



Plan Check Information for Mobile Food Facilities

All Mobile Food Facilities (MFFs) operating in San Francisco must go through the Plan Check process of the San Francisco Department of Public Health Environmental Health Branch (SFPDH-EHB) before approval of any permit application may be granted. It is not recommended to purchase a vehicle until a MFF plan is checked, reviewed and approved.

Applicants must pay the applicable, non-refundable, plan check fee with check or money order issued to SFPDH. The plan check application and fees must be submitted to SFPDH-EHB. Please check the current [Fee Schedule](#) for Plan Check Fees. Please note that the fee is based on the classification of the MFF:

- MFF1: Unenclosed MFF selling prepackaged, non-potentially hazardous foods (non-PHF).
Examples: carts selling prepackaged pastries, chips, candies, canned sodas, donuts.
- MFF2: MFFs selling prepackaged potentially hazardous foods (PHFs).
Examples: Carts selling prepackaged sandwiches, pasta, cold noodles, etc.
- MFF3: Unenclosed MFFs selling non-prepackaged, non-PHF.
Examples: carts selling non- prepackaged churros, salted bagels, cotton candy, shaving of ice, etc.
- MFF4: Unenclosed MFFs selling non-prepackaged PHFs with limited food preparation.
Examples: hot dog/tamales carts, coffee, etc.
- MFF5: enclosed MFFs selling non-prepackaged PHFs with full food prepping/cooking.
Examples: taco trucks, burrito, falafel, crepes, curry trucks.

Please refer to the MFF website <https://www.sfdph.org/dph/eh/food/mobile.asp> for a detailed description of each classification and corresponding construction requirements.

The Plan Check process, and associated fees, is necessary in each of the following circumstances:

- To process and review the submitted MFF plans and specifications and ensure the MFFs comply with California Retail Food Code requirements for:
 - a) Brand new MFFs,
 - b) MFFs which will/have undergone remodeling, and/or
 - c) MFFs which have not previously operated in San Francisco but wish to do so.
- To process the Plan Check, consult with the builder or applicant (phone or in person), and conduct vehicle inspections (initial and final inspection).
- To conduct administrative work such as to record and enter data, research, review, and file documents and to forward paperwork to appropriate agencies.

Plans and the Plan Check fee must be submitted together to SFPDH-EHB to be considered for review. The items must be submitted to 49 South Van Ness and contain each of the following:

- A menu that shows the food that will be prepared/cooked/served to the public and where, when and how each item is prepared and cooked.

- Two (2) sets of MFF schematic diagrams which specifies the equipment, surfaces, and materials, paying attention to classification requirements which may include one or more of the following:
 - a) Hand wash sink (must be 9"x9"x5")
 - b) 3 compartment sink with 2 integral drainboards (must be 12"x12"x10")
 - c) Mechanical refrigeration unit powered by electric power or generator,
 - d) Water heater,
 - e) Potable water tank,
 - f) Liquid waste tank,
 - g) Mechanical exhaust ventilation system,
 - h) Food storage compartments
 - i) Food contact surfaces that are easily cleanable and washable (preferably stainless steel),
 - j) A maximum of 2 pass thru service openings limited to 216 sq. inches each,
 - k) Insignia issued by California Housing and Community Development (HCD),
 - l) Business identification printed on both sides of MFF (Refer to Construction Requirements for more details)

Upon receipt of MFF plan, the SFDPH-EHB has a maximum of 14 business days to check, review and comment on the plan. An approved plan remains valid for 8 months unless construction has begun.

Upon approval of MFF plans, a final construction inspection of the unit must be conducted. Once approved, no modifications, changes, addition/removal of equipment or menu change may take place without notification and approval by the San Francisco Department of Public Health, Environmental Health Branch, Mobile Food Inspection Program.