

Mobile Food Vendor (FOOD TRUCKS/CARTS)

What You Need to Know to become a
Licensed Food Vendor in the City of

Harrisburg

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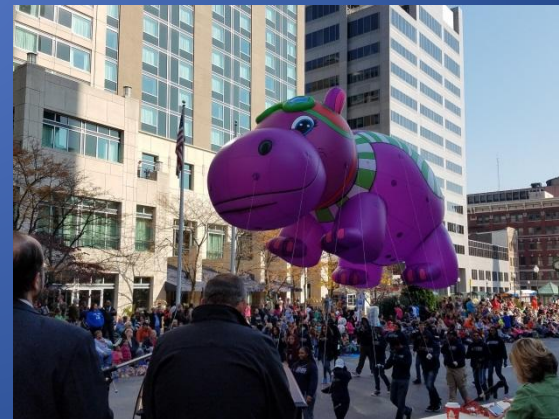
City of Harrisburg 2017 Events

Tuesday, July 4th
**July 4th Taste of Independence Food
Truck Festival & Fireworks**

September 2nd – 4th
Kipona

November 18th
Holiday Parade

***Additional events are held in the City of Harrisburg.
The events listed above are produced by the City of
Harrisburg.**



Mobile Food Vendor (Stationary)

Stationary (1 Location) (permanent retail license)

- A stationary food facility from which food is stored, prepared, processed, distributed or sold
- One location only
- Operating more than 14 days in one location

Stationary (1 location) (Related Fees)

- Mercantile (Business Privilege) Annual Fee
\$50.00/yr.
- Vendor License Fee
\$50.00/yr.
- Health License Fee
\$100.00/yr.
- Zoning Fee
(one-time \$25.00)
- Food Vendor Information Sheet/Free



Special Event/Temporary Vendor License

- Fee: \$50.00 a one-time charge for events, and a fee of \$15.00/day for events.
- An annual option of \$75.00 is available for those who want to participate in more than 5 events/year.
- A surcharge is added if application is received less than 10 days before the event
- The license must be displayed during the event and is not transferrable
- Vendors without proper licensing will not be allowed to set-up at location
- Inspections will be done prior to the event-all violations must be corrected
- Events produced by the City of Harrisburg (July 4th Food Truck Festival & Fireworks, Kipona & Holiday Parade) require an approved application and additional vendor fees per event.
- Applications can be obtained by contacting Megan Roby, Marketing & Events Manager at 717.255.3169 or mmroby@cityofhbg.com
- Additional events not produced by the City of Harrisburg, but held within the City, may require additional fees by the event producer.
- Documents Needed: **General Vendor license, Special Event Health License, Food Vendor Info Sheet and Vendor Rules**



License Applications and Food Vendor Resources

Mercantile License:

[https://cityofharrisburg.zendesk.com/hc/en-us/articles/115001984508-2017-Business-Privilege-Mercantile-license-application-](https://cityofharrisburg.zendesk.com/hc/en-us/articles/115001984508-2017-Business-Privilege-Mercantile-license-application)

General License:

<https://cityofharrisburg.zendesk.com/hc/en-us/articles/204529690-General-License-Application>

Special Event Vendor License:

<https://cityofharrisburg.zendesk.com/hc/en-us/articles/204310284>

Kipona: <http://harrisburgpa.gov/file/2013/04/Food-Vendor-Application.pdf?x33535>

Taste of Independence:

http://harrisburgpa.gov/file/2013/04/July-4th-Vendor-Application_2017.pdf?x33535

Health License:

https://cityofharrisburg.zendesk.com/hc/en-us/article_attachments/202267180/Health-License-Application.pdf

Food Vendor Information Sheet:

<https://cityofharrisburg.zendesk.com/hc/en-us/articles/204310284>

Rules and Regulations:

<https://cityofharrisburg.zendesk.com/hc/en-us/articles/204310284>



There are Four Levels of Mobile/Temporary Food Vendors in Harrisburg

(Information from PA Dept. of Agriculture)



Mobile/Temporary Food Vendor: Type 1

- Only pre-packaged food
- No preparation or assembly is needed
- Only bottled or canned drinks, no fountains or other dispensers
- EX: chips, canned soda, cookies, candy





Mobile/Temporary Food Vendor: Type 2

- Commercially processed packaged food
- In original packaging
- EX: packaged ice cream, single-serving packaged snacks, packaged milk





