

Mobile Food Vending Unit Application Instructions

Beginning August 1st, 2018, only the most recent version of the application will be accepted. The most recent version was revised in July of 2018.

APPLICATION

This application must be filled out in its entirety. Typed applications are preferred, however legible applications are also accepted. Applications that are not legible will be returned to the applicant.

The primary means of communication will be through e-mail. Please make sure your email address is valid and legible on the application.

One application must be filled out for each mobile unit. There is one application for both pre-operational inspections (new units) and renewal inspections.

APPLICATION REVIEW

Be sure to include all supporting documents required on the second page of the application. Applications will not be processed until they are complete. **Complete applications will be reviewed within thirty (30) calendar days.**

HACCP/RISK CONTROL REQUIREMENTS

Your menu items and/or method(s) of food preparation might require a HACCP Plan, a Parasite Destruction Letter or a Risk Control Plan to control hazards. The Department of Health will determine the requirement based on your menu review and will contact you if additional documents are required.

DEPOT REQUIREMENTS

All mobile food vending units are required to have a Support Facility (Depot) which is licensed and/or inspected by a regulatory authority. Please ensure you include the Depot Agreement (formerly known as the Depot Letter) with your application. (See Attachment 1) Food and equipment are not permitted to be stored or prepared at a private residence.

VENDING APPLICATION LETTER

Once your application has been reviewed and approved, you will be e-mailed a Vending Application Letter with instructions for your pre-operational or renewal inspection.

HEALTH CERTIFICATE

After passing the pre-operational inspection(s) or renewal inspection, your inspection report will serve as your temporary approval and is valid for 30 calendar days. Your new Health Certificate will be processed within thirty (30) days of your inspection. You will receive an email when your Health Certificate is ready for pick up. You may pick up the Health Certificate at DC Health at the address listed below. Your Mobile Vending Health Certificate will be valid for a six (6) month period.

INSPECTION LOCATIONS

New Mobile Units (Pre-Operational Inspections) will be inspected at **K Street & Wesley Place SW**, as scheduled by DCRA.

Renewing Mobile Units will be inspected at **7 DC Village Lane SW**, as scheduled by DC Health.

Please make a copy of your application for your records.

WHEN TO SUBMIT APPLICATION

You must submit an application for a pre-operational inspection **at least thirty (30) days in advance of the date you wish to begin operations.** Pre-operational inspections will be processed in the order in which they are received.

You must submit an application for a renewal inspection **at least thirty (30) days in advance of the date your Health Certificate expires.** Renewal inspections will be processed in the order in which they are received.

WHERE TO SUBMIT APPLICATION

<p>In Person: DC Health 899 North Capitol St. NE 1st Floor Processing Center Washington, D.C. 20002</p>	<p>OR</p>	<p>By Mail: DC Health-Food Safety (Vending Applications) P.O. Box 37489 Washington, D.C. 20013</p>
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Payment in the form of check or money order must be made payable to **D.C. Treasurer**
 Credit/Debit/Cash payments will only be accepted in-person at the DC Health Processing Center.

Six (6) month Mobile Vending Health Certificate.....	\$100.00
Six (6) month Mobile Vending HACCP Plan.....	\$75.00
Replacement Mobile Vending Health Certificate.....	\$15.00
Certified Food Protection Manager (CFPM) ID Card.....	\$35.00
Duplicate/Replacement Certified Food Protection Manager ID (CFPM) Card.....	\$10.00

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VENDING REGULATIONS

All vendors in the District must comply with the following regulations:

- Title 25-A of the District of Columbia Municipal Regulations including the following
 - Chapter 25: Mobile Water Tank and Mobile Food Establishment Water Tank
 - Chapter 26: Sewage, Other Liquid Waste and Rain Water, and
 - Chapter 37: Mobile Structures & Temporary Stands
- Title 24 of the District of Columbia Municipal Regulations
 - Chapter 5: Vendors & Solicitors

REPORT FRAUD, WASTE, AND ABUSE: To report fraud, waste, or abuse within the District government, contact the DC Office of the Inspector General’s hotline by phone at 1-800-521-1639 (toll free) or 202-724-TIPS (8477), by email at hotline.oig@dc.gov, or by TTY at 711. For additional information, visit the Office of the Inspector General’s website at oig.dc.gov.

Contact our office with questions by emailing vending.certificates@dc.gov or call (202) 442-9083