



Charter Township of Orion

3365 Gregory Rd. Lake Orion, MI 48359
www.oriontownship.org

Fire Department
Phone: (248) 391-0304, ext. 2000

Mobile Food Establishment Permit Application

Vendor Information

Name of Mobile Food Establishment:

Business License Number:

Vendor Website:

Owner's Name (First, MI, Last):

Owner's Phone Number:

Owner's Email:

Owner's Address:

If operator of the Mobile Food Establishment is different than the owner, please provide the following information for an authorized operator:

Operator's Name:

Operator's Cell Phone Number:

Operator's Email:

Operator's Address:

Mobile Food Establishment Unit Information:

Type of Unit: Truck Trailer Cart Other:

Make of Unit:

Model of Unit:

Year of Unit:

Estimated Unit Size (Dimensions):



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Vin or Serial Number:

License Plate Number:

Insurance Carrier:

Policy Number:

Insurance Policy Expiration Date:

Estimated Current Value of Unit:

Estimated Current Value of Unit Contents:

Mobile Food Establishment Operation Information

Mobile Food Establishment Power Source: Generator Electricity Propane Other:

Cooking Appliances Used: Fryer Grill Griddle Broiler Other

Type of fuel used for cooking appliances: Propane Wood Electric Other

Location of Fuel:

How much cooking fuel will be kept in the unit at maximum capacity?

Is there a cooking hood? Yes No

If yes, when was the last time the hood was cleaned by a certified contractor? Date (MM/DD/YYYY)



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Is the unit equipped with a kitchen hood fire suppression system? Yes No

If yes, has the hood been inspected within the last six (6) months and certified by a licensed contractor.

Note: Supporting documentation/inspection tag will be required upon inspection. Yes No

Is a class K Fire Extinguisher mounted in an accessible area inside of the unit? Yes No

Mobile Food Establishment owner/operator agrees to the following regulations set forth by Charter Township Of Orion Ordinance No. 162 and must adhere to:

PLEASE INITIAL THE FOLLOWING REGULATIONS:

_____ Wheel Chocks. Mobile Food Establishments shall use wheel chocks while parked to prepare or distribute food.

_____ All vehicles shall be properly insured in accordance with state law.

_____ Display of Permits. Mobile Food Establishments shall prominently display any required permits and licenses.

_____ Mobile Food Establishment must have a clearance of at least 10ft between buildings, structures, other food truck vehicles and any combustible material

_____ Read and understand the attached NFPA Food Truck Safety Fact Sheet.

_____ Permits are only valid for the year in which they are granted. All permits expire Dec 31st and a new permit is required with each new calendar year beginning January 1st.

_____ Train all operators/employees on how to:

- Use portable fire extinguisher in the event of a fire
- Use kitchen hood fire extinguishing system in the event of a fire
- Shut off all fuel sources in the event of an emergency

Required Documentation

Please provide copies of the following documents upon inspection. Failure to provide any of these documents will require a re-scheduled inspection and will be subject to an additional inspection fee.

Proof of Insurance

Owner or Operator’s Driver’s License

Kitchen Hood Extinguishing System inspection tag and inspection report (dated within the last 6 months)

Proof of Last kitchen hood cleaning by certified contractor

Payment for the appropriate fee amount. (Credit Card, Cash, Check or Money Order)



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Inspection:

Found operating without a valid permit is a violation of Ordinance 162 and shall/may constitute a civil infraction as defined by Michigan law and is subject to a civil fine of not more than \$500 as set forth in sec.3 of Ordinance 162 and/or all cooking operations shall cease immediately.

A violation of Ordinance 162 does not warrant an expedited inspection by the Fire Department.

All inspections will be performed at Orion Township Fire Department Administrative Office (Station 3) located at: 3365 Gregory Rd. Lake Orion, MI 48359

- This is an active fire station, DO NOT PARK in front of Fire Station bay doors. Please pull into the parking lot, park as to not block the right of way, and enter the station through fire administration entrance.
- The owner or above-mentioned operator of the mobile food establishment must be present at the inspection.
- Please arrive on time, with all required documentation.
- Failure to arrive on time, without the necessary information or failure to pass inspection will result in a re-scheduled inspection and will be subject to an additional inspection fee.
- Allow one (1) hour to complete inspection.

Please choose which type of inspection you require:

Inspections are performed Monday-Friday, 7am-4pm. After hours and weekend inspections will be based upon the availability of the Fire Prevention Division staff and will be subject to fees associated with an expedited inspection.

Standard Inspection

- Scheduled with at least 2 business day notice
 - Upon receipt of application, you will be contacted the next business day by a fire administration staff member to schedule an inspection.
 - Inspection will be completed *no sooner than* 2 business days from receipt of your application by the Orion Township Fire Department.
 - Inspection will be performed Monday-Friday between the hours of 7am-4pm.
 - Permit Fee: \$100

Expedited Inspection

- Scheduled with less than 2 business day notice
 - Upon receipt of application, you will be contacted the next business day by a fire administration staff member to schedule an inspection.
 - Inspection will be completed *within* 2 business days from receipt of your application by the Orion Township Fire Department.
 - Inspection will be performed Monday-Friday between the hours of 7am-4pm. After hours and weekend inspections will be based upon the availability of the Fire Prevention Division staff.
 - Permit Fee: \$250



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Please select your preferred date and time of food truck inspection. Note: this is your preference, you will receive a phone call to schedule.

Date (Monday-Friday):

Time (7am-4pm):

Please select an alternative date and time for food truck inspection. Note: this is your preference, you will receive a phone call to schedule.

