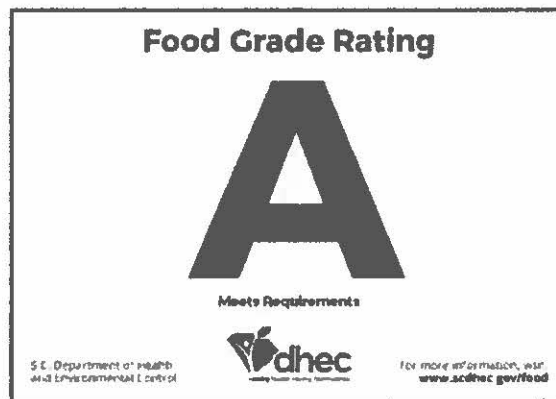




S.C. Department of Health and  
Environmental Control

# Retail Food Establishment Application Packet



March 2021

**TOWN OF MCCORMICK  
APPLICATION FOR A MOBILE FOOD UNIT VENDING  
PERMIT ON PRIVATE PROPERTY**

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Date: \_\_\_\_\_

Vendor:      Name \_\_\_\_\_  
                  Address \_\_\_\_\_  
                  Phone \_\_\_\_\_

Affiliated Commercial Kitchen or Restaurant:

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Name of Owner(s): \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Intended location of Mobile Food Truck \_\_\_\_\_

Property owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_

Days & Time of Operation:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

**PLEASE ATTACH A COPY OF WRITTEN PERMISSION FROM PROPERTY/SITE OWNER, and PERMISSION FROM NEARBY RESTAURANT FOR USE OF RESTROOMS. CAN NOT BE PERMANENT, MUST BE MOVED DAILY.**

**Application Submittal Checklist**

The following checklist is provided as a summary of the minimum information that must be included with this application before a review will be initiated. It is the operator's responsibility to have a thorough working knowledge of the applicable ordinances, codes and standards. Failure to provide the needed information will delay the review process.

- 1) DHEC inspection documentation
- 2) Hood cleaning report
- 3) Hood suppression semiannual inspection/maintenance report.
- 4) Proof of fire extinguisher service for vehicles that include power, fuel, reheating food or cooking. (Attach proof of service/purchase with the last 12 months by attaching a photo of the tag, report from vendor, or receipt).
- 5) Photos of all exterior sides of the cart, trailer, vehicle, etc.
- 6) Completed copy of the Mobile Food Vendors Fire Safety Self-Survey.

Signature of Applicant \_\_\_\_\_

Print Name \_\_\_\_\_

# Retail Food Establishment Application Packet



For additional resources to include a sample application, a Quick Guide for Planning a Retail Food Establishment, and a Retail Food Establishment Planning Resource, please visit our website: <https://scdhec.gov/food-safety/retail-food-industry/laws-applications/food-safety-how-apply-food-permit>.

This packet contains the following resources:

Retail Food Establishment Application Form

Fact Sheet: New Small Business Checklist

Fact Sheet: Certified Food Protection Manager

Fact Sheet: Food Handler Certificate

# Retail Food Establishments: Food Handler Certificate

Regulation 61-25: Retail Food Establishments



[www.scdhec.gov/food](http://www.scdhec.gov/food)

## Five Key Risk Factors

repeatedly identified in foodborne illness outbreaks:

1. Improper Holding Temps
2. Inadequate Cooking
3. Contaminated Equipment
4. Food from Unsafe Sources
5. Poor Personal Hygiene

*All 5 of these risk factors can be reduced by the person in charge.*

## Regulation 61-25

Citations 2-102.12(B)

At all times during operation, the person in charge shall have a food handler certificate or be a certified food protection manager.

ASTM International's ANSI Certificate Accredited Program Food Handlers courses meet the requirements of 2-102.12.

## Public Health Reasons

The Person In Charge has an important role in monitoring employee activities and ensuring that everyone follows established policies to reduce the risk of foodborne illness.



