

## Mobile Food Service Inspection, Regulation, & Enforcement Program

### Application Letter

Issue Date: March 19, 2024

Revision: July 11, 2025

**Applies to:** Any persons making a request to operate a mobile food service vehicle / apparatus / trailer on University of Michigan owned property on the Ann Arbor, Dearborn, and Flint campuses.

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The University of Michigan department of [Environment, Health, & Safety \(EHS\)](#) is in receipt of your mobile food service application. As you are aware, in order to operate your mobile food service (motorized or non-motorized (trailers and food carts)) on University of Michigan property, you are required to secure a permit from EHS' Fire Safety Services (FSS) that is also coordinated with either EHS Food Safety for the Ann Arbor campus. As for the Dearborn and Flint campus, it is your responsibility to contact and obtain the proper documentation from the Wayne or Genesee County Public Health Departments respectively. Failure to follow this guideline may result in the immediate closure and removal of your mobile food service from University of Michigan property until the Owner / Operate secures the appropriate permits.

EHS FSS issued permits are for University of Michigan campuses and owned properties only and are not transferable to other governmental jurisdictions. Permits are available on an annual basis from January 1<sup>st</sup> through December 31<sup>st</sup> of each year.

EHS FSS requires no less than a minimum of a 7-business day notification and is available to conduct the requested inspection(s) Monday through Friday from 7:00AM to 3:00PM, weekend inspections are not available. EHS FSS inspections shall take place at the University of Michigan's EHS Ann Arbor office located at 1239 Kipke Drive, Ann Arbor, 48109, unless other arrangements can be made by the assigned EHS fire inspector.

There is no service fee charge for this inspection. Vendors that desire to operate more than one mobile food service vehicle / apparatus / trailer on University property shall have each mobile food service vehicle / apparatus / trailer complete this inspection process. Issued permits must be clearly displayed within the immediate area of the sales counter on the assigned vehicle facing the public.

EHS FSS requires all mobile food service vehicles / apparatus / trailers to be commercially insured with a \$1M dollar commercial liability policy; the owner / operator shall present a copy of this commercial insurance policy to the EHS fire inspector at the time of your scheduled inspection, while the mobile food service vehicle / apparatus / trailer shall be thoroughly cleaned prior to the scheduled inspection. An EHS fire inspector has the right to refuse a fire safety inspection due to the lack of cleanliness. Mobile food service vehicles / apparatus / trailers not meeting this standard will be re-scheduled for inspection when an EHS fire inspector is available.

The University of Michigan reserves the right to conduct additional inspections at any time for any reason. All questions are to be directed to Fire Inspectors Ira Harrison at [irac@umich.edu](mailto:irac@umich.edu) or Phil Sabon at [pdsabon@umich.edu](mailto:pdsabon@umich.edu)

Upon a successful inspection by EHS FSS, the Special Transitory Food Unit (STFU) or Mobile Food Establishment (MFE) licensed mobile food service operator will need to fill out and submit the [Notification of Intent to Operate](#) at least 7-business days prior to each event. All STFU or MFE licensed mobile food service vehicle / apparatus / trailer operators must follow and be in compliance with the respective local and state health department requirements, including but not limited with being up to date on required inspections and postings, training, other food preparedness and food safety requirements.

EHS FSS highly recommends the Owner / Operator who is applying for a EHS FSS permit to complete a preliminary inspection yourself of your mobile food service vehicle, truck, or trailer based on your respective operation and the following components that will be inspected for compliance according to International Fire Code (2015), International Code Council, National Fire Protection Standards, and industry best practices:

#### ***Commercial Insurance***

- Copies of insurance (Vehicle and Business) documentation shall be provided to the fire safety inspector at time of inspection
- Food truck or trailer with tow vehicle shall be separately insured
- The representing company shall also be commercially insured with a minimum \$1M policy coverage with a copy of such liability insurance coverage provided to the EHS fire inspector at the time of the scheduled inspection.

#### ***Food Truck Placement***

- Mobile food vehicles / apparatus / trailers requiring greater than 100 pounds or gallons of propane for cooking operations shall have a mandatory separation distance of 50' from any University building.
- Mobile food vehicles / apparatus / trailers requiring less than 100 pounds or gallons of propane for cooking operations shall have a mandatory separation distance of 20' from any University building.
- Multiple mobile food vehicles / apparatus / trailers serving the same event shall have a 20' separation distance from other mobile food vehicles / apparatus / trailers.

