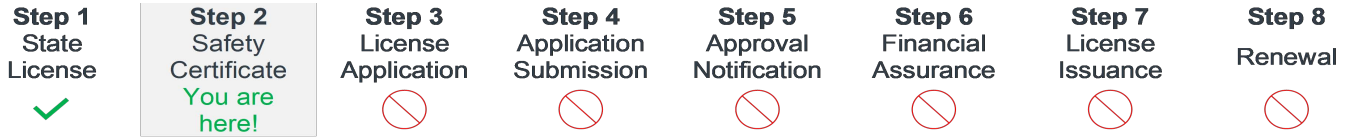


STEP 2 SAFETY INSPECTION REQUEST FORM

This document must be completed by the applicant with all required supporting documentation and an inspection fee paid in full in order to schedule a safety inspection.

APPLICATION PROCESS



Form Instructions: Submit this form, evidence of a state food establishment license, and photographs of your mobile vending unit to business.support@cityofeastlansing.com. If the form is determined complete, City staff will contact you for instructions on paying a \$50.00 inspection fee and to schedule your safety inspection.

Business Information			Mobile Vending Unit Information			
Business Legal Name			<input type="checkbox"/> Motorized	<input type="checkbox"/> Nonmotorized		
Doing Business As			License Plate Number			
Business Owner			Mobile Unit Type		State License Type ¹	
Owner Email			<input type="checkbox"/> Truck/Vehicle	<input type="checkbox"/> Mobile Food Service		
Owner Phone			<input type="checkbox"/> Cart	<input type="checkbox"/> STFU ²		
Driver's License #			<input type="checkbox"/> Stand	<input type="checkbox"/> Temporary		
Is the owner also the operator?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	<input type="checkbox"/> Mobile Commissary		
Enter the entity or local health department that issued your State License:						

¹ A license issued by a public health agency authorized to issue a State License is required

² STFU means Special Transitory Food Unit

Pre-Inspection Questions					
Select the power source proposed for mobile food vending operations:					
<input type="checkbox"/>	Generator				
<input type="checkbox"/>	Propane				
<input type="checkbox"/>	Wood				
<input type="checkbox"/>	Electricity Connection				
<input type="checkbox"/>	Other (please specify):				
<input type="checkbox"/>	No power source is required for my operations				
		Yes	No	N/A	Not sure
Are your ground-fault circuit interrupter (GFCI) circuits working correctly?					
Is your wiring appropriate for your equipment?					
Are your connections appropriately tight?					

Required Attachments

Evidence of State Food Establishment License

2 photographs of mobile unit

Resources

- Ordinance 1510
- Policy Resolution 2021-18
- STEP 1: State License

Safety Inspection Certificate Requirements

- We strongly suggest that the electrical components on your mobile food vending unit have been reviewed by a licensed electrical contractor.
- A safety inspection is required for any mobile food vendor applying for an annual license to operate any motorized or nonmotorized vehicle, trailer, stand, cart, or other device designed to be portable and not permanently attached to the ground, from which food is prepared onsite and vended, served, or offered for sale.
- A dual inspection conducted by the East Lansing Fire Marshal and Electrical Inspector
- The electrical inspection shall conform to the current NEC to reduce shock hazards.
- Prior to conducting a safety inspection, you must obtain a state license from the appropriate local health department or other regulatory entity authorized to issue a state license.
- Prior to issuance of a mobile food vendor license, you must submit evidence of a safety inspection certificate issued by the East Lansing Fire Marshal and Electrical Inspector. The safety inspection certificate must be included as part of the mobile food vendor application.
- A safety inspection fee shall be paid by the mobile food vendor or operator for each mobile food vendor unit license or annual renewal license.

