

Fire Prevention Chief David Allison
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Fire Prevention Main Office
734-941-8585
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APPLICATION FOR MOBILE FOOD TRUCK & TRAILER PERMIT

Date: _____ Event Location & Date: _____

Business Name: _____ Address: _____

Vendor/Applicant: _____ License No. _____

Address: _____

FDID# _____ MESC Employer Number _____ Worker's Comp. Carrier: _____

Phone: _____ Cell: _____ Email: _____

INSPECTIONS/TESTING

Mobile food truck & trailer vendors shall make requests through Fire Administration a minimum of 72-hours in advance by calling (734) 941-8585.

- Please review the Mobile Food Vendor (MFV) Food Truck/Concession Trailer Inspection Checklist
- Final Permits are reciprocal in the following areas:
 - Dearborn, Melvindale, Garden City, Romulus, Canton Twp., Taylor, Van Buren Twp., Northville Twp., Novi, Westland, Farmington Hills, Plymouth Twp., Livonia, and Wayne

FEES*

Payment is preferred by check, made payable to "City of Romulus". Credit Cards are also accepted. Online payments may be made on our website: www.romulusgov.com.

*Fees may be waived for City of Romulus sponsored events.

PERMIT EXPIRATION

A final permit will remain valid for six months if all items on the inspection checklist are in compliance.

THIS IS NOT A PERMIT

| | | |
|--|----------|--|
| Food Truck / Mobile Food Trailer Permit - Base Fee | \$100.00 | |
| Administrative Fee | \$50.00 | |

Total Fee \$ _____

I, hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of the State of Michigan/City of Romulus. All information submitted on this application is accurate to the best of my knowledge.

Signature of Applicant: _____ Date: _____

Western Wayne Consortium Mobile Food Preparation Process



- The mobile food preparation operator will contact each individual municipality for the license/permit requirements to operate within the municipality.
- Every participating municipality will require a mobile food preparation vehicle inspection in compliance with the Western Wayne Consortium Agreement
- The mobile food preparation vehicle operator will contact any one of the participating Agreement municipalities to schedule an inspection to ensure compliance with IFC 2018 and applicable codes.
- Each participating municipality may charge for inspection as outlined in their city ordinances.
- Upon approval of the mobile food preparation vehicle, the owner will be provide a Western Wayne approval sticker
- Once the vehicle is approved by a participating municipality, the municipality will forward the Mobile Food Preparation inspection form (signed and dated) to the email on file for all participating municipalities.
- The inspecting municipality shall provide the owner of the mobile food preparation vehicle an overview of applicable fire code requirements for their reference. The owner will sign for the receipt of this information as well as their agreement to comply with the code requirements. This signed form will be attached to the email with the completed inspection form sent to all participating municipalities.
- Each department will keep track in their own system of the approved vehicles for their department.
- The approval will be good for the calendar year, expiring Dec. 31 of each year.



2022 MOBILE FOOD VENDOR

INSPECTION FORM

VALID UNTIL DEC 31, 2022

OVERVIEW

THIS PUBLICATION OUTLINES THE SAFETY GUIDELINES AND PERMIT APPLICATION REQUIREMENTS AS WELL AS INSPECTION SCHEDULING INFORMATION RELATED TO MOBILE FOOD PREPARATION VEHICLES CONDUCTING BUSINESS WITHIN THE WESTERN WAYNE (MI) CONSORTIUM.

MOBILE FOOD PREPARATION VEHICLES ARE DEFINED AS VEHICLES AND ENCLOSED TRAILERS ABLE TO BE OCCUPIED BY PERSONS DURING COOKING OPERATIONS THAT UTILIZES OPEN FLAMES, PRODUCES SMOKE OR GREASE LADEN VAPORS FOR THE PURPOSE OF PREPARING AND SERVING FOOD TO THE PUBLIC

PERMIT REQUIREMENTS

MOBILE FOOD VENDOR VEHICLE MUST BE LICENSED AND/OR PERMITTED AS REQUIRED BY THE CITY IN WHICH THE FOOD VENDOR WISHES TO OPERATE. THE INSPECTION WILL BE GOOD FOR **ALL** CITIES IN THE CONSORTIUM, BUT A SEPARATE LICENSE/PERMIT IS REQUIRED TO OPERATE IN EACH CITY.

