



In cooperation with the
State Department of Health

HENRICO COUNTY HEALTH DEPARTMENT

8600 DIXON POWERS DRIVE
P.O. Box 90775
HENRICO, VIRGINIA 23273-0775



To: Persons Applying for a Mobile Foodservice Permit
From: Henrico County Health Department Food Team
Re: Mobile Foodservice Plan Review

Mobile food unit is defined as a food establishment mounted on wheels (excluding boats in the water) readily moveable from place to place at all times during operation and shall include, but not be limited to, pushcarts, trailers, trucks, or vans. The unit, all operations and all equipment must be integral to and be within or attached to the unit.

The Virginia Food Regulations require the submission of plans for review and approval prior to “the construction of a food establishment; the conversion of an existing structure for use as a food establishment; or the remodeling of a food establishment...” (12 VAC 5-421-3600). The fees are \$40.00 for foodservice plan review and \$40.00 for foodservice permit application/issuance. Foodservice plan review fees are not refundable.

The Application for Mobile Foodservice Plan Review has been developed to assist permit applicants or permit holders in submitting the required information for plan review and approval. Submission of the application may also help avoid potential problems with design, installation and construction.

If you have questions about the review process or wish to schedule a plan review conference please contact the Henrico County Health Department at (804) 501-4529.

Specific Instructions to Applicants:

1. Fill out the Application for Mobile Foodservice Plan Review.
2. Fill out the Application for a Department of Health Food Establishment Permit.
3. Provide the following:
 - A. Floor plan with equipment identified. Include photos if possible.
 - B. Plumbing plan with tank sizes
 - C. Finish Schedule (A description of construction materials used on the unit, including surface finishes for floors, walls, ceilings and countertops)
 - D. Lighting plan.
4. Include proposed menu. Note: The available equipment may dictate restrictions on the type of food prepared.
5. Include Letter of agreement for proposed Commissary.
6. Keep copy for personal records.
7. Submit to Henrico County Health Department with applicable fees for review.
8. Applicant is responsible for obtaining any required approvals from other agencies, such as Fire Department, Planning & Zoning, Business License, and the Department of Motor Vehicle registration/license, as applicable.