



WINCHESTER FIRE & RESCUE DEPARTMENT
OFFICE OF THE FIRE MARSHAL
 21 S Kent Street, Suite 301
 Winchester, VA 22601
 (540) 662-2298



Permit Application – Mobile Food Preparation Vehicles

Business Name		Application Date	
Business Owner / Responsible Party			
Owner Address			
Phone		Mobile Phone	Email Address
Type of Vehicle		VIN	
Vehicle Info	Make	Model	Year
LP-gas:	YES NO	Registration	
Venue Name/Location		Contact:	
Address		Phone	
Event Description			
The applicant hereby accepts full responsibility for the adherence to all requirements of the Virginia Statewide Fire Prevention Code and the City of Winchester Code pertaining to this application.			
Permit		Description	
<input type="checkbox"/> Mobile Food Preparation Vehicle			
<input type="checkbox"/> I have received and read the permit guidelines.			
<input type="checkbox"/> I have attached the required site plan, certificate of liability insurance, and property owner permission letter.			
<input type="checkbox"/> I understand that this permit must remain in a conspicuous location on the vehicle and is not transferable.			
<input type="checkbox"/> I understand a site inspection must be conducted by the Fire Marshal’s Office prior to the validation of the permit.			
<input type="checkbox"/> Permit Fee: \$50.00		Type of payment:	Check Number:
Signature		Date	
Mail Completed Application To: Winchester Fire and Rescue Department • Fire Marshal’s Office • 21 S Kent Street, Suite 301 • Winchester, VA 22601			
For Fire Department Use Only			
Application Received			
Application Reviewed			
Payment Received			
Inspection Completed			
Permit #		Approval: Yes <input type="checkbox"/> No <input type="checkbox"/> Conditionally approved <input type="checkbox"/>	



MOBILE FOOD PREPARATION VEHICLES

****INSPECTION/PERMIT REQUIRED****

SCOPE

This publication outlines the fire safety guidelines and permit application requirements as well as inspection scheduling information related to mobile food preparation vehicles conducting business within the City of Winchester.

Questions regarding the content of this publication should be directed to the Office of the Fire Marshal at 540-662-2298 during regular office hours, Monday thru Friday, 7:00 a.m. to 5:00 p.m.

OVERVIEW

Mobile Food Preparation Vehicles are defined as vehicles and enclosed trailers able to be occupied by persons during cooking operations that contain cooking equipment that utilize open flames or produce smoke or grease latent vapors for the purpose of preparing and serving food to the public. Vehicles used for private recreation shall not be considered *mobile food preparation vehicles*.

PERMIT REQUIREMENTS

A permit issued by the Winchester Fire Marshal's office shall be required to operate Mobile Food Preparation Vehicles in the City of Winchester. A permit application can be obtained from the fire and rescue office located at 21 S Kent Street or by visiting our website at:
<https://www.winchesterva.gov/fire-and-rescue/fire-marshals-office>

INSPECTION REQUIREMENTS

The Fire Official is authorized to conduct such inspections as deemed necessary to determine the extent of compliance with the provisions of the code. **All Mobile Food Preparation Vehicles wishing to conduct business within the Winchester City limits are required to have an annual fire code compliance inspection.**

Vendors shall comply with any applicable City of Winchester Permits and Fees.

Once the inspection is completed on a portable food platform, a fire prevention code permit may be issued. Changes to items, processes, storage, or configuration within the scope of the fire inspection must be approved by the Fire Marshal to maintain the validity of the inspection permit.

FIRE PROTECTION SYSTEMS

- Fire suppression systems shall comply with the appropriate provisions of the Virginia Statewide Fire Prevention Code (VSFPC) §319.1 through 319.11.
- Seating for the public within any *mobile food preparation vehicle* is prohibited. VSFPC § 319.3
- All Mobile Food Trucks that have any commercial cooking equipment that utilize open flames or produce grease laden vapors shall be protected by automatic fire extinguishing systems in accordance with VSFPC §904.3.
- Fire protection systems and devices shall be maintained and inspected semiannually by a certified technician. VSFPC §319.11.2
- Cooking equipment that produces grease laden vapors shall be provided with a kitchen exhaust hood in accordance with NFPA 96, Annex B.
- Ventilation Control systems shall be appropriate for the cooking operations conducted. Ventilation systems shall be capable of exhausting all byproducts of cooking operations. The hood must be designed to adequately collect and exhaust fumes, smoke and vapors from the area over which it is installed. The exhaust system, including hood, grease-removal devices, fans, ducts and other appurtenances, shall be inspected and cleaned in accordance with the VSPFC Chapter 6. VSFPC §609.3.3.1

TYPE OF COOKING OPERATIONS	FREQUENCY OF INSPECTION
High-volume cooking operations such as 24-hour cooking, charbroiling or wok cooking	3 months
Low-volume cooking operations such as places of religious worship, seasonal businesses and senior centers	12 months
Cooking operations utilizing solid fuel-burning cooking appliances	1 month
All other cooking appliances	6 months

- Fire extinguishers are required for all mobile food vendor operations in accordance with VSFPC §904.12.5. All fire extinguishers shall be maintained and inspected on an annual basis. A fire extinguisher (minimum size of 2A 10 BC) will be required in addition to any Class K extinguisher. If cooking operations create grease laden vapors, operators shall have and maintain a Class K portable fire extinguisher.

STORAGE OF FLAMMABLES

- Cooking oil storage tanks within mobile food preparation vehicles shall comply with the VSFPC §319.7 through 319.8.5. Cooking oil storage containers within mobile food preparation vehicles shall have a minimum aggregate area volume not to exceed 120 gallons. The storage and use of Flammable Liquids shall be in accordance with any applicable regulations under the Virginia Statewide Fire Prevention Code Chapter 50.
- Hazardous materials or liquids shall be disposed of in the proper manner. They shall not be released into any sewer, storm drain, ditch, drainage canal, creek, stream, river, lake or tidal water or on the ground, sidewalk, street, highway or into the atmosphere.

PROPANE AND NATURAL GAS HANDLING REQUIREMENTS

- Gas cooking appliances shall be secured in place and connected to fuel supply piping with approved ANSI Z21.69/CSA 6.16 connectors. Installation shall be in accordance with manufacturer's instructions. Movement of appliances shall be limited by restraining devices installed in accordance with the connector and appliance manufacturer's instructions. VSFPC §319.6
- The maximum aggregate capacity of LP-gas containers transported on the vehicle and used to fuel cooking appliances only shall not exceed 200 pounds propane capacity. VSFPC §319.9.1
- LP-gas containers installed on the vehicle shall be securely mounted and restrained to prevent movement. VSFPC §319.9.2
- LP-gas containers installed on the vehicle and fuel-gas piping system shall be inspected annually by an approved inspection agency or a company that is registered with the U.S. Department of Transportation to requalify LP-gas cylinders to ensure that system components are free of damage, suitable for the intended service, and not subject to leaking. VSFPC §319.11.3