



City of Meriden, Connecticut

DEPARTMENT OF HEALTH & HUMAN SERVICES

Lea Crown, MPH
Director of Health and Human Services

165 Miller Street
Meriden, CT 06450-4283
Telephone (203) 630-4226
Fax (203) 639-0039

ITINERANT FOOD SERVICE VENDOR PLAN REVIEW

This is the Plan Review for an Itinerant Food Service License ONLY and does not eliminate the need for other approvals needed within the communities where you prepare and serve food.

- Menus, Equipment Spec Sheets, and Food Service License application form (*yellow form*) must be provided along with this Plan Review and all appropriate fees.
- Arrangements for inspections of all vehicles must be made with this office prior to the issuance of any licenses to serve food. Each vehicle must be inspected and have its own license.

Name of Company: _____

Zoning Approved Location (Street/Location in Meriden)_____

Owner/Applicant Information:

Name: _____

Mailing Address:_____

Phone Number:_____ E-mail:_____

Please provide vehicle information (each vehicle needs a separate Plan Review, Application & License):

Make/Model

License Plate

Certification: I hereby certify that all information provided is correct and that I will ensure all trucks/trailers will be inspected and licensed.

Signature of Applicant: _____ Date: _____

I agree that if my itinerant food vending establishment participates in the reciprocity agreement among local health department/districts that allow itinerant food vendors to operate in other local health jurisdictions other than where license is issued, that I will notify the local health department/district where I plan to operate at least 48 hours prior to operating there.

Signature of Applicant: _____ Date: _____

Meriden Department of Health & Human Services Itinerant Food Service Vendor Plan Review Checklist

- All food preparation, storage, display and service areas must be enclosed (ie. Floors, walls, ceiling). No open style food carts are permitted.
- I understand NO FOOD can be prepared food/food equipment stored in my home: Yes NO
- All food service equipment must be commercial grade, NSF approved or equal.
 - Spec sheets must be provided when submitting the Itinerant Vendor Plan Review
- All vehicles must have the name of the business and town of origin displayed (All letters must be at least 2 inches high).
- There must be a three-bay sink and a separate handwashing sink. Both sinks must have hot and cold running water. Hot water must be a minimum of 85°F.
 - You must provide a handwashing sign at each handwashing sink
- All Class 2, 3 & 4 Itinerant vendors must have a Certified Food Protection Manager present on site during all hours of operation. The certification must be from a state approved testing agency for Connecticut. **A copy of the certificate must be provided with this Plan Review.**

NAME OF CERTIFIED FOOD PROTECTION MANAGER:

- Please provide a drawing of the proposed layout of your Food Service Establishment. Identify and describe all equipment including cooking and cold holding equipment, hand-washing facilities, worktables, dishwashing facilities, food and single service storage, garbage containers and customer service areas.
- Signature from the Department of Planning & Zoning for the City of Meriden on the Food Service Application (*the yellow form*).
- Documentation of a vomit/diarrhea cleanup procedure with appropriate cleaning supplies (*see attached*)
- Capacity (in Gallons) of the following:
 - Clean water tank _____
 - Waste water tank _____
(Wastewater tank must be 15% larger than clean water tank)
- Potable water tank fill up connection must be ¾ inch or smaller & hose must be suitable for drinking water.
- Wastewater tank drain connection must be 1 inch or larger.
 - **Waste water from sinks must be disposed of in a toilet or other approved sewer system.**
DO NOT DUMP WASTEWATER ON THE GROUND OR IN A STORM DRAIN.

THE WATER TANK, PUMP AND HOSES SHALL BE FLUSHED AND SANITIZED BEFORE BEING PLACED IN SERVICE AFTER CONSTRUCTION, REPAIR, MODIFICATION, AND PERIODS OF NONUSE.

- List of **ALL** food and beverage items to be prepared and served. A menu must be provided with this Plan Review. *NOTE: any changes to the menu must be submitted and approved by the Health Department*

- Describe method used to maintain the proper temperatures of food during transportation:

- That need refrigeration: _____

- That need to be kept hot: _____

- Describe the equipment that will be used to prepare and store food on site:

- Identify the sources for each meat, poultry, seafood, and shellfish item (*must provide shellfish tags*). Include the source of the ice:

- Describe the number, location, and setup of hand-washing facilities to be used by food handlers:

- Describe the floors, walls, and ceiling surfaces, and lighting: _____

Months of Operation (i.e. May – September, Year Round): _____

Statement: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Meriden Health Department may nullify final approval.

