



Oklahoma City-County Health Department  
4900 Richmond Square STE 200  
Oklahoma City, OK 73105  
(405) 425-4347  
[www.occhd.org/mobilefood](http://www.occhd.org/mobilefood)

## Steps for Opening a Mobile Food Vehicle Establishment

This guide is presenting the checklists to help tracking the progress for start up the mobile food business.

### Helpful other Agencies:

#### **The Oklahoma Tax Commission**

2501 N. Lincoln Blvd, Oklahoma City, OK (405) 521-3160

#### **City of Oklahoma City**

420 W. Main, Suite 130, 8<sup>th</sup> floor, Oklahoma City, Ok 73102. (405) 297-2606

#### **Oklahoma State Department of Health: Food Safety & Environmental Health**

1000 NE 10th Street Oklahoma City, OK 73117. (405)271-5243

### Helpful Materials:

Food Service Establishment Regulations (Chapter 257) <https://www.ok.gov>

Mobile Food Service Regulations:

[https://www.occhd.org/application/files/4114/7042/3756/Mobile\\_Food\\_Establishment\\_Guidelines.pdf](https://www.occhd.org/application/files/4114/7042/3756/Mobile_Food_Establishment_Guidelines.pdf)

Plan Review for Mobile Application:

[https://www.occhd.org/application/files/6015/0730/2298/plan\\_review\\_mobile\\_application.pdf](https://www.occhd.org/application/files/6015/0730/2298/plan_review_mobile_application.pdf)

Food Service Operator's Certification

<https://www.occhd.org/fso>

Special Event Regulations

<https://www.occhd.org/specialevents>

Oklahoma City Licensing for Special Events:

<https://www.okc.gov/government/special-event-permits>

**Approval of the plans and specifications by the Health Department does not indicate compliance with any other federal, state or local code, law or regulation that may be required. It further does not constitute endorsement or necessary to determine if it complies with the laws governing food service establishments. All application fees must be paid in full before a license to operate will be issued.**

STEPS	DESCRIPTION OF REQUIRED ACTION	DATE COMPLETED	PERSON CONTACTED
Step 1	<p>Submit the Plan Review Mobile Application for new construction, remodel, out of state mobile or new ownership of mobile unit that can't show proof of the unit was licensed by OSDH. Form is available <a href="#">here</a> or at 4900 Richmond Square STE 200.</p> <p><b>** complete all sections and include all required documents**</b></p>		
Step 2	<p>Confirm for the plan approval before begin the construction and please allow 5-7 days after submitted the plan to contact OCCHD.</p>		
Step 3	<p>Obtain a food service operator's certificate. A food service operator's certificate is required by the City of Oklahoma City and a number of other municipalities in Oklahoma County. Call (405) 425-4347, (405) 425-4348, or (405) 425-4319 for listing of when classes are offered. Or go to <a href="http://www.occhd.org">www.occhd.org</a></p>		
Step 4	<p>Obtain an Oklahoma State Sales Tax Permit</p>		
Step 5	<p>Request an inspection (405) 425-4347, (405) 425- 4348, (405) 425-4319. Or (405) 696-7789 an inspector will contact you back and set up time for the inspection. The inspection will be performed at OCCHD office.</p>		
Step 6	<p>Pay the fees: State Health Department and City license [ see helpful agencies contact number on page 1]</p> <p>You may receive the license from OSDH about 2 weeks after the clear payment.</p>		
Step 7	<p>Post license in a visible location at the mobile unit.</p> <p><b>*****Licenses are not transferable*****</b></p> <p>Licenses are approved for very specific vehicle unit, and they cannot be use with other unit. Furthermore licenses <b>cannot be</b> transferred with ownership change. New ownership must apply a new license number.</p>		
Step 10	<p>Check with the land's owner for parking permission for your vehicle: OCCHD only license the vehicle. Additional information regarding to attending the special events. Please see the helpful materials page 1.</p>		