



## **Mobile Unit General Requirements**

NOTE: The following list of requirements has been provided to assist with frequently asked questions specific to mobile unit plan reviews. The list does not represent the entirety of the requirements. Mobile food establishments must comply with all the requirements provided in the Cheyenne-Laramie County Food Safety Rule.

### **I. DEFINITIONS**

- A.** Self-contained mobile unit: A licensed mobile retail food establishment that contains all necessary equipment to operate. A commissary can be utilized if approved for additional space, but all required equipment must be included within the mobile unit. It is not connected to fixed utilities (i.e. water, sewer, and electricity) and it is required to report to an approved servicing location for sewage disposal and water.
- B.** Prepackaged Mobile: All foods are made and packaged commercially. No food handling occurs.
- C.** Commissary: Licensable commercial kitchen with approved equipment that can provide additional space for dish washing, cooking, dry storage, commercial refrigeration, cooling, etc. in addition to self-contained mobile unit.

### **II. HAND WASHING SINKS**

- A.** Hand washing sinks must be capable of providing a hands-free, continuous flow of 100°F water delivered under pressure.
- B.** Hand washing sinks must always be easily accessible and used for no other purpose.
- C.** All grills and smokers must have hand washing where cooking is being conducted.

### **III. VENTILATION**

- A.** If the mobile unit is enclosed (floors, hard sided walls, ceiling) and grease-cooking is conducted (i.e. cooking meats on a stove top or deep frying), then a Type 1 hood is required.
- B.** A single smoker, grill, or oven may be used outside the unit with hand washing; provided that all foods are prepared, assembled, and served from within the mobile unit and not directly from the outside cooking equipment.

**C.** A fryer is not permitted outside the unit.

#### **IV. WATER SUPPLY**

- A.** Water must be obtained from an approved source. Public water supplies are approved sources. Private water will require bacteriological testing semi-annually.
- B.** A pre-approved facility is provided and used to supply drinking water to the unit.
- C.** For all mobile units, the water supply must be sized to adequately fill dish washing sinks at least every 4 hours of operation. With additional water capacity for hand wash sinks.
- D.** The mobile unit must supply 5 gallons of water to each hand washing sink for each hour of operation. For example, a mobile unit operating for 6 hours must have a minimum of 30 gallons of drinking water available just for the hand sink. Water can be provided through additional food grade containers if approved by Environmental Health.
- E.** Adequate water pressure must be provided to all fixtures at all times.
- F.** Only food-grade hoses can be used to fill or transfer drinking water to or within a mobile unit.

#### **V. WASTEWATER**

- A.** All wastewater (except water from clean ice) must be contained in a permanently installed holding tank that is at least 15% larger than the water supply tank.
- B.** Wastewater from the holding tank must be disposed of in an approved sanitary sewer system (i.e. toilet, plumbed drain, or dump station) daily. The wastewater holding tank can never be emptied onto the ground or in the storm drainage system.
- C.** When using wastewater containers that are not attached to the unit, they must be clearly marked and used for no other purpose.
- D.** If hose is used, it must be clearly marked and stored separately from food grade hose.

#### **VI. STORAGE**

- A.** Adequate storage areas are provided within the mobile unit for all food, dry goods, single-service articles, and cleaning supplies.
- B.** Any food, dry goods, single-service articles and cleaning supplies not stored on the mobile unit must be kept stored in an inspected (possibly licensed) facility.

## **VII. General Requirements**

- A.** Adequate facilities must be provided for food preparation; cleaning and sanitizing of equipment and utensils; storage of additional food, equipment, utensils, and other supplies; and other servicing operations.
- B.** Surfaces must be scrubbable, smooth, and easily cleanable for all ceilings, walls, and floors.
- C.** Units must have screens or air curtains on doors and windows.
- D.** Commercial hot water heater must be at least 15 gallons or on-demand. Size of the sinks and menu will determine the amount of hot water that is required.
- E.** Commercial equipment and sinks.
  - 1. Hand sink (Required for all units)
  - 2. Food preparation sink (Required for produce, pasta, or thawing)
  - 3. Three compartment sink with rounded basins and integral drainboards (Required for all units-must fit largest piece of equipment)
  - 4. Commercial refrigeration (Menu dependent)
  - 5. Commercial hot holding (Menu dependent)
- F.** A written operational plan, cooling SOPs, reheating SOPs, and menu must be submitted with the plan review for the mobile unit demonstrating that the facility operates as a self-contained unit within the regulations established by the Cheyenne-Laramie County Food Safety Rule. After an operational plan is approved, any additions or changes to the plan must be approved by Environmental Health prior to implementation. The approved operational plan must always be available on the mobile unit.
- G.** Prior to opening a person in charge must have the Food Protection Manager Certification. Food Protection Manager Certification options:  
<https://anabpd.ansi.org/accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing?menuID=8&prgID=8&statusID=4>.  
Prepackaged only mobile units are excluded from this requirement.