INSPECTION REQUIREMENTS

THE FIRE OFFICIAL IS AUTHORIZED TO CONDUCT SUCH INSPECTIONS AS DEEMED NECESSARY TO DETERMINE COMPLIANCE WITH THE PROVISIONS OF THE CODE. VENDORS SHALL COMPLY WITH ANY APPLICABLE PERMITS AND FEES.

QUESTIONS REGARDING THE CONTENT OF THIS PUBLICATION SHOULD BE DIRECTED TO ANY ONE OF THE CITIES THAT MAKE UP THE WESTERN WAYNE CONSORTIUM AS OUTLINED ON THE CONTACT SHEET

APPLICANT NAME: _____ PHONE NUMBER: _____
BUSINESSS NAME: _____ EMAIL: _____
VEHICLE VIN: _____ WAYNE CO. HEALTH STICKER: YES/NO

| MANUAL/ PORTABLE FIRE EXTINGUISHERS | YES | NO | N/A |
|---|------------|-----------|------------|
| SHALL BE PROPERLY INSTALLED WITH MOUNTING BRACKETS | | | |
| SHALL BE VISIBLE, UNOBSTRUCTED, & ACCESSIBLE | | | |
| SHALL BE INSPECTED & TESTED W/ INSPECTION TAG AFFIXED | | | |
| ABC FIRE EXTINGUISHER MINIMUM SIZE 2:A-10:BC REQUIRED | | | |
| IF REQUIRED, CLASS K FIRE EXTINGUISHER WITHIN 30' OF COOKING MEDIUM | | | |
| SHALL BE IN USABLE CONDITION FREE OF CORROSION AND/OR DRY ROT | | | |

| ELECTRICAL | YES | NO | N/A |
|--|------------|-----------|------------|
| ALL ELECTRICAL PANEL BOXES PROPERLY SECURED TO THE VEHICLE | | | |

| | | | |
|---|--|--|--|
| ALL ELECTRICAL PANEL BOXES AND OUTLETS HAVE COVERS PLATES INSTALLED | | | |
| NO OPEN WIRING OR SPLICES | | | |
| EXTENSION CORDS NOT USED AS PERMANENT WIRING | | | |
| ALL ELECTRICAL APPLIANCES INSTALLED IN A SAFE MANNER | | | |
| CIRCUIT BREAKERS/FUSES ARE LABELED TO IDENTIFY THE AREA PROTECTED | | | |
| IF A POWER TAP IS UTILIZED A BUILT-IN CIRCUIT BREAKER IS REQUIRED & MUST BE PLUGGED DIRECTLY INTO A PERMANENTLY INSTALLED RECEPTACLE? | | | |
| EASY ACCESS TO ELECTRICAL PANEL BOXES | | | |
| MULTIPLUG ADAPTORS, INFUSED PLUG STRIP OR ANY DEVICE NOT COMPLYING WITH NFPA 70 SHALL BE PROHIBITED | | | |

| LPG/CNG GAS SYSTEMS | YES | NO | N/A |
|---|------------|-----------|------------|
| LP TANKS, CYLINDERS, AND/OR BOTTLES MUST BE SECURED TO PREVENT TIPPING OR MOVEMENT | | | |
| LP SYSTEM PIPING, VALVES, & CONNECTIONS ARE PROTECTED TO PREVENT TAMPERING, IMPACT DAMAGE, & VIBRATION FROM TRAVEL | | | |
| ALL LINES & CONNECTIONS IN GOOD CONDITION WITH NO DAMAGE, CORROSION, OR LEAKS | | | |
| ANNUAL INSPECTION & TAG OF LPG SYSTEMS REQUIRED. TAG MUST BE AFFIXED TO TANK/BOTTLE OR INSIDE THE UNIT | | | |
| ALL PIPING MUST BE TO CODE (I.E. BLACK PIPE, FLEXIBLE LINES) NO COPPER ALLOWED | | | |
| IF USING A CNG SYSTEM, INSPECTION REQUIRED EVERY THREE YEARS. TAG MUST BE AFFIXED TO TANK/BOTTLE OR INSIDE THE UNIT | | | |
| COMPRESSED GAS SHALL HAVE APPROPRIATE WARNING(S) | | | |
| GAS SYSTEMS SHALL BE INSPECTED FOR LEAKS BEFORE EACH USE AND FOLLOWING FUEL TANK REPLACEMENT. | | | |

