# 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)*

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

- **Department of Public Health**
  - Environmental Health Branch
  - 1390 Market St., Ste 210
  - 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

- **City Tax Collector’s Office**
  - City Hall – Rm 140
  - 1 Dr. Carlton B. Goodlett Place
  - Upon receipt of License Certificate invoice, pay pro-rated annual license fee

- **Department of Public Health**
  - Environmental Health Branch
  - 1390 Market St., Ste 210
  - 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)*

- **Department of Public Works**
  - Bureau of Street Use and Mapping
  - 1155 Market St., 3rd Floor
  - 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)

- **Department of Public Health**
  - Environmental Health Branch
  - 1390 Market St., Ste 210
  - 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

- **City Tax Collector’s Office**
  - City Hall – Rm 140
  - 1 Dr. Carlton B. Goodlett Place
  - Upon receipt of License Certificate invoice, pay pro-rated annual license fee

- **Department of Public Health**
  - Environmental Health Branch
  - 1390 Market St., Ste 210
  - 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

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