



Jeffrey D Huber Compliance Manager/Fire Marshal | compliance@fostoriaohio.gov | 419.435.9775

Dear Prospective Food Vendor,

The purpose of this information packet is to provide food vendors with important information to ensure a safe working environment for you, your employees, and the public. This packet will help standardize requirements for all vendors during community activities within the City of Fostoria and surrounding areas.

The City of Fostoria Division of Fire has collaborated with many fire departments in Northwest Ohio through the **Northwest Ohio Fire Prevention Association (NWOFP)**. The goal of this collaboration is to save time and money for mobile food unit (MFU) owners and operators by streamlining inspection and compliance processes.

To accomplish this, we require MFU operators to register in **[IROL \(Inspection Reports Online\)](#)**. The previous underlined hyperlink will take you to the registration page. Through IROL, participating authorities having jurisdiction (AHJs) will have access to your complete and compliant or deficient inspection documentation and all relevant paperwork required for operation. You will need to upload insurance docs and current health license.

In addition, all inspection reports and certifications must be uploaded into IROL by your service provider. **You will not be able to receive an inspection until all required reports are uploaded.** Please advise your service provider of this requirement and have them register in IROL at the following hyperlink: **[Third-Party Inspection Reporting registration.](#)**

- **Third-Party Inspection Reports**, including:
 - Propane Pressure Testing if applicable
 - Hood Suppression Systems if applicable
 - Hood Cleaning if applicable
 - Fire Extinguishers must be currently tagged.

Current Participating AHJs:

Bowling Green Fire, Fostoria Fire, Marion Fire, Maumee Fire, Oregon Fire, Perrysburg City Fire, Swanton Fire, Springfield Twp Fire, Sylvania Fire, Toledo Fire and Rescue, More to come...



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Fire Safety Requirements

Enclosed with this letter, you will find the **Ohio Fire Code** requirements for mobile food units, which must be adhered to in order to operate within the City of Fostoria. Key Requirements

- **Piping and Connectors:** Ensure that flexible connectors installed between apparatus and the piping system comply with **ANSI Z21-69-2015/CSA 6.6 -2015**.
- **Annual Pressure Testing:** Piping must be **annually pressure tested** and proven free of leaks as required by **Section 6.14 of NFPA 58**.
- **Electrical System:** Your electrical system **must be grounded**. Multiple trailers have had issues with improper grounding, leading to safety concerns.
- **GFCI Protection:** All electrical circuits **must be protected by Ground Fault Circuit Interrupters (GFCI)** to prevent shock hazards.
- **Propane Tank Safety:** All propane tanks **must be protected from weather exposure** to reduce the risk of leaks and malfunctions.

Inspection Process

Additionally, **spot inspections may be conducted while your MFU is in operation** to verify ongoing compliance and address any safety concerns. These inspections are meant to be **brief and primarily educational**.

Contact Information

If you have any questions or wish to schedule an inspection, please contact the **City of Fostoria Compliance Office** at **(419) 435-9775**.

Thank you for your cooperation in helping us maintain a safe and enjoyable environment for everyone.

Jeff Huber C.F.S.I.
Compliance Manager/Fire Marshal
City of Fostoria

Jason Root C.F.S.I.
Fire Chief
City of Fostoria



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Mobile Food Unit Permit Application

The following guidelines for completion of the **Mobile Food Unit Permit** will help ensure that all the necessary documents required by the City of Fostoria are included. This application is for a single vendor and runs from April 1st through March 31st the following year. A vendor with multiple vehicles will require multiple permits.

Turn the completed application and all supporting documents into the Compliance Manager located on the 1st Floor of the Municipal Building, 213 S. Main St. Fostoria, Ohio 44830. Questions about this form or the submission process may be directed to (419) 435-9775.

Applications must be submitted in person.

