



City of West Haven Health Department  
355 Main Street  
West Haven, CT 06516

**APPLICATION FOR AN ITINERANT VENDING PERMIT**

Name of Business: \_\_\_\_\_

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

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address for Legal Notices: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number for Emergency Contact: \_\_\_\_\_

Location where food is prepared:  In truck  Base Kitchen

Primary vending location: \_\_\_\_\_

Water source: \_\_\_\_\_

Size of Fresh water holding tanks: \_\_\_\_\_ Size of waste water holding tanks: \_\_\_\_\_

Construction materials: \_\_\_\_\_ Where waste water is disposed: \_\_\_\_\_

Make of vending vehicle: \_\_\_\_\_ Registration number of vehicle: \_\_\_\_\_

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

License approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Class II, III, IV only: Name of Certified Food Protection Manager (CFPM): \_\_\_\_\_

Phone Number of CFPM: \_\_\_\_\_

<b>Required Approval Signatures</b>
_____
Fire Marshal Signature
_____
Zoning Department Signature
_____
Police Department Signature

<b>Office Use Only:</b>
Sticker issued by: _____ Date: _____ Sticker #: _____
Date Paid: _____ Class: _____ License Fee: _____
Date License Issued: _____

<b><u>TAX DEPARTMENT</u></b>
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### **WEST HAVEN HEALTH DEPARTMENT ITINERANT FOOD VENDING REQUIREMENTS**

License Fee: \$475

Application Fee: \$100

#### **Itinerant Food Vending Vehicle License**

Vehicles/carts must be brought to the city hall parking lot for inspection by the Health Department. All vehicle/carts must be in fully operational condition, with all equipment in place. Call 203-937-3660 for an appointment.

#### **To be granted a Health Department license, the vehicle/cart must:**

- Provide a food truck plan drawn to scale showing all equipment in its proposed locations and a corresponding equipment list, as well as equipment sheets prior to inspection for approval
- Turn in the itinerant food permit application with payment, an up to date menu, and CFPM certification
- Demonstrate substantial compliance with the Connecticut Public Health Code and FDA Code
- Have posted, on both sides of the vehicle, the name and address of the person, firm or corporation responsible for its operation
- Mobile Food Vending Unit has a hand washing facility as well as a ware washing sink (such as a 3-bay sink) equipped with hot and cold water unless only commercially pre-packaged items are served in their original containers

#### **REQUIRED LICENSES**

1. Itinerant Food Vending Vehicle License
2. Planning and Zoning Permit
3. Photographic Identification Operator's License
4. Police Department License
5. Fire Department Inspection

#### **Planning and Zoning Permit**

Each person operating an itinerant food vending vehicle must receive approval from the Planning and Zoning Commission. Call 203-937-3580 for an appointment.

### Photographic Identification Operator's License

Each person operating an itinerant food vending vehicle must possess a valid Photographic Identification Operator's License. This license is obtained by filling out an application at the West Haven Police Department (WHPD), 200 Sawmill Road.

### Police Department License

Obtained through the Police Department Records Division, the application must be countersigned by the Planning and Zoning Official. Connecticut Tax ID, valid vehicle registration, proof of insurance, and driver's license required. Other conditions or requirements may apply. Please check with the WHPD at 203-937-3920.

### Fire Department Inspection

Vehicles/carts must be inspected by the West Haven Fire Marshal Office. All vehicles/carts must be in fully operational condition. Call 203-937-3710 for an appointment.

### Pre-inspection checklist

- All surfaces should be smooth and easily cleanable
- All disposable containers (such as take-out containers) should be stored upside down to protect from dust, flies and overhead leakage
- Hair restraints such as hairnets and baseball caps must be used when working
- Food grade sanitizer is available along with sanitizer test strips (ex. Bleach)
- All foods must be covered and stored off of the ground
- All freezers and refrigerators have a clearly visible thermometer
- All cold foods are kept at 41°F or lower and all hot foods are kept at 135°F or higher
- A food thermometer and alcohol wipes are available to take hot and cold food temperatures
- NO HOME COOKED FOODS OR FOODS PREPARED IN AN UNAPPROVED FACILITY ARE PERMITTED**
- Class 2, 3, and 4 food vendors must currently hold a valid Certified Food Protection Manager (CFPM) certificate
  - A food protection manager who is in a supervisory position is required for each establishment
  - To become a CFPM contact one of the approved testing organizations on the last page
- When a food protection manager cannot be present, an alternate person should be responsible for ensuring employees are preparing foods safely

### Answer the following questions in preparation for your inspection

Where will you prepare food?

\_\_\_\_\_

How will cold foods be kept at or below 41°F? \_\_\_\_\_

How will hot foods be kept at or above 135°F? \_\_\_\_\_

How will foods be reheated and to what temperature?

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How will the temperature of hot and cold foods be taken?