#### ***Cooking System Type-1 Hoods*** (Required for cooking equipment producing grease laden vapors)

- Suppression system listed under IMC – UL710B
- Labeled Hood Cleaning Date of Last Service
- Manual Pull Station that is accessible and unobstructed
- Cooking appliances are positioned within the designed suppression coverage

#### ***Cooking Oil Storage***

- Aggregate volume less than 120-gallons
- Storage vessels are stored in a manner to prevent from being toppled over or damaged during transport

***Compressed Gas Cylinders***

- Pressure Relief Value is unobstructed and discharges upward to open air space
- Cylinders are labeled CGA C-7 with name of gas and color coding clearly visible
- Cylinders are mounted upright and secured from impact
- Gas shutoff valve is easily accessible and highly visible by signage
- All piping, valves, and regulators are tight-fitting

***LP-Gas Systems***

- Tank(s) are stored on the exterior of the vehicle, in a vapor secured cabinet that is vented to the outside according to CFR 173.301 requirements
- Tank(s) secured to the vehicle shall have impact protection and secured with a non-combustible strip or chain while being stored in an upright position and are 36-inches from a graded surface and do not extend past the vehicle's bumper
- Maximum LP tank size is no greater than 200-pounds
- LP tanks shall be inspected for the date of manufacturer and a requalification stamp if the tank(s) are greater than 12-years postdate of manufacture

***Compressed Natural Gas (CNG) Systems***

- A methane gas detector shall be installed and operational within the vehicle
- Only NGV-2 cylinders not greater than 1300-pounds are permitted and installed according to NFPA 52
- CNG tanks shall be inspected for date of manufacture
- CNG tanks shall be securely mounted and plumbed with protection

***Portable Fire Extinguishers***

- 2A:10B:C portable fire extinguishers shall be placed along an egress pathway. If LP-Gas is utilized in the mobile food service operation, a 2A:40B:C fire extinguisher shall be used in the place of a 2A:10B:C portable fire extinguisher.
- Any deep fat frying or solid fuel operation shall have a Class K fire extinguisher installed along an egress pathway.
- Any Fire Protection / Suppression shall have highly visible placard posted near the Class K fire extinguisher
- Minimum 3A:40B:C fire extinguisher shall be made readily available and placed adjacent to every operating generator.

***Electrical Systems***

- Extension cords usage shall be protected from damage and not used in lieu of permanent electrical wiring
- No open junction boxes, spliced wiring configurations, multi-port electrical adapters shall not be utilized
- All electrical components shall be in excellent working condition

**Generators**

- Regardless of operation, a carbon monoxide (CO) detector shall be posted within the interior of the food operation.
- Generators shall be isolated, protected, and located a minimum of 10' from any combustibles
- After use, generators shall be secured in an approved location identified by an EHS fire Inspector
- Generators shall be positioned to allow generator exhaust to be vented or flow away from customers and the food service operation
- Refueling of generators shall not be allowed during cooking operations and only when the generator power sources are not in use

**General Requirements**

- Mobile food service vehicles directly involved in the vendor's food operation shall have NO SMOKING signs posted on all four (4) side of the cooking vehicle. The signage language shall be no less than four (4) inches in height.
- Gas feed appliances shall have plumbing / piping engineered through the food service vehicle's floor or wall that travels directly behind the respective appliance(s).
- All gas feed branch lines shall have any Tee Connection located on the Main Line under the floor and on the exterior of the mobile food vehicle.
- All exposed fixed piping shall be corrosion resistant and/or protected to minimize corrosion.
- The Owner / Operator accepts full responsibility and assures the University of Michigan all employees have been trained and are capable on how to use a fire extinguisher and on the operation / activation of any installed fire protection / suppression system installed on the mobile food vehicle.
- The Owner / Operator accepts full responsibility and assures the University of Michigan all employees have been trained and are capable to shut gas fuel supplies off to all appliances.
- The Owner / Operator accepts full responsibility and assures the University of Michigan all employees have been trained and are capable to check of gas leaks if such equipment exists.
- All means of egress within the mobile food vehicle shall be maintained clear of any obstructions
- Existing Exit Signs and Emergency Lighting systems if installed shall be operational.