



City of **MENOMONIE**

clerk@menomonie-wi.gov

(715) 232-2221 Ext 1006

800 Wilson Avenue

Menomonie, WI 54751

Mobile Food Establishment License Application

I hereby apply for a license to operate a Mobile Vendor and or Mobile Food Establishment in the City of Menomonie, from date hereof to December 31st, 20_____, inclusive (unless sooner revoked).

I have read and agree to comply with all regulations set forth in Title 3, Chapter 23 of the City Code regarding Mobile Vendors and Mobile Food Establishments, and hereby understand my license may be revoked if serious violations are found to exist.

Name: _____

First

Middle (Full)

Last

Date of Birth: _____ Driver's License #: _____ State: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Vehicle/Trailer Description: _____

Vin #: _____ License Plate #: _____ State: _____

Make/Model: _____

Name of Insurance Company: _____

Certificate of Insurance must be filed with the clerk - \$1,000,000 liability insurance

**Applicant must call the Menomonie Fire Department to schedule an inspection of the mobile unit
at least two days before the desired inspection date. (715) 232-2414**

**Applicant must call the Dunn County Health Department to schedule an inspection of the mobile
unit. (715) 232-2388**

Date of Fire Department Inspection: _____

Date of Dunn County Health Department Inspection: _____

I hereby authorize the Menomonie Police Department to furnish all information pertaining to my application for a mobile vending permit to the licensing authorities of the City of Menomonie. This release is authorized with full understanding that the information will be safeguarded against unauthorized disclosure to and parting not having a legitimate need for in the property discharge of official business of the City of Menomonie.

I hereby release the City of Menomonie, its officers and employees from any liability for damages which may result to me on account of compliance with the authorization.

Applicant Signature

Date

License Fee: \$60.00 (01.43410 - \$50.00 License Fee; Code 48 - \$10.00 Investigation Fee)

Receipt: _____

Copy of approved and signed inspection report must be attached to the application before Clerk can issue permit. Attached



Menomonie Fire Department

Starting July 1, 2022 all mobile food establishments operating within the City of Menomonie shall require a license. As part of the licensing process, a fire safety inspection will be required. The following items will be part of the inspection and are considered minimum safety standards set forth in the latest edition of the National Fire Protection Association, Fire Code (NFPA 1). It is our goal to assist you in ensuring you have all the necessary equipment onboard to prevent or mitigate fires, explosions, and other hazards while serving your customers.

We are providing this information now to give each vendor sufficient time to ensure the following items are installed and operational before July 1, 2022. Please contact the fire department at 715-232-2414 with any questions concerning the following information.

FIRE PROTECTION

1. Cooking equipment that produces grease-laden vapors requires a Type 1 kitchen exhaust hood.
2. Type 1 kitchen exhaust hoods require an automatic fire-extinguishing system compliant with UL 300 standards.
3. A minimum of one 2A:10BC (2A: 20BC when a generator is used) fire extinguisher and one 1.5-gallon Class K extinguisher are required for up to four fryers with a medium capacity of 80 pounds. A water extinguisher is required for solid fuel cooking appliances.
4. Gas cooking appliances must be secured and connected to the fuel supply piping with an appliance connector complying with ANSI Z21.69/CSA 6.16
5. Cooking oil storage containers must not exceed 120 gallons, must be properly secured and must be listed for their use (UL 80, UL 142).
6. Cooking oil tanks must have normal and emergency venting capabilities.
7. A "NO SMOKING" sign shall be posted on the exterior of the vehicle near the gas supply.

MAINTENANCE

1. Exhaust systems – including hood, grease removal fans, ducts and other accessories must be inspected and cleaned regularly.
2. Fire extinguishers must be recertified annually.
3. Automatic fire extinguishing systems must be serviced every six months.
4. LP gas containers and fuel-gas piping systems must be inspected annually and labeled by an approved U.S. Department of Transportation inspection agency.
5. CNG containers must be inspected every three years and not used past the listed expiration date.
6. The inspection agency must label the fuel gas system with a tag indicating the name of the agency and date of the inspection.
7. All electrical devices must be properly maintained.



