January 10, 2020

Dear Mobile Food Facility Owner/Operator:

At the 2020 Mobile Food Facility (MFF) Roundup, the San Francisco Department of Public Health (SFDPH) and San Francisco Fire Department (SFFD) will be conducting simultaneous inspections. **For your convenience, appointments will not be necessary.**

Upon your arrival, please park at the designated parking space, then proceed to the onsite registration area to initiate the inspection request. Please be sure to have with you:

- 2019-2020 S.F. Tax Collector’s License Certificate or proof of payment for FY 2020-2021
- S.F. Health Department Permit to Operate
- A completed List of Operating Location(s) Form
- A Commissary Verification Form, completed and signed by the commissary owner
  - *For out-of-county commissaries, the permitting agency must also sign the form*
- A valid email address for the business’s primary contact person
- A Restroom Verification Form, completed and signed by the restroom owner

Mobile Food Facility (MFF) permits are renewed by the issuance of an annual decal. This decal is issued when a MFF passes structural inspections with SFDPH and SFFD. A decal will **not** be issued if structural violations are outstanding, and if required documentation is not available at the time of the inspection.

**Please know that failure to renew your decal for the current year may impact your ability to operate in the City and County of San Francisco. Moreover, individual appointments outside of this event will be charged at the current inspector’s rate of $206/hour.**

**Tips for a successful inspection:**

- Hot (minimum 120°F) and cold water are available at the sinks
- All equipment is on and operating
  - Refrigerators maintain temperature of 41°F or lower
  - Hot-holding units maintain temperature of 135°F or above, with thermometers in place
- Handwashing sink has paper towels and liquid soap dispensers installed and stocked
- Approved food contact surface sanitizer is available
- MFF is clean and in good structural condition

**Note:** On an **annual basis**, MFF permit holders are required to submit commissary verification forms, restroom verification forms, and Operating Location Update forms, and notify SFDPH of any operational changes. If you have questions, please email/call the Mobile Food Inspection team at dph-mobilefoodfacilities@sfdph.org or 415-252-3935.

Sincerely,

SFDPH Mobile Food Program