SAFETY INSPECTION PROCESS OVERVIEW

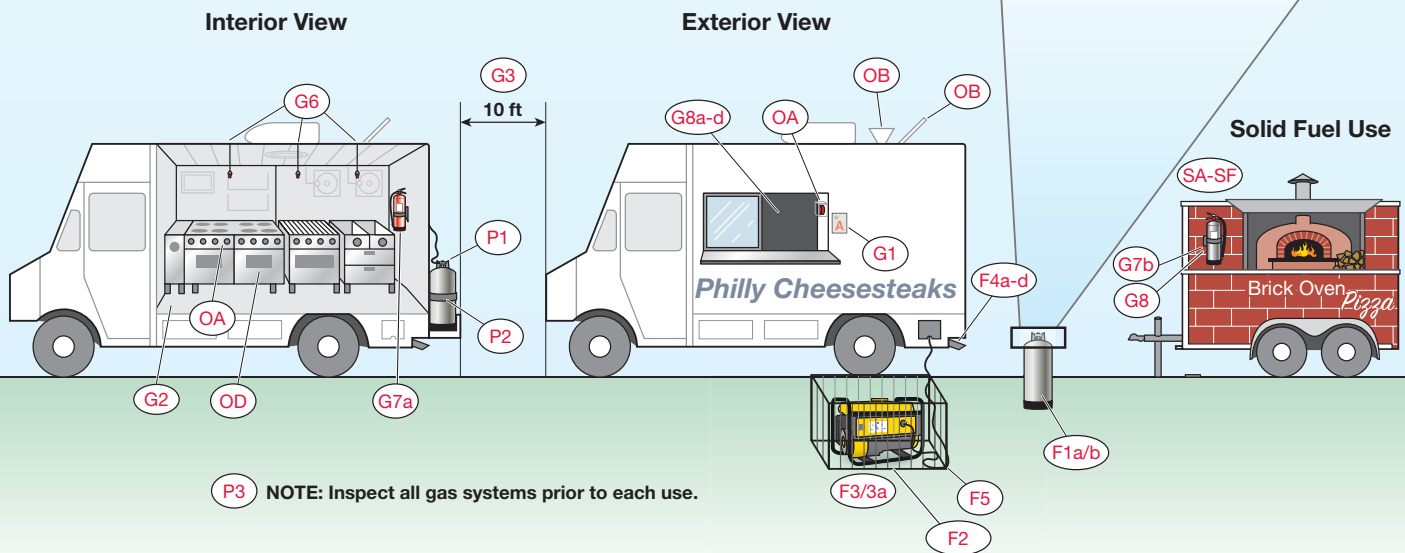
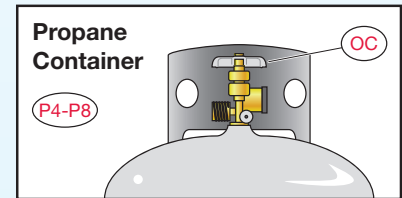
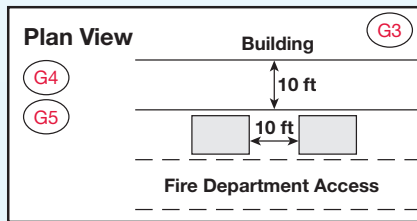
- Obtain appropriate state license from a local health department or the State of Michigan
- Complete this Safety Inspection Request Form
- Submit this Safety Inspection Form as soon as possible and prior to completing the full Mobile Food Vending License Application. To submit this Form, attach it to the safety inspection request application by visiting this link:
- City staff will contact you to schedule a date and time for the safety inspection and ensure the \$50 safety inspection fee is paid in full prior to the inspection.
- All safety inspections are conducted at City Hall located at 410 Abbot Rd., East Lansing, MI 48823
- Once a safety inspection certificate has been obtained, you will complete the Mobile Food Vending Unit License Application, which is attached to this Form or can be viewed and downloaded here: xxxxxxxxxxxxxx

For office use only

REVIEW STATUS	DATE	COMMENTS			
CED Review Date					
Safety Inspection Date					
Safety Certificate Issued					
Certificate #		BS&A Status		Fee Paid	Yes <input type="checkbox"/> No <input type="checkbox"/>



FOOD TRUCK SAFETY



P3 NOTE: Inspect all gas systems prior to each use.

NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Chapter 17 in NFPA 96.

General Safety Checklist

- Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.8.3.2] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:17.2] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9] **G7a**
- Where cooking appliances that use solid fuel, such as charcoal or wood, produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:15.7.1] **G7b**
- Ensure that workers are trained in the following: [96:17.10]: **G8**
 - Proper use of portable fire extinguishers and extinguishing systems [96:17.10.1(1)] **G8a**
 - Proper method of shutting off fuel sources [96:17.10.1(2)] **G8b**
 - Proper procedure for notifying the local fire department [96:17.10.1(1)] **G8c**
 - Proper procedure for how to perform simple leak test on gas connections [96:17.10.1(5)] **G8d**



FOOD TRUCK SAFETY CONTINUED

Fuel & Power Sources Checklist

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.11.1 for carnivals only] **F1a**
- Ensure that refueling is conducted only during non-operating hours. [96:17.8.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:17.5.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:10.15.4] **F3**
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - At least 12 ft in all directions from openings and air intakes [96:17.5.2.3(1)] **F4a**
 - At least 12 ft from every means of egress [96:B.13] **F4b**
 - Directed away from all buildings [96:17.5.2.3(2)] **F4c**
 - Directed away from all other cooking vehicles and operations [96:17.5.2.3(3)] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:17.8.1] **F5**

Propane System Integrity Checklist

- Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- Inspect gas systems prior to each use. [96:17.7.2.3] **P3**
- Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- Where a gas detection system is installed, ensure that it is tested monthly. [96:17.7.2.2] **P8**

Operational Safety Checklist

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**

- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:12.1.1] **OB**
- Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:12.4] **OD**

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- Fuel is not stored above any heat-producing appliance or vent. [96:15.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:15.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:15.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:15.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:15.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container. [96:15.9.3.8.1] **SF**

Learn More

- ▶ Get free digital access to NFPA codes and standards at: nfpa.org/docinfo
- ▶ Read the latest news and updates at: nfpa.org/foodtrucksafety
- ▶ Review the following and other NFPA resources at: nfpa.org
 - NFPA 1, *Fire Code*, 2021 Edition
 - *NFPA 1 Fire Code Handbook*, 2021 Edition
 - NFPA 10, *Standard for Portable Fire Extinguishers*, 2018 Edition
 - NFPA 58, *Liquefied Petroleum Gas Code*, 2020 Edition
 - *LP-Gas Code Handbook*, 2020 Edition
 - NFPA 70®, *National Electrical Code*®, 2020 Edition
 - *National Electrical Code*® *Handbook*, 2020 Edition
 - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2021 Edition
 - NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition