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Will any foods be thawed? Y or N

If yes, how and when?

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Will your truck be serving undercooked or raw food items such as eggs or beef? Y or N

If yes, you need a written consumer advisory displayed for customers on the menu stating "thoroughly cooking meats, poultry, seafood, shellfish, or eggs reduces the risk of foodborne illness".

Explain how food workers will limit bare hand contact with foods

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Describe how you will sanitize utensils, etc. at the food station

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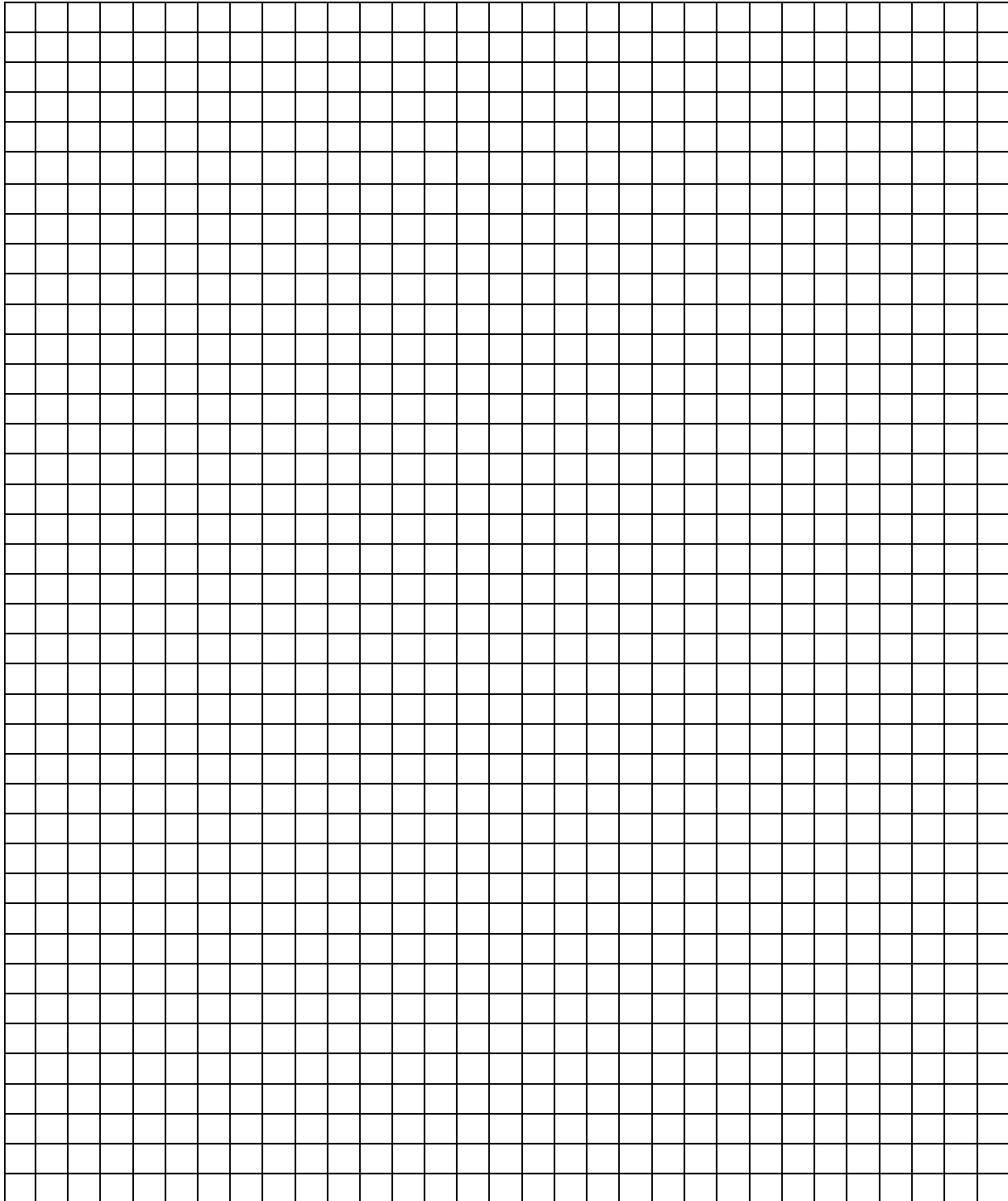
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Are sanitizer test strips available to verify the concentration level of sanitizer? Y or N

(Ex: 50-100ppm Chlorine, or quaternary ammonium)

Design for: \_\_\_\_\_

Scale 1 square= \_\_\_\_\_ ft.



Indicate the placement of all major pieces of equipment including work surfaces, serving area, refrigeration, freezers, hot holding devices, cold holding equipment, cooking equipment, hand washing station, utensil washing facility, dry storage provisions, and/or any other equipment that you intend to use in the food truck. Specify flooring, roof, sides (type, placement).