Every facility must have a person in charge (PIC) that is responsible for food safety during all hours of operation. The PIC must either have a Food Handler Certificate or be a Certified Food Protection Manager (CFPM). Listed on this fact sheet are programs that offer the Food Handler certificate.

**123 Premier Food Safety**  
[123premierfoodsafety.com](http://123premierfoodsafety.com)

**24x7 Certification**  
[24x7certification.com](http://24x7certification.com)

**360training.com**  
[360training.com/food-beverage-programs](http://360training.com/food-beverage-programs)

**A Plus Food Training, LLC**  
[aplusfoodtraining.com](http://aplusfoodtraining.com)

**AboveTraining/  
StateFoodSafety.com**  
[statefoodsafety.com](http://statefoodsafety.com)

**ACE Handler**  
[acefoodhandler.com](http://acefoodhandler.com)

**Clemson Extension Service  
(ServSafe)**  
[clemson.edu/extension/food](http://clemson.edu/extension/food)

**Cogneti, LLC**  
[cogneti.com](http://cogneti.com)

**Diversys Learning, Inc.**  
[diversys-foodsafety.com](http://diversys-foodsafety.com)

**eFoodhandlers, Inc.**  
[efoodhandlers.com](http://efoodhandlers.com)

**EFOODTRAINER, Inc.**  
[efoodtrainer.com](http://efoodtrainer.com)

**Food Handler Solutions, LLC**  
[foodhandlersolutions.com](http://foodhandlersolutions.com)

**Food Marketing Institute**  
[fmi.org](http://fmi.org)

**Food Safety Educators**  
[foodsafetyeducators.com](http://foodsafetyeducators.com)

**Health Technologies, Inc.**  
[diningrd.com/pages/food-handler-program](http://diningrd.com/pages/food-handler-program)

**Institute of Food Safety,  
Health, & Hygiene, Inc.**  
[institute4foodsafety.com](http://institute4foodsafety.com)

**MenuTrinfo, LLC**  
[allertrain.com](http://allertrain.com)

**MyCertify**  
[mycertify.com](http://mycertify.com)

**National Environmental Health  
Association (ServSafe)**  
[neha.org](http://neha.org)

**National Registry of Food  
Safety Professionals**  
[nrfsp.com/exam-center/food-handler](http://nrfsp.com/exam-center/food-handler)

**National Restaurant  
Association (ServSafe)**  
[servsafe.com](http://servsafe.com)

**Prometric, Inc.**  
[prometric.com/en-us/clients/foodsafety](http://prometric.com/en-us/clients/foodsafety)

**Responsible Training/SafeWay  
Certifications, LLC**  
[responsibletraining.com](http://responsibletraining.com)

**Reserving**  
[rserving.com](http://rserving.com)

**South Carolina Restaurant &  
Lodging Association (ServSafe)**  
[servsafecertified.com](http://servsafecertified.com)

**TAP Series**  
[tapseries.com](http://tapseries.com)

# Retail Food Establishments: Mobile Food Establishment



[www.scdhec.gov/food](http://www.scdhec.gov/food)

## Five Key Risk Factors

repeatedly identified in foodborne illness outbreaks:

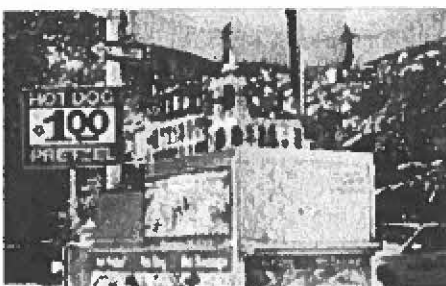
1. Improper Holding Temps
2. Inadequate Cooking
3. Contaminated Equipment
4. Food from Unsafe Sources
5. Poor Personal Hygiene

All 5 of these risk factors can be reduced by following this guidance.

## Chapter 9-1

A mobile food establishment consists of a commissary and mobile food unit(s). Both the commissary and all mobile units must be permitted separately.

Chapter 9-1 addresses all requirements for mobile food.