COMPLETE & SUBMIT THE FOLLOWING:

- Mobile Food Vendor Permit Application.
- A Current written certification that the Mobile Food Vehicle has passed all necessary inspections required by the City of Fostoria Division of Fire.
- Permit Fee. A \$100.00 non-refundable check for each Mobile Food Unit payable to "City of Fostoria" upon date of application.
- A current copy of applicants State of Ohio Vendors License.
- Current copy of Liability Insurance listing the City of Fostoria as an Additional Insured and a minimum of \$1,000,000 commercial general liability coverage.
- A current, written certification that the Mobile Food Vehicle Operator and the Mobile Food Vehicle have passed all necessary inspections and are in full compliance with the Ohio Department of Health. Copy of current Food Service Operation License is required.
- Written plan for power and water if not specified on applicants State of OH Mobile Food Vendor License
- Read and comply with all fire safety regulations for Mobile Food Unit listed at [www.com.ohio.gov/fire/ TechnicalBulletins.aspx](http://www.com.ohio.gov/fire/TechnicalBulletins.aspx)



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Mobile Food Unit Permit Application

APPLICANT INFORMATION:

Name of Applicant: _____

Phone Number: _____

Home Address (street, city, state, zip) _____

NAME OF AGENT: *(Please complete if the individual on-site in Fostoria will be different than applicant.)*

Name of Agent(s): _____

Phone Number(s): _____

COMPANY INFORMATION:

Company Name: _____

Company Phone Number: _____

Address of Company _____

MOBILE FOOD UNIT SELF CONTAINED ☐ TRAILER ☐ CART ☐ TENT ☐ OTHER ☐

Make of Vehicle: _____

License Number: _____

VIN Number _____

FEES Permit Fee: \$100.00 non-refundable per person/applicant payable to "City of Fostoria" upon date of application.

Receipt: _____ Total Paid: _____ Date Issued: _____



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Mobile Food Unit Permit Application

REQUIRED DOCUMENTS

- ☐ Completed Mobile Food Unit Permit Application
- ☐ Copy of current/valid State of Ohio Vendor License
- ☐ Proof of current liability insurance of at least \$1,000,000
- ☐ Plan for power and water (*if not specified on OH license*)
- ☐ Paid License Fee

I hereby agree that if a permit is issued to me that I will comply fully and appropriately with the provisions of the Fostoria Codified Ordinances Chapter 745 and all other applicable ordinances. Upon approval I will display the permit in the Mobile Food Unit registered with the City of Fostoria. Approved permits expire on March 31st.

As of _____ (date) I have read and am in compliance with all fire safety regulations posted for Food Trucks listed at www.com.ohio.gov/fire/TechnicalBulletins.aspx.

Printed Name of Applicant: _____
Signature of Applicant: _____
Date: _____

This section to be completed by Fostoria City Staff

AUTHORIZATION OF COMPLIANCE MANAGER

Upon review of this application and confirmation of the foregoing statements, I hereby ☐ approve or ☐ deny the applicant as a MOBILE FOOD VENDOR - PEDDLER - SOLICITOR - ITINERANT MERCHANT to conduct business in the City of Fostoria in accordance with all the requirements of the City of Fostoria Codified Ordinances. I hereby authorize the issuance of the required permit from this office.

Compliance Manager

Permit Expires March 31st, _____
Date permit was picked up _____
Office Staff who completed issuance _____



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107.3 Recordkeeping. A record of periodic inspections, tests, servicing and other operations and maintenance shall be maintained on the premises or other approved location for not less than 3 years, or a different period of time where specified in this code or referenced standards. Records shall be made available for inspection by the fire code official, and a copy of the records shall be provided to the fire code official upon request.

The fire code official is authorized to prescribe the form and format of such recordkeeping. The fire code official is authorized to require that certain required records be filed with the fire code official.

Section 320 Mobile Food Units

(1) 320.1 Scope. This paragraph applies to all mobile food units operated within this state. 0

(2) 320.2 General. In addition to other applicable provisions of this code, all mobile food units being operated in this state shall comply with the provisions of this paragraph and with all applicable provisions of this code for the type of cooking performed.

(a) 320.2.1 Obstructions of fire lanes and equipment. Mobile food units shall not block fire lanes, fire hydrants, or other fire protection devices and equipment.

(b) 320.2.2 Operation of fuel source during transit. LP gas fueled equipment shall not be operated during transit unless the equipment meets both of the following:

(i) The equipment is designed to be in operation while the vehicle is in transit, such as cargo heaters or coolers; and

(ii) There is a means installed to stop the flow of gas in the event of a line break, such as an excess flow valve.

