



**Joseph P. Ganim**  
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## ***Standard Operating Procedure for Itinerant Vendor (Food Truck)***

**Objective:** To make sure that foods are prepared in a healthy environment with the right equipment and proper food storage.

**Procedure:**

1. The inspector checks to see that all the paperwork and permit are correct.
2. The inspector inspects the truck to be sure that the floor plan is the same as it is drawn.
  - A. The Fire Marshal must have inspected the food truck with the paperwork.
  - B. The truck must have the name of the business & phone # on both sides.
  - C. The floor plan must show the location of all equipment.
  - D. The truck must be equipped with running water, hand washing sink & 3 bay sink.
  - E. All food and beverages must be from approved source.
  - F. There must be a trash bin inside and outside the vehicle.
  - G. The food vendor must bring the copy of the menu or list of foods
  - H. The food vendor must bring a copy of Food Manager Certificate (Serve Safe Food Safety Manager)
3. The Vendor License will be issued if all the documents are complete with the license fee of \$300.00

Code Enforcement Reference: PHC 19-13-B42; PHC 19-13-B48

Revised: 04/29/2019