Mobile Food Facility (MFF) Permit Process

**Private Property Applicants**
(Includes: Park & Recreation facilities, Port & Bart properties, Private parking lots/streets OR Off the Grid, Truck Stop, SOMA StrEat Food Park)

- Apply for TUA (Temporary Use Authorization) or Zone Referral
  - Note: Does NOT apply to OTG, Truck Stop or SOMA StrEat Food park applicants

- Submit Plan Check Application
  - MFF Plan Check Application
  - Schematics (2 sets)
  - Fee

- Apply for Permit to Operate
  - Health Permit Application & Nonrefundable Fee
  - Fire Referral & Fee*
  - Business Registration Certificate
  - TUA or Zoning Referral(s)
  - Verification Forms
  - Written Operational Procedure Form
  - Food Safety Certificate(s)

- Schedule and pass Vehicle Inspection
  - Note: MFFs must complete fire inspection BEFORE DPH inspection

Upon receipt of License Certificate invoice, pay pro-rated annual license fee

Provide proof of license fee payment to DPH to receive yearly decal and official Health Permit to Operate

**Public Right-of-Way Applicants**
(Includes: Sidewalks, Streets, Public Alleys, Public Right-of-Ways)

- To obtain MFF Route approval, complete SF Public Works application and submit:
  - 2 Photographs of permit applicant(s)
  - Site Plan
  - Sample menu or itemized list
  - Nonrefundable application fee (half of processing, notification, and inspection fees)

- Submit Plan Check Application
  - MFF Plan Check Application
  - Schematics (2 sets)
  - Fee

- Complete the following to obtain a certificate of Sanitation from DPH:
  - Health Permit Application & Nonrefundable Fee
  - Fire Referral & Fee*
  - Business Registration Certificate
  - Verification Forms
  - Written Operational Procedure Form
  - Approved DPW Route
  - Food Safety Certificate(s)

- Schedule and pass Vehicle Inspection
  - Note: MFFs must complete fire inspection BEFORE DPH inspection
  - Operator must notify DPW that MFF is approved and in compliance with requirements

Upon receipt of License Certificate invoice, pay pro-rated annual license fee

Provide proof of license fee payment to DPH to receive yearly decal and official SFDPH Certificate of Sanitation

Operator must provide copy of Certificate of Sanitation to DPW to finalize DPW Permit

* MFF applicants must complete fire inspections (Division of Fire Prevention & Investigation, 698 2nd Street, Room 109) before DPH inspections, when applicable.