## **VIII. OPENING INSPECTION**

- A.** The following items are required at your opening inspection:
  - 1. Approved sanitizer made at the appropriate concentration in a labeled bucket with wiping cloth in the sanitizer or labeled spray bottle with paper towels.
  - 2. Corresponding test strips for the sanitizer (Quat or chlorine)
  - 3. Thermometer capable of taking hot and cold internal temperatures of thin foods (thin tip probe thermometer reading from 0°F to 220°F)
  - 4. Thermometers for each refrigeration/freezer unit
  - 5. 100°F hot water available at the hand sink(s)
  - 6. Wash compartment must have 110°F hot water available

7. Three-compartment sink must be set up: dirty dish drainboard, wash with warm soapy water, rinse in middle sink, sanitize about 70 degrees F in last compartment, and air dry on clean drainboard.
8. Drinking water hose kept protected and separated from wastewater hose
9. Wastewater hose
10. All electrical equipment turned on including cooking equipment, refrigerators, hot holding equipment, hot water heater, water pumps, lights, ventilation, AC units, and any other electric appliances with a generator large enough to supply power to all equipment simultaneously
11. Fire suppression hood and vent system shall be approved by City Fire Department or State Fire Marshall if grilling/cooking inside unit
12. Vomit and diarrhea clean up procedures
13. Employee health policy
14. Food protection manager certification

**IX. OTHER REQUIREMENTS**

- A.** Submit a completed plan review application from our office at least 30 days prior to starting construction or making any changes.
- B.** Application and fee for annual Wyoming food license (\$200.00 cash or check only) is due at time of opening inspection to Environmental Health.
- C.** Contact City of Cheyenne business license if operating within city limits.
- D.** Contact Cheyenne Fire Department for requirements within city limits.
- E.** Contact Cheyenne BOPU for wastewater dumpsite.
- F.** Contact Laramie County Planning for use permit if operating outside City of Cheyenne.
- G.** Contact Laramie County Building Department if operating outside City of Cheyenne, Burns, Pine Bluffs, or Albin.
- H.** Contact the Wyoming State Fire Marshall if operating in Burns, Pine Bluffs, or Albin.

<b>CITY OF CHEYENNE</b>		<b>PHONE</b>	<b>WEBSITE</b>	<b>Email</b>
Building or Remodel	Cheyenne Building Department	(307) 637-6265	<a href="https://www.cheyennecity.org/Your-Government/Departments/Compliance-Department/Building-Permitting-Licensing">https://www.cheyennecity.org/Your-Government/Departments/Compliance-Department/Building-Permitting-Licensing</a>	building@cheyennecity.org
Choosing a Location/Zoning	Cheyenne Planning & Development	(307) 637-6282	<a href="https://www.cheyennecity.org/Your-Government/Departments/Planning-and-Development-Department">https://www.cheyennecity.org/Your-Government/Departments/Planning-and-Development-Department</a>	efagen@cheyennecity.org
Fire Requirements	Cheyenne Fire Department	(307) 637-6311	<a href="https://www.cheyennecity.org/Your-Government/Departments/Cheyenne-Fire-Rescue/Fire-Inspection">https://www.cheyennecity.org/Your-Government/Departments/Cheyenne-Fire-Rescue/Fire-Inspection</a>	jschamerhorn@cheyennecity.org
Water, Sewer, & Grease Traps	BOPU	(307) 637-0865	<a href="https://www.cheyennebopu.org/Home">https://www.cheyennebopu.org/Home</a>	ipp@cheyennebopu.org
Liquor Licenses & Business Licenses	Cheyenne City Clerk's Office	(307) 637-6330	<a href="https://www.cheyennecity.org/Your-Government/Departments/City-Clerk/Licenses-and-Permits/Liquor-Licensing">https://www.cheyennecity.org/Your-Government/Departments/City-Clerk/Licenses-and-Permits/Liquor-Licensing</a>	<a href="mailto:ksoden@cheyennecity.org">ksoden@cheyennecity.org</a>
		(307) 638-4301	<a href="https://www.cheyennecity.org/Your-Government/Departments/City-Clerk/Licenses-and-Permits/Business-Licensing-Applications">https://www.cheyennecity.org/Your-Government/Departments/City-Clerk/Licenses-and-Permits/Business-Licensing-Applications</a>	<a href="mailto:cityclerk@cheyennecity.org">cityclerk@cheyennecity.org</a>
<b>TOWN OF BURNS</b>				
Town Requirements	Town Hall	(307) 547-2206	No website available	burnswy@hotmail.com
Fire Requirements	State Fire Marshall	(307) 287-4676	<a href="https://wsfm.wyo.gov/fire-prevention/personnel-and-inspectors">https://wsfm.wyo.gov/fire-prevention/personnel-and-inspectors</a>	nick.medina@wyo.gov
Liquor License	Laramie County Clerk	(307) 633-4264	<a href="https://www.laramiecountywy.gov/County-Government/Elected-Officials/County-Clerk/Permits-Licenses">https://www.laramiecountywy.gov/County-Government/Elected-Officials/County-Clerk/Permits-Licenses</a>	office@laramiecountywy.gov
<b>TOWN OF ALBIN</b>				
Town Requirements	Town Hall	(307) 246-3386	No website available	
Fire Requirements	State Fire Marshall	(307) 287-4676	<a href="https://wsfm.wyo.gov/fire-prevention/personnel-and-inspectors">https://wsfm.wyo.gov/fire-prevention/personnel-and-inspectors</a>	nick.medina@wyo.gov
Liquor License	Laramie County Clerk	(307) 633-4264	<a href="https://www.laramiecountywy.gov/County-Government/Elected-Officials/County-Clerk/Permits-Licenses">https://www.laramiecountywy.gov/County-Government/Elected-Officials/County-Clerk/Permits-Licenses</a>	office@laramiecountywy.gov
<b>TOWN OF PINE BLUFFS</b>				
Building, Remodeling, Planning & Zoning	Planning & Zoning	(307) 245-3746	<a href="https://www.pinebluffswy.gov/planning-zoning/page/permits-licenses-forms">https://www.pinebluffswy.gov/planning-zoning/page/permits-licenses-forms</a>	