Mobile/Temporary Food Vendor: Type 3

- Unpackaged food
- Food preparation with no cooking involved (store-prepare-serve)
- Preparation for same-day service (store-prepare-cook-serve)
- Reheating of a commercially-processed food
- Ex: Hot dogs, grilled sandwiches, salads, shaved ice, kettle corn
- *At least one (1) Food Employee Certified Manager is required/a person in charge must be available at all times*





Mobile/Temporary Food Vendor: Type 4 (kitchen on wheels)

- Unpackaged food
- Food preparation with no cook step (store-prepare-serve)
- Preparation for same-day service (store-prepare-cook-serve)
- Reheating of a commercially processed food
(store-reheat-hold-serve)
- Ex: Full menu of items
- *At least one (1) Food Employee Certified Manager is required/a person in charge must be available at all times*





Mobile Food Vendor

OPERATIONS AND BEST PRACTICES



Personal Hygiene

- Employee Health Policy
 - Employees ill with diarrhea, fever, vomiting, jaundice, sore throat, or discharge from eyes may not work with exposed food, utensils, linens or service items. Cuts and sores must be covered (ex: finger cot/bandage) and gloves must be worn over the cover
- Hand wash facilities
 - Hand sinks must have running water of (100 F), dispensed soap, paper towels, hand wash signs and a wastebasket
 - MFF type 1 may use moist towelettes/sanitizer
 - MFF type 2 may use a portable hand wash station or towelettes/sanitizer may be used if product is in secure packaging
 - MFF type 3 & 4 must have a conveniently located and accessible hand wash sink—complete with hot and cold running water
- Clothing
 - Hair restraints and clean clothing are required, aprons may be worn
- Gloves
 - Gloves are not required, but hands may NOT touch ready-to-eat food. If worn, gloves should be used for one task only and discarded when damaged or when changing or interruption of activities.



Food Protection

- No food/paper products are to be prepared or stored in private homes, unless in a separate refrigerator/storage area away from personal items.
- Home processed/canned food is not allowed unless the home operation is licensed as a Limited Food Producer by the PA Department of Agriculture
- Food at least 6 inches off ground/floor
- Food to be stored in food grade containers only
- Keep ready-to-eat foods separate from raw foods
- Condiments must be dispensed in individual packets, squeeze bottles or served by the employee
- Thermometers must be on-site for monitoring temperatures
- Protect food from insects, rodents and other environmental contamination
- Keep chemicals away from food
- All chemical containers must be labeled
- Keep garbage in a water-tight container with a lid
- All MFF's must have overhead protection (truck roof, canopy, umbrella, etc.)
- The food storage and prep areas must be protected and secured from public access
- Receipts for all food purchases must be available upon request



Temperature: Stay Out of “The Danger Zone”

- Foods must be kept at 41F or colder in cold holding
- Foods must be kept at 135F or hotter in hot holding
- Temperatures between 41F and 135F can allow for rapid growth of harmful bacteria
(the danger zone!)
- Foods may be thawed in the refrigerator, under cool running water or in the microwave (if cooked immediately after).
- Do not let food sit out on the counter or in sink to thaw
- Food which has been cooked and cooled must be reheated to at least 165F within two (2) hours before being placed back into hot holding



What's Cookin' (How long? & How high?)

Poultry, stuffed meats, stuffed fish
or stuffed pasta

165F (74C) for 15 Seconds

Ground Beef

155F (68C) for 15 seconds

**Beef Steak, veal, lamb, pork,
fish, shell eggs**

145F (63C) for 15 seconds



Cleaning/Sanitizing

Warewashing

- A three-compartment sink with air-dry drainboards (or area to air dry) is required for MFF types 3 and 4
- Any other warewashing set up must be approved by the health officer in advance of the event



Sanitizing

- All food contact surfaces must be cleaned and sanitized at least every 4 hours
- There are several chemical sanitizers available. (Chlorine, Quaternary Ammonium Compounds (Quats) and Iodine)
- A spray bottle or clean wiping cloths stored in a sanitizer bucket may be used on surfaces
- PH test strips for the type of sanitizer must be used
- Sponges are not allowed to be used to clean food contact surfaces



