



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ENVIRONMENTAL HEALTH PROGRAM**

155 North First Avenue, MS 5, Suite 160  
Hillsboro, OR 97124  
Telephone: (503) 846-8722 ♦ Fax: (503) 846-3705  
[www.co.washington.or.us/hhs/EnvironmentalHealth](http://www.co.washington.or.us/hhs/EnvironmentalHealth)

## MOBILE FOOD UNIT - PLAN REVIEW REQUIREMENTS

This packet includes information for the mobile food unit plan review process. Follow the instructions included in this packet and be sure all information is complete. **Incomplete information may result in delays.**

**General Mobile Food Unit Requirements** are included in this packet; however, for complete information regarding mobile food unit sanitation requirements please review the **Oregon Food Sanitation Rules**. Copies of the rules are available online at [www.healthoregon.org/foodsafety](http://www.healthoregon.org/foodsafety) or in our office.

**1. The following information must be provided BEFORE plans will be accepted:**

- Proposed Menu (include all items)
- Plan Review Application
- Mobile Food Unit Operation Activities Form
- Floor plan drawn to scale of top and side views of the mobile food unit (see Mobile Food Unit Floor Plan Requirements sheet)

**2. Complete and submit the following forms BEFORE the mobile food unit will be licensed to operate:**

- Mobile Food Unit License Application
- Commissary or Warehouse License Application (if applicable)
- Commissary Service Form (if applicable)
- Mobile Food Unit Operating Location(s) Form
- Mobile Food Unit Restroom Requirement Form

**3. Submit the all forms and appropriate fee to Washington County either in our office or by mail:**

Washington County Environmental Health Program  
155 North First Avenue, MS 5, Suite 160  
Hillsboro, OR 97124

You will receive a written response within 10 working days. If changes are required to your plans, you will be notified. **Construction may not begin until your plans receive approval from this office.**

### REQUIRED INSPECTIONS:

#### New Facilities:

- Submit a license application and license fee to this office prior to scheduling the pre-opening inspection.
- Call (503) 846-8722 to schedule a pre-opening inspection **at least one week** prior to the anticipated opening date.

#### Remodeled Facilities:

- During remodel construction, the facility may not operate if there is an interruption in power, gas, sewage disposal, water supply or activities that create possible contamination.
- Remodeled area(s) must be inspected prior to use. Call (503) 846-8722 to schedule an inspection.

#### Relicensing From Another County in Oregon:

- Mobile food units are subject to re-evaluation prior to operating in Washington County.
- An inspection will occur before a license is issued, call (503) 846-8722 to schedule an inspection.
- Submit the following:
  - Copy of previously approved mobile food unit plans
  - Copy of previous license
  - Copy of plan review approval from previous county

**NOTE: New construction and remodeling** may require the approval of other agencies. Please contact other appropriate authorities including zoning, planning, building, plumbing, and fire departments to determine requirements.