Water, Sewer, & Grease Traps	Public Works	(307) 286-2741	<a href="https://www.pinebluffswy.gov/public-works">https://www.pinebluffswy.gov/public-works</a>	
Fire Requirements	State Fire Marshall	(307) 287-4676	<a href="https://wsfm.wyo.gov/fire-prevention/personnel-and-inspectors">https://wsfm.wyo.gov/fire-prevention/personnel-and-inspectors</a>	nick.medina@wyo.gov
Liquor License	Laramie County Clerk	(307) 633-4264	<a href="https://www.laramiecountywy.gov/County-Government/Elected-Officials/County-Clerk/Permits-Licenses">https://www.laramiecountywy.gov/County-Government/Elected-Officials/County-Clerk/Permits-Licenses</a>	office@laramiecountywy.gov

**(UNICORPORATED)  
LARAMIE COUNTY**

Choosing a Location/Zoning	Laramie County Planning	(307) 633-4303	<a href="https://www.laramiecountywy.gov/County-Government/County-Departments/Planning-Development">https://www.laramiecountywy.gov/County-Government/County-Departments/Planning-Development</a>	planning@laramiecountywy.gov
Building or Remodeling	Laramie County Building	(307) 633-4303	<a href="https://www.laramiecountywy.gov/County-Government/County-Departments/Planning-Development">https://www.laramiecountywy.gov/County-Government/County-Departments/Planning-Development</a>	building@laramiecountywy.gov
Fire Requirements	Laramie County Fire Warden	(307) 633-4335	<a href="https://www.laramiecountywy.gov/County-Government/County-Departments/Fire-Warden">https://www.laramiecountywy.gov/County-Government/County-Departments/Fire-Warden</a>	LCEMA@laramiecountywy.gov
Water Requirements	EPA	(303) 312-6312	<a href="https://www.epa.gov/aboutepa/epa-region-8-mountains-and-plains">https://www.epa.gov/aboutepa/epa-region-8-mountains-and-plains</a>	jeff.cowley@wyo.gov
	State Groundwater Engineer's Office	(307) 777-6163	<a href="https://seo.wyo.gov/ground-water">https://seo.wyo.gov/ground-water</a>	
Sewer & Grease Traps	Environmental Health	(307) 633-4090	<a href="https://clcpublichealth.org">https://clcpublichealth.org</a>	envhlth@laramiecountywy.gov
	Environmental Health	(307) 633-4090	<a href="https://clcpublichealth.org">https://clcpublichealth.org</a>	envhlth@laramiecountywy.gov
Sewer & Grease Traps	DEQ	(307) 777-7088	<a href="https://deq.wyoming.gov/water-quatlity/water-wastewater/">https://deq.wyoming.gov/water-quatlity/water-wastewater/</a>	dennis.lewis@wyo.gov
	Liquor License	Laramie County Clerk	(307) 633-4264	<a href="https://www.laramiecountywy.gov/County-Government/Elected-Officials/County-Clerk/Permits-Licenses">https://www.laramiecountywy.gov/County-Government/Elected-Officials/County-Clerk/Permits-Licenses</a>

**MICELLANEOUS**

State Sales Tax Number	Wyoming Department of Revenue	(307) 777-5200	<a href="https://excise-tax-div.wyo.gov/home">https://excise-tax-div.wyo.gov/home</a>	dor@wyo.gov
		(307) 777-5541		dor_taxability@wyo.gov
State Food License Renewal	Wyoming Department of Agriculture Consumer Health Services	(307) 777-7211	<a href="https://agriculture.wy.gov/index.php?section=chs-information">https://agriculture.wy.gov/index.php?section=chs-information</a>	<a href="mailto:valerie.taro1@wyo.gov">valerie.taro1@wyo.gov</a>
Carpenter Water & Sewer	Carpenter Water & Sewer District	(307) 631-8257	No website	
Water and Sewer	South Cheyenne Water & Sewer District	(307) 635-5608	<a href="http://www.southcheyennewatersewer.com/">http://www.southcheyennewatersewer.com/</a>	scwsd215@southcheyennewatersewer.com