Water/Wastewater

- All water used must be from an approved source (municipal supplier)
- Commercially bottled water may be used
- If non-municipal water is used it must be tested for **Total Coliform** and **Nitrate/Nitrites** before usage
- The materials used for the MFF water tanks must be safe, durable, corrosion-resistant and have a smooth-easy to clean surface
- Water hoses for drinkable water should be labeled to prevent contamination
- Hoses must also be labeled by manufacturer as “food grade”
- Dispose of Wastewater properly into a plumbed sewer
- The City of Harrisburg will not be providing access to water. Vendors must provide all connections, filters, and hoses.
- Access to water can be made through Capital Region Water by calling 717.236.4098



Electrical

- The City of Harrisburg reserves the right to disconnect power to any vendor or event that is not in compliance with these rules, City / State / Federal codes, or that poses a safety hazard.
- The City will not be responsible for any damage to electric equipment or loss of food or revenue as a result of power being disconnected.
- The City's temporary electric power system is designed for use during dry conditions. In the event of rain the City may, at its discretion, disconnect all power.
- In the event of rain or lightning the city may be unable to disconnect temporary direct feed connections when requested. As soon as conditions improve to a safe level, staff will begin any requested work.
- The City can provide 2 types of electric connection
 - 120 Volt 30 Amp 4 connection standard outlet box
 - Direct connection of vendor supplied cable to panel. 120 Volt or 240 Volt connections.
- The City is only responsible to provide electric power at our panel locations. Requested standard outlet boxes will be at the base of the panel. It is the vendors responsibility to provide all cords needed to reach the panel locations.
- All electric cords used during an event must be heavy duty outdoor rated 10/3 grounded cable.
- Any electric cord or hose that are run over a hard surface (sidewalks, pathways or roadways) must be



Rules/Regulations

CITY OF HARRISBURG VENDOR RULES AND REGULATIONS

- 1.) You are not permitted to sell merchandise on any City owned park and recreational site or upon City-owned real estate without possessing a valid park permit issued by the Department of Parks & Recreation.
- 2.) You are not permitted to sell on State property.
- 3.) You are required to possess a valid Business Privilege and Mercantile License, Vendors License, and Pa Sales Tax License. These licenses must be prominently displayed at all times.
- 4.) Mobile food units that wish to vend from City streets must be motorized. You are not permitted to sell out of a vehicle or ancillary equipment that has not been approved and inspected by the Health Officer.
- 5.) No street vendor shall sell or offer for sale, merchandise or services within (15) feet of any entrance to any property, or within (15) feet of a fire hydrant, or within (500) feet of any entrance to any public or private school, or on any sidewalk having a width of less than (7) feet, or on any property obstructing a right-of-way area.
- 6.) All street vendors shall position themselves at least (50) feet from another street vendor and at least (100) feet from a restaurant or business with a valid health license issued by the City. No street vendor shall hereafter sell or offer for sale any products or services within (500) feet of the designated boundaries of any City organized, sponsored or sanctioned event or activity to which vendor access is restricted or regulated.
- 7.) Zoning approval for non-motorized vehicles must be obtained before any license will be issued.
- 8.) All sales by street vendors shall cease (to operate) no later than 2:30AM each day. Mobile food units must be removed from public property no later than 2:45AM each day.
- 9.) Mobile Food Vendors are responsible for properly disposing of such refuse trash and liter as would any business and shall not place it in any public trash container or in any private trash container without proper written permission.
- 10.) To qualify for a Health License, Mobile Food Vendors shall provide evidence that the Mobile Food Unit meets the standards contained in the latest edition of the "National Sanitation Foundation Listings for Food Service Equipment".
- 11.) Written permission from the owner of the property of where you wish to sell must be obtained on this form and returned to the Tax & Enforcement Office.

ANY violations of the above rules and regulations may result in the immediate revocation of your Vendor License, and you may be barred from obtaining future Vendor Licenses and your merchandise may be confiscated.



Questions/Contacts

- Nelva Wright, Health Officer/ADA Coordinator
Phone: 717.255.6563 Email: nvwright@cityofhbg.com
- Megan Roby, Marketing & Events Manager
Phone: 717.255.3169 Email: mmroby@cityofhbg.com
- Michael Hughes, Mercantile License Office
Phone: 717. 255.6513 Email: mhughes@cityofhbg.com
- Ben Schmidt, Zoning Officer
Phone: 717.255.6408 Email: brschmidt@cityofhbg.com
- Ben Weirick, PA Department of Agriculture
Phone: 570.433.2640 Email: bweirick@pa.gov