All units, pushcarts, and commissaries must complete DHEC Form 1769: Application & Permit Document AND submit applicable Retail Food Establishment Fees.

## Mobile Food Units & Pushcarts

» **Identification:** The business name and business address must be legibly printed on mobile food units and pushcarts in a contrasting color from the color of the unit; see 9-1 (L)(12) for more information.

» **Handwashing Sinks:** Mobile food units and pushcarts must have a handwashing sink.

» **Items/Articles:** Only single-service utensils, bowls, plates, and other containers are to be provided to the customer.

» **Service:** Customer self-service of unpackaged Time/Temperature Control for Safety (TCS) food is prohibited.

» **Water Source:** All mobile food units and pushcarts must use an approved drinking water source.

» **Water Capacity:** Each cart system must have a capacity of 5 gallons or greater.

» **Wastewater Storage:** Wastewater must be stored in a tank that is 15% larger than the unit's/cart's drinking water storage capacity. Removable tanks may not be larger than 10 gallons. When a permanent tank is used, there is no capacity limit.

» **Wastewater Disposal:** Wastewater must be flushed and drained only at the commissary.

» **Storage:** Mobile food units must be stored at the commissary or at a location approved by DHEC when not in operation.

» **Inspections:** Mobile food units and pushcarts must be available for inspection at any reasonable time and location when requested by DHEC.

## Mobile Food Units

» **Definition:** Fully enclosed mobile kitchens that may prepare, cook, or serve TCS food as an extension of the commissary.

» **Food:** Preparation of bulk food, including washing, slicing, peeling, and cutting must occur at the commissary.

» **Doors:** Must remain closed at all times.

» **Service Window:** Service opening(s) may be no more than 576 square inches, must be covered with a solid material, and must be screened, self-closing or covered by an air curtain.

» **Ventilation:** Mechanical exhaust equipment must be provided over all cooking equipment to effectively remove cooking grease, heat, vapors, etc.

## Mobile Food Pushcarts

» **Definition:** Limited food service units that operate as a direct extension of a commissary.

» **Food:** All food preparation, including washing, slicing, peeling, cutting, and cooking must occur at the commissary.

» **Construction:** Preparation and display areas must be completely enclosed, unless located indoors or approved by DHEC to serve boiled/steamed, fully cooked hot dogs with fully cooked chili or ice cream.

## Commissary

» **Definition:** A permitted retail food establishment authorized by DHEC to provide support of operations, storage, and a servicing area for mobile food units or mobile food pushcarts.

# New Small Business Checklist

## Regulation 61-25: Retail Food Establishments



[www.scdhec.gov/food](http://www.scdhec.gov/food)

Interested in opening a restaurant? Below are some of the key points to consider.  
See the Regulation and other DHEC resources for complete requirements.

### Pre-Purchase Considerations:

A previously posted “A” grade on a closed facility does not constitute guaranteed approval when this facility is re-opened.

### Non-DHEC Approvals

Depending on your location, you may need to get approval from building code inspectors, zoning officials, code enforcement, the fire marshal, and/or a business licensing agency. Additionally, facilities wishing to serve alcohol will need to contact the S.C. Department of Revenue for an alcohol license.

### “Food Trucks” 9-1

Mobile food establishments (food trucks, trailers and carts) must be permitted and have a separately permitted base facility that the mobile unit is returned to daily.

### Major Considerations to Permitting:

#### Water Supply 5-101.11

Water must come from an approved new or existing public water source.

#### Sewage System 5-202.11, 5-403.11

Sewage must be disposed of through an approved public sewage system or an approved individual onsite wastewater system (septic tank). Most facilities will also need a grease trap or interceptor as determined by your onsite wastewater permit or the sewage utility provider.

#### Facility Surfaces 6-101.11, 6-201.11

Floors, walls, and ceilings must be smooth, durable, and easily cleanable in food preparation and/or storage areas.