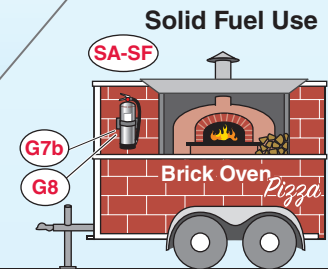
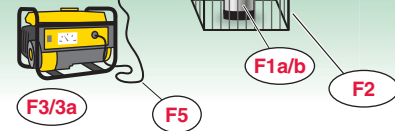
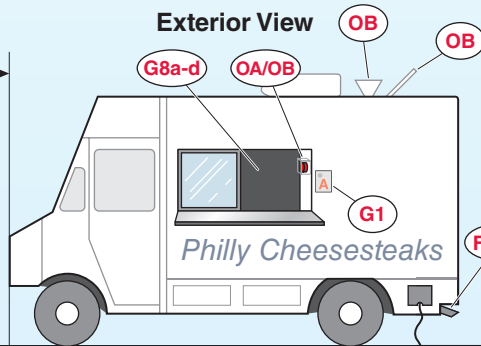
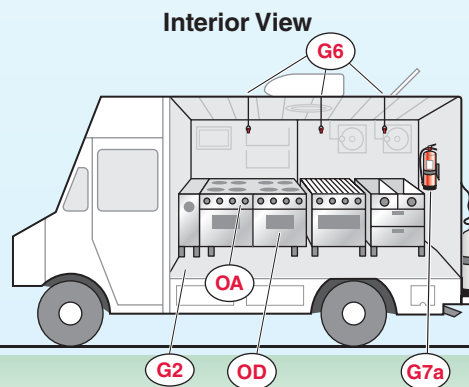
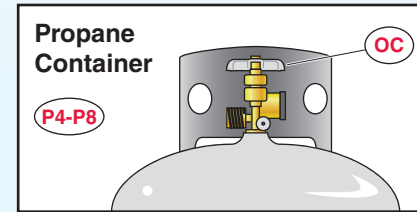
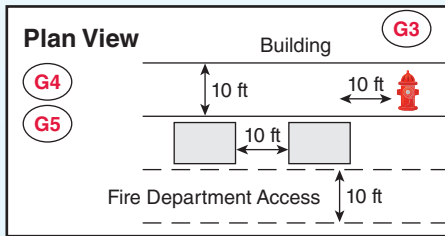
Date (Monday-Friday):

Time (7am-4pm):

**Please complete this form and email to: fire@oriontownship.org
This application will be reviewed by the Fire Prevention Division
You will then receive a phone call to schedule day and time of inspection.**



FACT SHEET » Food Truck Safety



NATIONAL FIRE PROTECTION ASSOCIATION

The leading information and knowledge resource on fire, electrical and related hazards

NOTE: This information is provided to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. Check with the local jurisdiction for specific requirements. This safety sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information. For more information, go to nfpa.org/foodtrucksafety.

FACT SHEET » Food Truck Safety (continued)

NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see Annex B in NFPA 96.

GENERAL SAFETY CHECKLIST

- Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:7.8.2; 96:7.8.3 for carnivals only] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.3; 1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9.3] **G7a**
- Where solid fuel cooking appliance produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:14.7.1] **G7b**
- Ensure that workers are trained in the following: [96:B.15.1]: **G8**
 - Proper use of portable fire extinguishers and extinguishing systems [10:1.2] **G8a**
 - Proper method of shutting off fuel sources [96:10.4.1] **G8b**
 - Proper procedure for notifying the local fire department [1:10.14.9 for carnivals only] **G8c**
 - Proper procedure for how to perform simple leak test on gas connections [58:6.16, 58:6.17] **G8d**

FUEL & POWER SOURCES CHECKLIST

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.10.1 for carnivals only] **F1a**
- Ensure that refueling is conducted only during non-operating hours. [96:B.18.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:B.16.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:11.7.2.1.2] **F3**
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - At least 10 ft in all directions from openings and air intakes [96:B.13] **F4a**
 - At least 10 ft from every means of egress [96:B.13] **F4b**
 - Directed away from all buildings [1:11.7.2.2] **F4c**
 - Directed away from all other cooking vehicles and operations [1:11.7.2.2] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70®. [96:B.18] **F5**

PROPANE SYSTEM INTEGRITY CHECKLIST

- Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- Inspect gas systems prior to each use. [96:B.19.2.3] **P3**
- Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- Where a gas detection system is installed, ensure that it has been tested in accordance with the manufacturer's instructions. [96:B.19.2.1] **P8**

OPERATIONAL SAFETY CHECKLIST

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**
- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:14.2.2; 96:14.2.3] **OB**
- Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:11.4] **OD**

SOLID FUEL SAFETY CHECKLIST (WHERE WOOD, CHARCOAL, OR OTHER SOLID FUEL IS USED)

- Fuel is not stored above any heat-producing appliance or vent. [96:14.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:14.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:14.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:14.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:14.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container located at least 3 ft from any cooking appliance. [96:14.9.3.8] **SF**

NFPA RESOURCES

NFPA 1, *Fire Code*, 2015 Edition
NFPA 1 *Fire Code Handbook*, 2015 Edition
NFPA 58, *Liquefied Petroleum Gas Code*, 2017 Edition
LP-Gas Code Handbook, 2017 Edition
NFPA 70®, *National Electrical Code®*, 2017 Edition
National Electrical Code® Handbook, 2017 Edition

NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2017 Edition
NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition

For more of these resources,
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