(c) 320.2.3 Carbon monoxide detection. All mobile food units shall be equipped with at least one listed carbon monoxide detection device.

Exception: Carbon monoxide detectors shall not be required in mobile food units that are not equipped with fossil fuel powered equipment (such as generators or vehicle fuel tanks) and that do not otherwise produce carbon monoxide during operation.

(3) 320.3 Portable fire extinguishers. All mobile food units shall have a minimum of one 5-pound ABC portable fire extinguisher located within the unit and readily accessible by the operator of the unit.

Exception: Open air hand carts that do not have fossil fuel powered equipment.

(a) 320.3.1 Class K portable fire extinguishers. In addition to the portable fire extinguisher required in paragraph (T)(3)(320.3) of this rule, all mobile food units that contain cooking equipment involving vegetable or animal oils and fats shall also be protected by at least one Class K rated portable fire extinguisher in accordance with paragraphs (D)(12)(e)(904.12.5) to (D)(12)(e)(ii)(904.12.5.2) of rule 1301:7-7-09 of the Administrative Code.

(b) 320.3.2 Installation and maintenance. All portable fire extinguishers located within or at a mobile food unit shall be installed, serviced, tested, inspected and maintained in accordance with paragraph (F)(906) of rule 1301:7-7-09 of the Administrative Code.



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(4) 320.4 Egress. All mobile food units while operating commercial cooking equipment shall have two accessible means of egress remotely located from each other.

(a) 320.4.1. No means of egress required by this paragraph shall be smaller than 5.7 square feet.

(5) 320.5 Smoking. Smoking shall be prohibited inside of and within 10 feet of any mobile food unit that has any fuel source other than the vehicle fuel tank.

(a) 320.5.1. "No Smoking" signs shall be conspicuously posted inside each mobile food unit, outside each mobile food unit in the vicinity of any location where compressed gas is stored or kept, and in a location that is visible to the public.

(b) 320.5.2. "No Smoking" signs shall be in English, shall have a dark background, and shall have lettering in a contrasting color that is at least 4 inches tall and with a minimum brush stroke width of 1 inch.

(6) 320.6 LP-Gas. The storage, use and handling of LP-Gas in a mobile food unit shall comply with this rule and, except as otherwise provided herein, shall also comply with rules 1301:7-7-53, 1301:7-7-57, 1301:7-7-58 and 1301:7-7-61 of the Administrative Code.

(a) 320.6.1 Containers. Only ASME certified or DOTn certified mobile LP-Gas containers in compliance with the following shall be used:

(i) A maximum allowable working pressure (MAWP) of 312 psi (2.2 MPag) or higher for LP-Gas containers installed in the enclosed spaces of a vehicle.

(ii) A maximum allowable working pressure (MAWP) of 250 psi (2.2 MPag) or higher for LP-Gas containers installed on the exterior of a vehicle.

(iii) Propane tanks must be kept in a secure manner at all times.

(iv) The maximum aggregate capacity of containers used in a mobile food unit to contain LP-Gas shall not exceed 200 gallons (0.8 m3) aggregate water capacity.

(b) 320.6.2 Location and installation. Supply systems for mobile food units shall comply with the following:

(i) LP-Gas supply systems used for a mobile food unit, including the containers, shall be installed either on the outside of the vehicle or in a recess or cabinet that is vapor tight to the inside of the vehicle but accessible from and vented to the outside, with the vents located near the top and bottom of the enclosure and 1 m (3 ft) horizontally away from any opening into the vehicle.

(ii) Except as otherwise provided in paragraph (T)(6)(b)(iii)(320.6.2) of this rule, LP-Gas containers shall be mounted securely on the vehicle or within the enclosing recess or cabinet and secured with non-combustible material or devices, shall be kept in a secure manner at all times, and shall comply with the following:

(a) Cylinders shall be located to minimize exposure to excessive temperature rises, physical damage, or tampering.



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(b) When secured to the rear of the vehicle, propane tanks shall be mounted with a minimum 30" clearance from the bottom of the tank to the ground.

(c) LP-Gas containers shall not be installed on the roof of the vehicle.

