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# Plan Review Application – Mobile Establishments

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Name of Establishment	Projected Date to Open		
Home Address	City	State	Zip Code
Commissary Name	Commissary Address		

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## Contact Information

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Primary Contact Name	Title	
Phone	Phone	E-mail Address
Secondary Contact Name	Title	
Phone	Phone	E-mail Address

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## THD Use Only

Cash	_____	Date Received
Check	_____	
Credit Card	_____	Receipt #
Money Order	_____	By

This Application must be submitted with the Fee of \$425.00 made payable to the Tulsa Health Department. The application must be completed in full. All facilities must be inspected and licensed prior to operation. Completion and submission of this form does not constitute authorization to open a mobile food establishment. This fee is non-refundable.

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Applicant Signature/Title

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# Mobile Plan Review Application and Fee Submission Guidelines

These guidelines are provided to help ensure that your review is completed in a timely manner and to also help eliminate costly mistakes in the construction, remodel, purchase, or conversion of a Mobile Food Establishments where food or beverage is prepared, processed, served or stored including full-service, prepackaged, and pushcart mobiles.

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## A. Plan Applications are submitted when:

- a new establishment (where no current license exists);
- an existing licensed mobile remodel or conversion occurs;
- there is a change in the type of food operation; or
- an inspector determines that plan submission is necessary to ensure compliance with Oklahoma Food Establishment Regulations.

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## B. Contents of the application must include:

- Contact name(s), telephone number(s), and location of commissary (if applicable).
- Type of construction (mobile food service, packaged retail, or pushcart).
- If hard copies are submitted, the plan drawings must be legible and at least 8 1/2" x 11" or larger with the preferred plan submission size being ARCH D or 24"x36". When submitting paper drawings, three sets must be submitted for establishments within Broken Arrow city limits and two sets for all other Tulsa County localities.

**\$425.00 fee shall be included with submission of plan review application.**

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## C. Plans and specifications must include:

- Menu or general description of food and drink items to be stored, prepared, or served.
- Complete mobile layout that is drawn to scale.
- Equipment layout and identification.
- Plumbing plan showing location and sizes of plumbed fixtures identified including hand sink, 3-compartment sink, fresh water and wastewater tank, and hot water tank.
- Complete finish schedule (walls, ceiling, and floor) that details materials used in all food or beverage areas, and restrooms to include colors of walls and ceiling.
- Ventilation systems including hoods and air curtains.
- Commissary location and purpose of use (commissary name and address), wastewater disposal location, and restroom agreement (if applicable).
- Lighting fixture types and locations.

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D. The review and turnaround time should be within fourteen (14) business days. **Failure to provide information requested may extend the review time.**

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E. For any additional questions or assistance, please call Food Protection Services Program at 918-595-4300 and ask for the Plan Review Coordinator.

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F. Mobiles selling only prepackaged foods and not engaging in food preparation operations are exempt from Plan Review Application and fees.