



Oklahoma City/County Health Department  
 921 NE 23<sup>rd</sup> Street  
 Oklahoma City, Oklahoma 73105  
 Consumer Protection Division

## STEPS FOR OPENING A MOBILE FOOD ESTABLISHMENT IN OKLAHOMA CITY AND COUNTY

This is a general guide for you to follow when attempting to open a mobile food establishment within Oklahoma County. The guide is presented in checklist format so that you can track your progress toward completing all steps. Failure to accomplish any step outlined could delay the licensing process and your ability to open when desired.

The following mobile food establishment categories are recognized:

- **Full-service mobile:** a vehicle or trailer designed and equipped to prepare and serve open food products.
- **Pre-packaged mobile:** a vehicle or trailer limited to the sale of commercially manufactured pre-packaged products or products that are prepared and packaged at a licensed food service establishment.
- **Pushcart:** a non-self-propelled vehicle the operation of which is limited to serving non-potentially hazardous foods, commercially pre-packaged foods maintained at proper temperature or the preparation and serving of frankfurters, and returns daily to a commissary

STEPS	DESCRIPTION OF REQUIRED ACTION	DATE COMPLETED	PERSON CONTACTED
Step 1	Obtain an Oklahoma State Sales Tax Permit. The Oklahoma Tax Commission is located at 2501 N. Lincoln Blvd, Oklahoma City, OK and their phone number is (405) 521-3160.		
Step 2	Request a copy of the Food Service Establishment Regulations, Chapter 257, by contacting the Oklahoma State Department of Health at (405) 271-5243, or go online at <a href="http://www.ok.gov/health">http://www.ok.gov/health</a>		
Step 3	Request a copy of the Mobile Food Service Establishment Guidelines from the Oklahoma City-County Health Department by calling (405) 425-4347, 425-4348 or (405) 419-4213, or go to our website at <a href="http://occhd.org">occhd.org</a> .		
Step 4	Obtain a <b>food service operator's certificate</b> . A food service operator's certificate is required by the City of Oklahoma City and a number of other municipalities in Oklahoma County. This certificate ensures that all operators of a food establishment know and understand basic food handling principles. Call (405) 425-4347, 425-4348 or 425-4475 to obtain a listing of when classes are offered.		

Step 5	<p>Once you are confident that your mobile food establishment meets the requirements outlined in Chapter 257 and the Oklahoma City-County Health Department Guidelines, <b>request an inspection</b> of the mobile unit by calling (405) 425-4347, 425-4348 or 419-4213. After contacting one of these numbers an inspector will call you back and set up an inspection.</p> <p><b>**If you are building a mobile</b>, doing major remodeling of a mobile, purchasing an out-of state or out of county mobile unit, please direct your calls to Jerrone Hornbeak at 419-4213.</p>		
Step 6	<p><b>Oklahoma City only:</b> After your mobile unit has passed inspection, the inspector will issue 2 (two) applications. One of the applications is for an Oklahoma State Mobile Food Establish license and the other is for the Oklahoma City mobile food establishment license. <b>Additionally</b>, if you are being licensed as an individual or a partnership, you will be required to sign an affidavit affirming that you are a US citizen or a legal resident of the United States. Corporations are exempt from this requirement.</p> <p><b>All other municipalities in Oklahoma County:</b> After your mobile unit has passed inspection, the inspector will issue 1 (one) application. This application is for Oklahoma State Mobile Food Establish license. <b>Additionally</b>, if you are being licensed as an individual or a partnership, you will be required to sign an affidavit affirming that you are a US citizen or a legal resident of the United States. Corporations are exempt from this requirement.</p>		
Step 7	<p><b>Mail in the white copy</b> of the Oklahoma State Application For Food Establishment – Lodging License, ODH Form 828, to:</p> <p style="padding-left: 40px;">Oklahoma State Department of Health Consumer Health Service Consumer Protection Division 1000 NE 10<sup>th</sup> Street Oklahoma City, OK 73117-1299</p> <p>*You will receive your Oklahoma State Food Service license from the State within 2 weeks.</p>		
Step 8	<p><b>Oklahoma City only:</b> Hand carry the Application for Food Service License, City of Oklahoma City to 420 W. Main, Suite 130, Oklahoma City, OK 73102. The phone number is (405) 297-2607.</p>		
Step 9	<p>As licenses are received, place them in a visible location inside your mobile unit. Licenses are renewed every year, so do not forget to renew in a timely fashion.</p> <p><b>**Licenses are not transferrable</b> from one individual to another. If you change ownership or lease your mobile unit to another person, they must acquire their own licenses.</p>		