



Food



Lodging



Pools



Wells



Septic



Humane



Radon

Mobile Unit Guidelines

The state of Wisconsin defines a mobile unit as the following:

“Mobile food establishment” means a restaurant or retail FOOD ESTABLISHMENT where FOOD is served or sold from a movable vehicle, intrastate railway car, pushcart, trailer, or boat which periodically or continuously changes location and requires a SERVICE BASE to accommodate the unit for servicing, cleaning, inspection, and maintenance or except as specified in ¶ 9-103.11 (D).

Two separate licenses are needed for a mobile unit:

- License for the operation of the mobile unit
- A service base license, unless you own a licensed food facility

What is a service base (also known as a commissary)?

- It is used for all or some of the following: Food prep, food storage, filling fresh water tank, dumping of waste (gray) water, dishwashing and general cleaning of the mobile unit.
- Service base typically includes hand wash sink, commercial dishwashing (3-compartment sink or mechanical, Commercial NSF approved dish machine), food prep sink, utility/mop sink, commercial (non-household type) refrigeration and/or a freezer.
- Minimally, a service base is required for filling fresh water and dumping of wastewater.
- Mobile units shall return to their service base once in a 24-hour period during the unit's operation or more often if necessary. Food is not allowed to be moved in personal vehicles to the mobile unit.
- Personal homes cannot be used as a service base, unless it meets all minimum requirements of a commercial kitchen as stated in the current Wisconsin Food Code (ATCP 75).
- If approved by the Department of Agriculture, Trade and Consumer Protection, a variance for a service base may be obtained if it can be determined that the lack of such a building will not interfere with the sanitary operation of servicing, cleaning, inspection, and maintenance of the mobile food establishment.
- Must be designed to support the operations of the mobile unit.

Service base documents:

- The sharing agreement is a signed and dated form between the operator of the mobile unit and the owner of the restaurant/retail food store/commercial kitchen allowing the owner of the mobile unit to use the facility as the service base.
- Service base sharing agreement is not needed if the owner of the mobile unit also is the owner of a licensed food establishment.
- Service base log, indicating dates and times the mobile unit operator is using the service base shall be readily on site for the inspector.

Pushcart Mobile Unit Requirements:

- This type of mobile unit is limited to activities such as hot and/or cold holding, limited assembly of product (done per customer order), or pre-package food entirely. Cooking and service of pre-formed meats such as hamburgers, bratwurst or pre-formed poultry or fish is also acceptable. Common pushcart food items can include hot dogs, ice cream, coffee drinks, or prepackage sandwiches.
- Push carts shall operate on a paved surface.
- All food prep shall be done at an approved service base.
- All dishwashing shall occur at the approved service base.
- All equipment shall be contained within the pushcart. No insulated coolers or plug-in refrigerators allowed to be set up next to the pushcart. Dry ice can be used for pre-packaged ice cream.
- All food and equipment shall be protected from possible contamination. This includes overhead protection, such as an umbrella as well as adequate shielding to protect the food.
- Handwashing sink (with non-hand operated handles) shall be provided if handling of any unpackaged food will occur.
- Fresh water supply shall be provided (minimum 5 gallons provided).
- Wastewater tank shall be sized 15% larger than freshwater tank.
- Hot water for handwashing shall be at least 100° F.

What is needed in my mobile food unit (non-pushcart)?

- Hand washing sink (with non-hand operated handles) Waukesha County may provide a handout of acceptable handles upon request.
- Hot water of at least 100 °F shall be provided.
- If washing or rinsing of produce or thawing of meat occurs inside the mobile unit, a separate food prep sink shall be provided if food items are placed into the sink.
- Floors, walls, and ceilings shall be constructed of smooth, durable, easily cleanable, nonabsorbent material.
- All outer openings shall be kept closed or protected by use of screens to prevent the entrance of pests.
- Freshwater supply storage tank shall be at least 10 gallons minimum if only beverages or re-heated or prepared food is served.
- Freshwater supply storage tank shall be at least 40 gallons minimum if food is to be prepped on the unit.
- Freshwater supply storage tanks are required to be gravity or pressurized water storage tanks with a gauge reading the water volume in gallons or liters.
- Wastewater storage tank shall be sized 15% larger than the freshwater tank. Wastewater tank shall be constructed of smooth, durable material and have a discharge connection with a tight closing valve.
- All food service equipment shall be NSF/ANSI approved.
- A 3-compartment sink or commercial dish machine is required on the mobile unit unless any of the following conditions apply:
 - Food is limited to pre-packaged food items and beverages dispensed in single servings from covered urns or other protected equipment.
 - Additional utensils are available so that cleaning frequency requirements are provided at the service base.
 - Utensils and serving equipment are limited to single-service articles only.
- All equipment shall be contained within the mobile unit. No insulated coolers or plug-in refrigerators are allowed to be set up next to the mobile unit.

Certified Food Protection Manager (CFPM):

- Mobile food units that prepare, handle, or serve unpackaged food are required to obtain a CFPM license within 90 days of license release approval and can be emailed to the inspector.

Toilet Facilities:

- Mobile food unit shall be reasonably located near a public or private toilet facility.

Process for obtaining a mobile license:

- Plan review- submit a set of drawings or plans, proposed menu, proposed equipment specification sheets, freshwater and wastewater tank capacity to Waukesha County Environmental Health of approval.
- The following shall be submitted prior to the inspector conducting the pre license inspection:
 - Plan of operation
 - Application and fee submitted
- Schedule the pre-licensing inspection once everything from the Licensing Readiness checklist is complete.

Note: Oftentimes the local municipalities have requirements not listed in this document. Obtain approval to operate by each municipality you plan to operate within.