



## TEMPORARY AND MOBILE FOOD ESTABLISHMENTS

### **MOBILE FOOD ESTABLISHMENTS:**

A mobile food establishment is defined as a restaurant or retail food establishment where food is served or sold from a movable vehicle, push cart, trailer, or boat which periodically or continuously changes location and requires a service base to accommodate the unit for servicing, cleaning, inspection and maintenance. Mobile food establishment does not include a vehicle which is used solely to transport or deliver food or a common carrier regulated by the state or federal government, or a movable concession stand designed to operate as a temporary food establishment.

*Mobile Food Establishment operators must have the following three (3) documents:*

- 1) City of West Allis Mobile Food license; **OR** Department of Agriculture, Trade and Consumer Protection (DATCP) Mobile Food license

\* Note: we are unable to accept food licenses from other jurisdictions/municipalities per State mandate.

- 2) Copy of Service Base license or Restaurant license that is the service base; **OR** a variance for no service base from DATCP.

**AND**

- 3) City of West Allis Peddler's License from the City Clerk's Office: 7525 W. Greenfield Avenue, West Allis, WI (City Hall)

### **TEMPORARY FOOD ESTABLISHMENTS:**

Temporary food establishments are defined as a food establishment that operates at a fixed location for a period of no more than 14 consecutive days in conjunction with a single event or celebration such as a fair, carnival, circus, public exhibition, anniversary sale, or occasional sales promotion. Occasional/Occasionally means not more than 3 days during any 12-month period.

*Temporary Food Establishment operators must have the following document:*

- 1) City of West Allis Temporary Food license; **OR** Department of Agriculture, Trade and Consumer Protection (DATCP) Temporary Food license

\* Note: we are unable to accept food licenses from other jurisdictions/municipalities per State mandate.

## **LICENSING**

### **To apply for Temporary or Mobile Food License:**

To apply for a Department of Agriculture, Trade and Consumer Protection (DATCP) mobile food or temporary food license:

- Call **608-224-4923** (this number directly linked to voicemail, please leave a message and a licensing specialist will get back to you, typically within 10 minutes) **or**
- Email [datcpdfslicensing@wisconsin.gov](mailto:datcpdfslicensing@wisconsin.gov). Please note! This process takes several weeks or longer so please plan ahead.
- Fees are based on complexity of the food preparation and are determined by what is being served, processed, and sold (menu).

### **To apply for a City of West Allis Temporary or Mobile Food License:**

For mobile and temporary food establishments that will operate **ONLY** in West Allis.

- Please call **414-302-8600** to apply for a license
- Fees are based on complexity of the food preparation and are determined by what is being served, processed, and sold (menu).
- West Allis Mobile and Temporary Food vendors licensed by West Allis are not charged an additional inspection fee.

### **While Operating in West Allis:**

1) You must have a valid Peddler's License from the City Clerk's Office:

- Call 414-302-8220 to apply, or download the application here
- Cost: \$107.00
- Valid July 1<sup>st</sup> -June 30<sup>th</sup> (annual)

2) You may be inspected by the West Allis Health Department:

- Cost: \$50.00 (for DATCP licensed mobile and temporary food establishments only)

3) You may be inspected by the West Allis Fire Department

## **IMPORTANT CONTACTS**

West Allis Health Department: 414-302-8600

West Allis Fire Department: 414-302-8901

City of West Allis Mobile Food Vendor Information 2018

West Allis City Clerk: 414-302-8220

West Allis Downtown (BID): 414-774-2676; Visit <http://www.downtownwestallis.org/> for a list of events that the BID hosts.

## **CODES AND OTHER HELPFUL REFERENCES FOR TEMPORARY AND MOBILE FOOD ESTABLISHMENTS**

City of West Allis Mobile/Temporary Food Checklist

Wisconsin Food Code, Chapter 10- Mobile Food Establishments, Chapter 9- Temporary Food Establishments: [http://docs.legis.wisconsin.gov/code/admin\\_code/atcp/055/75](http://docs.legis.wisconsin.gov/code/admin_code/atcp/055/75)

ATCP 75: [http://docs.legis.wisconsin.gov/code/admin\\_code/atcp/055/75/l/01](http://docs.legis.wisconsin.gov/code/admin_code/atcp/055/75/l/01)

West Allis Revised Municipal Code: Chapter 7.04 <https://www.ecode360.com/27396556>

NFPA – Food Truck Safety Checklist

<https://www.nfpa.org/-/media/Files/Public-Education/By-topic/Food-trucks/FoodTruckFactSheet.pdf>

Suppression System Services

<https://www.bing.com/search?q=kitchen%20suppression%20system%20cleaning%20milwaukee&qs=n&form=QBRE&sp=-1&pq=kitchen%20suppression%20system%20cleaning%20milwaukee&sc=0-45&sk=&cvid=961B14DB5A6443628B7173E6D8811B3A>

<https://www.bing.com/search?q=Fire%20Extinguisher%20servicing%20milwaukee&qs=n&form=QBRE&sp=-1&pq=fire%20extinguisher%20servicing%20milwaukee&sc=0-37&sk=&cvid=8DE291D2621C4C3B959FC89AC9B7DD25>

**Advisory:** The environmental health specialist or fire inspector may impose additional requirements to protect against health hazards related to the conduct of the mobile or temporary food establishment, may prohibit the sale of some or all TCS foods, and when no health hazard will result, may waive or modify requirements to these rules relating to physical facilities. Failure to comply with these requirements will result in the closing of your operations.