



New Mobile Food Establishments

Rev. 3/5/25

Basic requirements for mobile food trucks are found in Chapters 9, 5-3 and 5-4 of the Wisconsin Food Code and the mobile plan review fact sheet. When your mobile unit is set up at a location to serve customers, all activities must occur on or inside the mobile unit. No cooking, food preparation, storage or cashier operations may occur on another trailer/vehicle or anywhere outside the mobile unit when at the serving site.

Plan Review:

All new food businesses must complete a Plan Review Checklist. If you have both a mobile unit and a service base, complete a checklist for both (two checklists). If you are building a new mobile unit, service base or remodeling an existing one, this checklist along with construction/remodeling plans must be submitted to the department for approval **PRIOR TO** beginning construction or remodel. If you are considering purchasing a mobile unit that is already set up, we strongly recommend that you submit a drawing, photographs and equipment list for the unit you may purchase along with the checklist for our approval before you purchase it.

You must also obtain any other approvals that may be required, for example building inspection, wastewater permit, conditional use permit or other zoning approvals.

Operational Requirements from the Wisconsin Food Code

Service Base

All mobile units are required to have a service base. Both the mobile unit and the service base will have their own license. The service base is typically used to store extra supplies, food and equipment or to wash dishes or prep food. A service base can be located on your personal property, but the area must be segregated/separate from your living space.

If ALL food preparation, warewashing and storage can be done on the mobile unit, a variance may be obtained to NOT have a service base. When you apply for a variance, you need to show that your operation is self-contained on the mobile unit and you will use your home location for only disposing of wastewater, obtaining potable water and parking/cleaning the mobile unit between-use. If you apply for a variance to NOT have a service base, keep in mind that any supplies or food delivered to you or picked up by you must go directly into your mobile unit and all supplies, food, equipment and even cleaning supplies and cleaning equipment must be stored on/inside the mobile unit.

A license will not be issued for the mobile unit until a service base license or variance is obtained. If you are interested in applying for a variance, please complete DATCP's Variance Application and send it to your health inspector, who will review it and forward it to DATCP on your behalf.

Equipment

Marquette Office:
428 Underwood Avenue
Montello, WI 53949
608-297-3135

Green Lake Office:
571 County Road A
Green Lake, WI 54941
920-294-4070

All food service equipment must be ANSI/NSF approved (commercial grade), or have the approval of Dept. of Agriculture Trade, and Consumer Protection (DATCP). Home- style equipment such as stoves and refrigerators are not code compliant and will not be approved for commercial kitchens.

Dishwashing Facilities

Where **manual** dishwashing and sanitizing are planned, a 3 or 4 compartment sink for washing, rinsing and sanitizing utensils and equipment is required. Sanitizer test strips must be onsite for chemical dishwashing.

When **mechanical cleaning** and sanitizing are used, a spray type or immersion dish machine is acceptable. In addition to the dish machine, a sink located adjacent to the machine may be required for scraping and prewashing. Dish machines that sanitize using a high-temperature water rinse must have an irreversible temperature measuring device available.

Handwashing Sinks

Handwashing sinks for employees must be provided in all food preparation, food dispensing, and utensil/equipment dishwash areas. The pre-wash compartment of a 4 compartment sink may not be used for handwashing. All employee handwash sinks shall be non-hand operated and equipped with hot and cold water, soap and single service towels. Handwashing facilities must have handwashing signs posted as well. These requirements also apply to restrooms used by employees.

Food Preparation Sink

A food preparation sink is required if foods are placed into a sink compartment below the flood level rim for the purposes of cleaning or thawing. Facilities needing a sink for ice bath cooling method will require a food preparation sink. Food preparation sinks must be separate sinks with an air gap included to plumbing and used only for food preparation.

Service Sink (Mop Sink) – (base kitchen)

A service sink or curbed cleaning facility with a floor drain shall be provided and used for cleaning mops and disposing of wastewater. Appropriate backflow prevention device is required if a hose will or is able to be attached to faucet.

Floors, Walls and Ceilings: Food Preparation, Food Storage, Dishwashing and Restroom Areas

The floors, walls and ceilings in these areas shall be constructed of a smooth, durable, nonabsorbent, and easily cleanable material. Acceptable flooring in these areas are commercial type vinyl tile, quarry tile or sealed cement. Carpeted or wooden floors are not acceptable. At the junction of the floors and walls, an impervious coved base is required (minimum 4 inches high).

Ventilation Hood/Grease Filters & Grease Interceptor/Trap

An approved ventilation hood system with grease filters and a fire suppression (ANSUL) system are required over all grease producing equipment. When grease-producing foods are prepared, a grease interceptor must be provided.



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Restrooms

If the employees will use the public restroom, at least one handwash sink must be equipped with a non-hand operated faucet.

Certified Food Protection Manager/Demonstration of Knowledge of Person in Charge (PIC)

At least one manager or employee with supervisory responsibility of a food establishment serving unpackaged foods shall be certified as a food protection manager within 90 days of opening. The PIC is required to demonstrate to the regulatory authority, upon request, knowledge of foodborne disease prevention as it relates to their specific food processes and general food code requirements.

Date marking

Ready to eat foods that must be stored hot or cold for safety and are kept for more than 24 hours once they are opened or prepared must be labeled with a use-by date or preparation date. These products must be discarded after 7 days when they are held at 41°F or less.

Consumer Advisory

Disclosure and reminder statements are required on the menu. The disclosure statement notifies customers which foods may be served raw or undercooked. The reminder statement informs customers that eating foods raw or undercooked may cause foodborne illness. *"Eating animal foods raw or undercooked may increase the risk of a foodborne illness, especially for those with a susceptible immune system".*

Employee Health Policy

The food code requires employees to notify the person in charge of establishment of specific symptoms and illnesses, and that the person in charge will assure that employee's exclusion or restriction from work duties to prevent transmission of foodborne illnesses. A policy is required to be in place for Employee Health as well as written instructions on cleanup of vomit and diarrheal clean-up. These can be found on our websites.

Specialized Processes

HACCP and/or Variance plan required for the following processes:

- Reduced oxygen packaging
- Cook-chill
- Sous-vide
- Acidification
- Curing
- Smoking for preservation
- Sprouting seeds or beans
- Operating molluscan shellfish life-support system tank for shellfish intended for consumption.