(d) Where LP-Gas containers are mounted within the vehicle housing, the housing shall be secure to the vehicle and any removable portions of the housing shall be secured to the housing while in transit

(e) All LP-Gas container valves, appurtenances, and connections shall be protected to prevent damage from accidental contact with stationary objects, loose objects, stones, mud, or ice thrown, up from the ground or floor, and damage due to overturn or similar vehicular accident.

(f) LP-Gas cylinders shall have permanent protection for cylinder valves and connections.

(g) Where LP-Gas cylinders are located on the outside of a vehicle, weather protection shall be provided.

(h) All materials or devices used to secure LP-Gas containers shall be made of non-combustible material.

(iii) LP Gas containers may be removed from the mobile food unit during operation activities. When so removed, propane tanks shall be secured to a stationary object or otherwise securely stabilized to prevent movement, overturn and damage at all times while operation activities are occurring.

(c) 320.6.3 Piping and connectors. All piping installed in a mobile food unit shall comply with the following:

(i) Piping shall be installed in accordance with section 6.9.3 of NFPA 58 as listed in rule 1301:7-7-80 of the Administrative Code.

(ii) Steel tubing shall have a minimum wall thickness of 1.2 mm (0.049 in.).

(iii) A flexible connector shall be installed between the regulator outlet and the fixed piping system to protect against expansion, contraction, jarring, and vibration strains.

(iv) Flexibility shall be provided in the piping between a cylinder and the gas piping system or regulator.

(v) Flexible connectors shall be installed in accordance with section 6.9.6 of NFPA 58 as listed in rule 1301:7-780 of the Administrative Code. Flexible connectors installed between apparatus and the piping system shall be installed in accordance with ANSI Z21-69-2015/CSA 6.6 -2015 as listed in rule 1301:7-7-80 of the Administrative Code.

(vi) Flexible connectors longer than the length allowed in the code, or fuel lines that incorporate hose, shall be used only where approved.

(vii) The fixed piping system shall be designed, installed, supported, and secured to minimize the possibility of damage due to vibration, strains, or wear and to preclude any loosening while in transit.

(viii) Piping shall be installed in a protected location.

(a) Fastening or other protection shall be installed to prevent damage due to vibration or abrasion.



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(b) At each point where piping passes through sheet metal or a structural member, a rubber grommet or equivalent protection shall be installed to prevent chafing.

(ix) Hydrostatic relief valves shall be installed in isolated sections of liquid piping in accordance with section 6.13 of NFPA 58 as listed in rule 1301:7-7-80 of the Administrative Code.

(x) Piping systems, including hose, shall be pressure tested and proven free of leaks in accordance with section 6.14 of NFPA 58 as listed in rule 1301:7-7-80 of the Administrative Code.

(d) 320.6.4 Emergency shut off controls. Mobile food units using LP-Gas shall be provided with readily distinguishable and accessible marked exterior emergency shut off controls with a quarter-turn manual gas ball valve.

(i) 320.6.4.1 Signage. Signs shall be permanently mounted at the location of the emergency shut-off controls and shall state:

"EMERGENCY GAS SHUT-OFF VALVE"

(a) 320.6.4.1.1. Signs shall be clearly visible and shall remain unobscured at all times. Signs shall be weather resistant, of contrasting colors, and shall be readable from a minimum distance of 25 feet.

(7) 320.7 Distance and separation requirements. While parked and in operation mobile food units, exclusive of awnings and appurtenances, using or containing a fuel source or generator other than the vehicle fuel tank shall be separated from the entrances and other exits of buildings or structures and combustible materials by a clear space distance of 10 feet (3 m). While parked and in operation mobile food units using or containing a fuel source or generator other than the vehicle fuel tank shall be separated from other mobile food units by a clear space distance of 3 feet (0.9144 m).

(8) 320.8 Generators.

(a) 320.8.1. Generators servicing a mobile food unit shall not be fueled while the mobile food unit is in operation.

(b) 320.8.2. Generators shall not be fueled while the generator is in use and shall not be fueled until the generator has been turned off and the surface temperature of the engine and fuel tank is below the autoignition temperature of the fuel.

(c) 320.8.3. No generator shall be operated or used or fueled within the occupant space of a mobile food unit.

(9) 320.9 Electrical Wiring and Equipment. All electrical wiring and equipment shall be installed in accordance with NFPA 70 as listed in rule 1301:7-7-80 of the Administrative Code.