Menomonie Fire Department

LP AND NATURAL GAS FUELED EQUIPMENT

1. The maximum aggregate capacity of LP gas containers used in food trucks is 200 pounds.
2. LP gas containers must be securely mounted and restrained.
3. LP gas containers must meet NFPA 58 requirements for design compliance.
4. The maximum aggregate capacity of CNG containers transported by the vehicle as 1,300 pounds of water capacity.
5. CNG containers must be NGV-2 and must be properly secured.
6. When CNG containers and system are used to supply fuel for cooking as well as transportation, they Must be installed in accordance with NFPA 52.
7. Piping for LP gas systems, including valves and fittings must be protected from tampering, impact damage and damage from vibration.
8. The vehicle must have a listed LP gas alarm in the vicinity of the LP gas components and installed in accordance with manufacturer's instructions.
9. All CNG components and system piping must be safe from tampering, damage and impact during Transportation and use.
10. Vehicles using CNG must have a Methane alarm.
11. If an open flame heat source is used within the vehicle, a carbon monoxide detector shall be installed.

INSPECTION

All mobile food vehicles are subject to fire inspections.

1. The Menomonie Fire Department shall inspect all mobile food vehicles as part of the licensing requirements in Title 3, Chapter 23 of City Code.
2. Mobile food vendors can call the fire department at 715-232-2414 to schedule an inspection. You must call at least 2 business days prior to the desired inspection date.
3. A signed inspection form will be issued by the fire department to the mobile food vendor as proof of fire code compliance. This form will need to be presented to the city clerk.
4. Mobile food vehicles that are found not in compliance shall have violations corrected and can call for a reinspection.
5. A copy of the inspection form must be maintained within the mobile food vehicle for review.

DOCUMENTS TO KEEP IN THE MOBILE FOOD ESTABLISHMENT

1. City of Menomonie Mobile Food Establishment License
2. Mobile Kitchen Log – Wisconsin Department of Safety and Professional Services requirement
3. Menomonie Fire Department inspection form
4. Employee training record

INSPECTION DOCUMENTS

A current copy of the listed documents shall be maintained in the mobile food establishment.

1. City of Menomonie Mobile Food Establishment License
2. Mobile Kitchen Log
3. Menomonie Fire Department Inspection Form
4. Employee training record



Mobile Kitchen Log

INDUSTRY SERVICES DIVISION
Fire Prevention Program
PO Box 7302
Madison, Wisconsin 53707-7302
TTY: Contact Through Relay

Note: Use of mobile kitchen must be documented per SPS 314.50 for use on any given date and shall be presented to fire inspector upon request.

MENOMONIE FIRE DEPARTMENT
MOBILE FOOD ESTABLISHMENT INSPECTION

Date of Inspection:			
Fire Department Inspector (print):			
Business Name:			
Business Address:			
Owner's Name:			
Owners Address:			
Phone Number:			
MFV License Plate Number:			State:

FIRE PROTECTION	Yes	No	N/A	Date of Latest Inspection/Test
Type 1 kitchen exhaust hood present				
Automatic fire-extinguishing system				
2A:10BC fire extinguisher				
2A:20BC fire extinguisher (if using generator)				
1.5 gallon Type K extinguisher				
Water extinguisher (for solid fuel cooking)				
Gas appliances secured and connected properly				
Cooking oil tanks vented properly				
"NO SMOKING" sign posted on exterior				
Wheel chocks or jack stands				
Flammable liquids stored properly				
Gas system leak detection				

MAINTENANCE	Yes	No	N/A	Date of Latest Inspection/Test
Type 1 exhaust hood, fans, ducts clear of grease				
LP system labeled and approved				
Inspecting agency:				
CNG containers inspected (every 3 years)				
Electrical devices in good repair and working order				

LP AND NATURAL GAS	Yes	No	N/A	Date of Latest Inspection/Test
Fuel type: LP _____ CNG _____				
Total capacity below max LP 200lbs, CNG 1,300lbs				
Containers securely mounted and restrained				
Piping, valves and fittings protected				
Gas alarm present				
Carbon Monoxide detector				

DOCUMENTS AVAILABLE	Yes	No	N/A
Mobile Food Establishment License Application			
Employee Training Record			
Mobile Kitchen Log - DSFS			
Fire Department Inspection Form			

Inspection Status: Pass _____ Fail _____ Inspector Signature: _____

Employee training record