Signature: _____ Date: _____

Rationale: U.S. Food and Drug Administration, (2022). *Food Code*.
<https://www.fda.gov/food/fda-food-code/food-code-2022>
Code of the City of Meriden, Chapter 112

Additional Information

- Water used on the truck for washing hands and cleaning equipment must come from either a public water supply, bottled water, or other approved water source.
- All food must come from an approved source (e.g. Restaurant Depot, Sam's Club, Costco, etc.) No food can be prepared in a home kitchen.
- Make sure all refrigerators have thermometers inside them, and that they are working and accurate. At inspection, refrigeration must be on and measure 41°F or less.
- Make sure all hot holding units have a thermometer inside them, and that they are working and accurate (if applicable). Hot holding unit must be on and measure 135°F or greater.
- Provide an appropriate food thermometer for checking food temperatures, and alcohol wipes to sanitize the food thermometer. Digital thermometer recommended.
- Use disposable NON-LATEX gloves when handling foods.
- Drinking a beverage **is permitted** from a **closed container only**. Eating and/or use of tobacco products not permitted inside vehicle.
- Wash your hands with warm, soapy water upon entering the vehicle, and at all times when hands become contaminated (after accepting payment, answering your phone, etc.).
- DO NOT WORK if you have symptoms of vomiting; diarrhea; jaundice; sore throat with fever; or infected cuts, wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part; and the cuts, wounds, or lesions are not properly covered.
- Wear a hair restraint such as a hat, hairnet, or other effective hair restraint. Be mindful of beards/excessive facial hair as well.
- Bracelets, rings, and other jewelry on the fingers and arms are prohibited, except for a plain wedding band.
- Floors, walls, and ceiling must be smooth, nonabsorbent, durable, and easily cleanable. All seams must be sealed. Any nail/screw holes must be covered.
- If the three bay sink does not have a drain board, then you must provide a wire rack for drying utensils/equipment.
- Provide adequate shelving for food. Food cannot be stored on the floor.
- Provide an appropriate food service sanitizer (chlorine or quaternary ammonium ("Quats")) and appropriate test kit.
- Any light bulbs must be shielded, or non-breakable.
- The cooking area must be protected from insects/pests (screens on window and doors, etc).
- Employee Health agreement form (Form 1B) must be filled out and kept on site.
- If applicable, splash guard to be properly installed and of a smooth, nonabsorbent, durable, and easily cleanable material.



City of Meriden, Connecticut

DEPARTMENT OF HEALTH & HUMAN SERVICES

Lea Crown, MPH
Director of Health and Human Services

165 Miller Street
Meriden, CT 06450-4283
Telephone (203) 630-4226
Fax (203) 639-0039

ITINERANT VENDOR LICENSE GUIDELINES

1. All Itinerant vendors applying for a food service license must complete a food service application (*See Attached*), an itinerant vendor plan review, obtain required signatures from the Office of Planning & Zoning of Meriden, located at City Hall, and schedule a vehicle inspection with the Health Department.
2. No open style food carts (“Hot dog carts”) are permitted. All food preparation, storage, display, and service areas must be enclosed (i.e. floors, walls, ceiling).
3. All food service equipment must be commercial grade, NSF approved or equal. No equipment that says “Home use only” or “Residential use only”
4. All vehicle must have the name of business and town of origin displayed. All letters must be at least 2 inches high and visible from the street.
5. Itinerant vendors performing food preparation must provide a three-bay sink and a separate handwashing sink. Both sinks must have hot and cold running water. Hot water must be a minimum of 85°F.
 - a. The three-bay sink must be large enough to submerge the largest piece of equipment on the truck/trailer completely.
6. Upon completion of a satisfactory inspection, the itinerant food service vendor application will be submitted to the Director of Health for approval. (All Class 2 and Class 3 vendors must comply with the Health Departments Certified Food Protection Manager policy)
7. Before a license can be issued to the vendor, the vendor is required to complete the Meriden Police Department’s Vendor Permit process, which includes proof of an insurance bond.

MERIDEN POLICE DEPT., ATTN: RECORDS DIVISION,
50 W. MAIN STREET
MERIDEN, CT 06451

8. Once the Police Vendor Permit is issued and a copy of the permit is provided to this department, the vendor will receive the itinerant food service license.
9. **The Food Service License is valid for the calendar year issued, and is not transferable.**

Rationale: U.S. Food and Drug Administration, (2022). *Food Code*.
<https://www.fda.gov/food/fda-food-code/food-code-2022>
Code of the City of Meriden, Chapter 112