#### Hot Water Supply 4-501.19, 4-501.110-112, 5-103.11

Water heater(s) must be of sufficient capacity to provide water at the temperature required by your method of dishwashing.

#### Equipment 4-205.10

All food service equipment must be NSF/ANSI-certified except the items listed as exempt in 4-205.10, and mop sinks, hand sinks, counter tops, tables, sneeze guards, and mobile push carts; these items must still meet the requirements of 4-1 and 4-2.

#### Sufficient Hot and Cold Holding 3-501.16, 4-301.11

Adequate cooler/freezer space and hot holding units are required to maintain all food items at the required temperatures.

### Moderate Considerations to Permitting:

#### Handwashing Sink 5-202.12, 5-203.11, 5-204.11

Handwashing sinks are required to be located for convenient use during food preparation, food dispensing, ware-washing, and inside or adjacent to bathrooms.

#### Warewashing Sink 4-301.12

At least one three-compartment sink is required; these sinks are used for washing, rinsing, and sanitizing, and must be deep enough to accommodate immersion of the largest equipment and utensils. Alternatives are available in 4-301.12 (C) and (D) with approval from DHEC.

#### Service Sink 5-203.13

At least one service sink, mop sink, or curbed cleaning facility with a floor drain is required; these sinks must be located conveniently for disposal of mop water.

### Other Considerations:

#### Approved Food Sources 3-201.11

Only food obtained from approved sources will be acceptable for sale to the public; some of the prohibited items include: food prepared in a private home or un-permitted facility, recreationally caught molluscan shellfish, and un-inspected wild picked mushrooms.

#### Lighting 6-303.11

Required lighting intensities vary from 50 foot candles for food preparation areas, 20 foot candles for areas such as reach-in coolers and self-serve areas, and 10 foot candles in storage areas.

# Retail Food Establishments: Certified Food Protection Manager

Regulation 61-25: Retail Food Establishments



[www.scdhec.gov/food](http://www.scdhec.gov/food)

## Five Key Risk Factors

repeatedly identified in  
foodborne illness outbreaks:

1. Improper Holding Temps
2. Inadequate Cooking
3. Contaminated Equipment >>>
4. Food from Unsafe Sources
5. Poor Personal Hygiene

All 5 of these risk factors can be reduced by having a certified food protection manager.

## Regulation 61-25

Citations 2-102.12 & 2-102.20

At least one employee with the authority to direct and control food preparation and service shall be a food protection manager who has been certified by an accredited program. Only Conference of Food Protection ANSI certified Food Protection Manager Courses meet the requirements of 2-102.20.

## Public Health Reasons

Food protection managers have an important role in formulating policies, verifying food employees carry out these policies, and communicating with employees about the recommended practices to reduce the risk of foodborne illness.

Below are organizations with Certified Food Protection Manager (CFPM) programs accredited by the American National Standards Institute (ANSI)



**National Restaurant Association**  
**ServSafe® Food Protection Manager Certification Program**  
800-765-2122  
[www.servsafe.com](http://www.servsafe.com)



**National Registry of Food Safety Professionals**  
**Food Safety Manager Certification Program\***  
800-446-0257  
[www.nrfsp.com](http://www.nrfsp.com)



**South Carolina Restaurant & Lodging Association**  
[www.servsafecertified.com](http://www.servsafecertified.com)



**Food Protection Manager Certification Program\***  
800-624-2736  
[www.prometric.com/en-us/clients/foodsafety](http://www.prometric.com/en-us/clients/foodsafety)



**Clemson Cooperative Extension**  
<http://calendar.clemson.edu/search/events?search=servsafe>



**Food Protection Manager Training**  
801-494-1416  
[www.StateFoodSafety.com](http://www.StateFoodSafety.com)



**Learn2Serv® Food Protection Manage Certification Program\***  
888-360-8764  
<https://www.360training.com/learn2serve>



**Food Protection Manager Certification Program\***  
801-494-1416  
<https://alwaysfoodsafesafe.com/>

\*These trainings may be offered in multiple languages.

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