| COOKING OPERATIONS | YES | NO | N/A |
|--|------------|-----------|------------|
| HOOD SUPPRESSION SYSTEM MAINTAINED & OPERABLE | | | |
| HOODS, DUCTS, AND FILTERS SHALL BE FREE OF GREASE & DUST | | | |
| INSPECTION/MAINTENANCE RECORDS KEPT IN VEHICLE/EASILY ACCESSIBLE | | | |
| PROPER TYPE OF HOOD SUPPRESSION NOZZLES INSTALLED AND ALIGNED WITH COOKING APPLIANCES WITH CAPS AS REQUIRED | | | |
| CURRENT SUPPRESSION SYSTEM INSPECTION BY A CERTIFIED COMPANY W/ TAG AFFIXED ON PULL STATION | | | |
| PULL STATION EASILY ACCESSIBLE | | | |
| FUSIBLE LINKS INSTALLED IN LINK LINES | | | |
| SHUNT INSTALLED TO AUTOMATICALLY SHUT DOWN LPG/CNG & ELECTRICITY UPON ACTIVATION OF SUPPRESSION SYSTEM. SHUNT SHALL HAVE MANUAL RESET BUTTON | | | |
| PROPER VENT/HOOD SYSTEM TYPE INSTALLED | | | |
| GREASE FILTERS IN PLACE | | | |
| HOODS, DUCTS, AND FILTERS SHALL BE FREE OF GREASE & DUST | | | |
| SYSTEM PROFESSIONALLY CLEANED AT PROPER INTERVALS W/ TAG AFFIXED TO SYSTEM | | | |

| OPERATING EQUIPMENT | YES | NO | N/A |
|--|------------|-----------|------------|
| GENERATOR MAINTAINED IN OPERABLE & SAFE MANNER | | | |
| GASOLINE/FLAMMABLE LIQUIDS STORED SAFELY & AWAY FROM COOKING AREA & OTHER IGNITION SOURCES | | | |
| GASOLINE/FLAMMABLE LIQUIDS STORED IN PROPER CONTAINERS & LABELED | | | |
| FLAMMABLE LIQUID CONTAINERS SECURED TO PREVENT FALLING, TIPPING, OR DAMAGE FROM TRAVEL. | | | |
| MANUFACTUER APPROVED KNOBS ON ALL APPLIANCES | | | |

| ALARM EQUIPMENT | YES | NO | N/A |
|---|------------|-----------|------------|
| DETECTOR/SIGNALING DEVICES SHALL BE ON AND OPERABLE | | | |
| DETECTORS & SIGNALING DEVICES SHALL BE FREE OF DEBRIS/DEFECTS | | | |
| IF PROPANE SYSTEM, A LPG ALARM SHALL BE INSTALLED | | | |
| IF CNG SYSTEM, A METHANE ALARM SHALL BE INSTALLED | | | |

| STORAGE | YES | NO | N/A |
|---|------------|-----------|------------|
| ITEMS STORED NEAT & ORDERLY | | | |
| ITEMS STORED TO PREVENT FALLING/SHIFTING DURING TRANSPORT | | | |
| ITEMS KEPT CLEAR OF EXIT/CLEAR PATH TO EXIT MAINTAINED | | | |
| ITEMS STORED AWAY FROM HEAT SOURCES | | | |
| COMPRESSED CYLINDERS SHALL BE PROPERLY STORED AND SECURED | | | |
| COMPRESSED GAS SHALL HAVE APPROPRIATE WARNING(S) | | | |

COMMENTS:

APPROVED OR NOT APPROVED (CIRCLE ONE)

SIGNATURE, PRINTED NAME, DEPARTMENT, DATE

NOTE: THE CHECKLIST IS NOT ALL-INCLUSIVE, AND SERVES TO PROVIDE GENERAL GUIDANCE FOR ASSISTANCE IN MAINTAINING YOUR BUSINESS WITHIN CITY AND STATE FIRE PREVENTION CODE STANDARDS. PLEASE REFER TO THE 2018 INTERNATIONAL FIRE CODEE FOR ANY FURTHER GUIDANCE. ALL MOBILE FOOD PREPARATION VEHICLES AND/OR OPERATORS MAY BE SUBJECT TO LOCALITY FEES, INSPECTIONS AND /OR PERMITS. **RECEENT INSPECTION REPORTS SHALL BE MAINTAINED BY THE VENDOR AND AVAILABLE UPON REQUEST.** PLEASE FEEL FREE TO CONTACT ANY WESTERN WAYNE CONSORTIUM MEMBER FOR ASSISTANCE