
 - Directed away from all buildings [96:17.5.2.3(2)] **F4c**
 - Directed away from all other cooking vehicles and operations [96:17.5.2.3(3)] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:17.8.1] **F5**

Propane System Integrity Checklist

- Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- Inspect gas systems prior to each use. [96:17.7.2.3] **P3**
- Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- Where a gas detection system is installed, ensure that it is tested monthly. [96:17.7.2.2] **P8**

Operational Safety Checklist

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**

- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:12.1.1] **OB**
- Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:12.4] **OD**

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- Fuel is not stored above any heat-producing appliance or vent. [96:15.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:15.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:15.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:15.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:15.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container. [96:15.9.3.8.1] **SF**

Learn More

- ▶ Get free digital access to NFPA codes and standards at: nfpa.org/docinfo
- ▶ Read the latest news and updates at: nfpa.org/foodtrucksafety
- ▶ Review the following and other NFPA resources at: nfpa.org
 - NFPA 1, *Fire Code*, 2021 Edition
 - *NFPA 1 Fire Code Handbook*, 2021 Edition
 - NFPA 10, *Standard for Portable Fire Extinguishers*, 2018 Edition
 - NFPA 58, *Liquefied Petroleum Gas Code*, 2020 Edition
 - *LP-Gas Code Handbook*, 2020 Edition
 - NFPA 70®, *National Electrical Code*®, 2020 Edition
 - *National Electrical Code*® *Handbook*, 2020 Edition
 - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2021 Edition
 - NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition

