

## **MOBILE SEASONAL PERMIT REQUIREMENTS**

Howard County does offer a Seasonal Retail Food Establishment Permit to mobile or permanent establishments who are in operation less than six (6) months each calendar year. The fee is \$100 for a continuous six month period.

A permanent or mobile establishment must submit a plan review before obtaining a seasonal permit for the first time. The Plan Review fee is \$60.00. See [Plan Review Application](#) link on the Food Protection Section page.

To qualify for a regular Seasonal Retail Food Establishment Permit, an establishment must be a permanent structure on a foundation meeting all the criteria set forth in Title 410 IAC 7-24, including solid floors, walls, and ceilings and adequate plumbing.

A Mobile Retail Food Establishment Permit allows a vendor to move about Howard County to various events without the burden of obtaining a permit for each site. A schedule of event site is required to be submitted prior to permit issuance. A Mobile Seasonal Establishment may be inspected at any time throughout its period of operation. A self-contained mobile unit having potable water and wastewater holding tanks that meet the requirements in 410 IAC 7-24 could be approved. The establishment also must have mechanical refrigeration (a refrigerator and/or freezer) if potentially hazardous foods are held cold. An ice chest or other method could be used for bottled drinks and other non-potentially hazardous products. The unit must be equipped with a 2 or 3 compartment sink, as approved, for dishwashing as well as a hand sink with hot and cold running water. It must have floors, walls, and ceilings, and some method available to exclude insects (screening or air currents at windows). This does not preclude the approval of outdoor cooking methods, but an overhead covering must be provided.

A mobile unit must also have a commissary where daily cleaning and maintenance can be done. It is also where additional food and single service supplies are stored. A commissary must be separate from living and sleeping quarters, and meet all requirement of 410 IAC 7-24 for a retail food establishment. This commissary must be inspected by the regulatory authority having jurisdiction, and a current inspection report form must be shown to obtain a seasonal permit in Howard County.

A tent or other improvised structure will not be approved for a Seasonal Permit. If you cannot meet these requirements for a Seasonal Permit, a Temporary Retail Food Establishment Permit application may be submitted. A tent or other covered structure, ground covering, dishwashing tubs, a cooler for a handwashing station, or ice chests could be permitted for shorter periods of operation of less than 14 days. See the [Temporary Food Establishment Brochure](#) link on the Food Protection Section page for a summary of the requirements.