

## Changes in Mobile Food Vending Application and Inspection Procedures

October, 2018

### Application

A new application has been developed for all Mobile Food Vendors working in the District of Columbia. There is now only one application which will be required for both new and renewing vendors. The application can be found here: [Current Vending Application](#).

**On January 1st, 2019, only the new application will be accepted by DC Health.**

### **Before to submitting your application:**

- (1) If you intend to use a **Trade Name**, visit the D.C. Department of Consumer and Regulatory Affairs (DCRA) and register your business with the Corporate Registration Division. DCRA is located at 1100 4<sup>th</sup> St. SW, Washington, D.C. 20024. Their phone number is (202) 442-4432.
- (2) If you have not already, visit the D.C. Office of Tax and Revenue (OTR) to obtain your **Clean Hands Certificate**. The OTR is located at 1101 4<sup>th</sup> St. SW, Washington D.C. 20024. Their phone number is (202) 727-4829.
- (3) If you are using **propane** on your mobile unit, contact the Fire Protection Division (FEMS) to inquire about the requirements. FEMS is located at 1100 4<sup>th</sup> St SW, Washington, D.C. 20024. Their phone number is (202) 727-1614.

### Certified Food Protection Manager

All vendors are required to have the DC-Issued Certified Food Protection Manager certificate (CFPM). You obtain this by taking and passing a nationally-recognized food safety **manager's** course and bringing the certificate, CFPM Application with \$35 fee to DC Health. You will need the DC-Issued CFPM to obtain your Vendor Employee Badges from DCRA.

### MvHACCP Plan and Risk Control Plan Requirements

Mobile vending units which prepare food requiring further processing from its original state (cutting, chopping, cooking etc.) may be required to submit a HACCP plan, Risk Control Plan, or a Parasite Destruction Letter.

Upon submission of your application, the Department of Health shall decide the appropriate documentation and an inspector will be assigned to your mobile unit to guide you in the process of submitting what is required. Please note that an additional review fee of \$75.00 is assessed for MvHACCP Plan review.

**Submit your menu to [HACCP.Plans@dc.gov](mailto:HACCP.Plans@dc.gov) in advance of submitting your application to find out if a HACCP Plan is needed for your operation**

## Submitting Your Application

**Your application must be submitted at least thirty (30) days before the date you wish to start operating, or the date your current Health Certificate expires.**

The DC Health Food Safety and Hygiene Inspection Services Division will review an application within thirty (30) days of the receipt of a **complete** application. **Applications submitted without all the required attachments will delay your application process.** Please ensure you type or write legibly on the application so we may expedite the process.

### **DC HEALTH DOES NOT ACCEPT INCOMPLETE APPLICATIONS**

The Processing Center is open from **8:15 a.m. to 4:45 p.m.** The application fee is \$100. If your Mobile Vending Unit is required to have a Mobile Vending Hazard Analysis and Critical Control Points Plan (MvHACCP Plan), the HACCP Plan Review fee is an additional \$75.

Credit/debit, cash, check, and money order are accepted at the processing center. Only check or money orders are accepted via the mail. **DO NOT SEND CASH BY MAIL.**

The application may be submitted via mail to:

**DC Health- FSHISD (Vending Applications)  
P.O. Box 37489 Washington, D.C. 20013**

or you may hand-deliver your application, and appropriate fee directly to the processing center located at:

**899 North Capitol St NE, First Floor  
Washington, D.C., 20002**

## Scheduling an Inspection – New Vendors

For new vendors, once your application has been reviewed and approved, you will be sent a **Vending Application Letter** via email. The email will be sent to the email address that was listed on your application. The Vending Application Letter will list the next steps you need to take to schedule your pre-operational inspection or your renewal inspection.

New pre-operational inspections will be scheduled on Wednesdays by DCRA. Your Vending Application Letter will indicate the individual that must be contacted within DCRA to schedule your appointment.

Your pre-operational inspection will consist of three separate inspections: **(1) DCRA, (2) FEMS, and (3) DC Health.** You must pass all three inspections to receive your Health Certificate from DC Health. If you do not pass your DC Health pre-operational inspection, you will need to contact us at [Vending.Certificates@dc.gov](mailto:Vending.Certificates@dc.gov) to schedule another appointment.

**New Vendors** are inspected at **K Street and Wesley Place, SW**, as scheduled by DCRA.

## Scheduling an Inspection – Existing Vendors (Renewals)

Once your renewal application has been reviewed and approved, you will be contacted by DC Health's Licensing Specialist to schedule a renewal inspection. These inspections take place from 10:00am-3:00pm Mondays, Tuesdays, Thursdays, and Fridays, with the exception of holidays. **We will email you with several options for your inspection date-please respond so that we may schedule your inspection.** Time slots are assigned on a first-come, first-serve basis.

If you do not pass your DC Health renewal inspection, you will need to contact us at [Vending.Certificates@dc.gov](mailto:Vending.Certificates@dc.gov) to schedule another appointment.

**Renewing Vendors** are inspected at **7 DC Village Lane SW**, as scheduled by DC Health.

### **Please note:**

If you received a passing routine inspection within 2 months of your expiring Health Certificate, you may use that inspection to apply for your new Health Certificate without scheduling an inspection.

Once you have received and passed your inspection, you will receive a copy of your inspection report.

You may temporarily operate in the District of Columbia using this inspection report for thirty (30) days.

New vendors will need to take their Inspection Report to DCRA to obtain the business license (and Vending Space Permit, if applicable). **Once your business license has been obtained, please email a copy to DC Health at [Vending.Certificates@dc.gov](mailto:Vending.Certificates@dc.gov).** We will then generate your Health Certificate.

You will receive an email when your Health Certificate is ready for pick up. At that time, you can either proceed to 899 North Capitol St. NE to retrieve your certificate, or contact [Vending.Certificates@dc.gov](mailto:Vending.Certificates@dc.gov) to request that the certificate be mailed to the mailing address listed on your application.

### **Health Certificates will no longer be sent by email.**

Your Health Certificate is valid for a 6 month period. In order to renew your Health Certificate, you will need to be re-inspected by DC Health.

**For more information, please contact [Vending.Certificates@dc.gov](mailto:Vending.Certificates@dc.gov)**