



City Of Newport News Fire Department

Fire Marshal's Office

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Phone: (757) 975-5400



MOBILE FOOD PREPARATION VEHICLE CHECKLIST "OUR COMMUNITY CONFIDENT IN SAFETY"

OVERVIEW

This publication outlines the safety guidelines, permit application requirements, and inspection scheduling information related to mobile food preparation vehicles conducting business within the City of Newport News.

MOBILE FOOD PREPARATION VEHICLES ARE DEFINED AS VEHICLES AND ENCLOSED TRAILERS ABLE TO BE OCCUPIED BY PERSONS DURING COOKING OPERATIONS WITH COOKING EQUIPMENT THAT UTILIZES OPEN FLAMES OR PRODUCES SMOKE OR GREASE LADEN VAPORS FOR THE PURPOSE OF PREPARING AND SERVING FOOD TO THE PUBLIC.

PERMIT REQUIREMENTS

A permit from the codes and compliance office shall be required to operate mobile food preparation vehicles in Newport news. A permit application can be obtained from the Codes and Compliance office located at 2400 Washington Avenue or by visiting their website at <https://www.nnva.gov/DocumentCenter/View/21233/Food-Truck-Vendor-Permit-Application>

INSPECTION REQUIREMENTS

Food trucks require an ANNUAL INSPECTION in order to operate within the city of Newport News. The fire official is authorized to conduct such inspections as deemed necessary to determine the extent of compliance with the code's provisions. Vendors shall comply with any applicable city of Newport News permits and fees.

Questions regarding the content of this publication should be directed to the Newport News Fire Inspection Bureau at 757-975-5400 during regular office hours, Monday through Friday, 8:00 a.m. to 5:00 p.m.

VEHICLE REQUIREMENTS	YES	NO	N/A
1. LICENSE PLATE WITH CURRENT DECALS			
2. CURRENT VEHICLE REGISTRATION			
3. CURRENT GENERAL LIABILITY INSURANCE			
4. CURRENT STATE INSPECTION WITH AFFIXED DECAL (TRAILERS UNITS EXCLUDED)			
5. CURRENT CITY OF NEWPORT NEWS BUSINESS LICENSE AND DECAL AFFIXED			
6. VEHICLE LICENSE PLATES ARE ATTACHED PER VIRGINIA STATE LAWS			
7. THE TRUCK AND/OR TRAILER ARE REQUIRED TO HAVE A LEGIBLE V.I.N.			
8. CURRENT HEALTH DEPARTMENT INSPECTION *WITHIN 12 MONTHS OR LESS*			
9. WHEEL CHOCKS MUST BE USED TO PREVENT THE VEHICLES FROM MOVING WHILE STATIONARY			





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ELECTRICAL

1. ALL ELECTRICAL PANEL BOXES ARE PROPERLY SECURED TO THE VEHICLE
2. ALL ELECTRICAL PANEL BOXES AND OUTLETS HAVE COVERS PLATES INSTALLED
3. NO OPEN WIRING OR SPLICES
4. EXTENSION CORDS ARE NOT USED AS PERMANENT WIRING
5. ALL ELECTRICAL APPLIANCES ARE INSTALLED IN A SAFE MANNER
6. CIRCUIT BREAKERS/FUSES ARE LABELED TO IDENTIFY THE AREA PROTECTED
7. ANY SURGE PROTECTOR/EXTENSION CORD OR MULTIPLUG ADAPTOR NEEDS TO BE PLUGGED INTO A PERMANENT RECEPTACLE
8. EASY ACCESS TO THE ELECTRICAL PANEL BOXES
9. MULTIPLUG ADAPTORS, SUCH AS CUBE ADAPTORS, INFUSED PLUG STRIPS, OR ANY DEVICE NOT COMPLYING WITH NFPA 70 SHALL BE PROHIBITED

YES NO N/A

OPERATING EQUIPMENT

1. THE GENERATOR MUST BE MAINTAINED IN AN OPERABLE AND SAFE MANNER
2. GASOLINE/FLAMMABLE LIQUIDS STORED SAFELY AND AWAY FROM COOKING AREAS AND OTHER IGNITION SOURCES
3. GASOLINE/FLAMMABLE LIQUIDS MUST BE STORED IN THE PROPER CONTAINERS AND LABELED
4. FLAMMABLE LIQUID CONTAINERS SHALL BE SECURED TO PREVENT FALLING, TIPPING, OR DAMAGE FROM TRAVEL.
5. COVERS AND CAPS SHALL BE TIGHTLY IN PLACE

YES NO N/A

ALARM EQUIPMENT

1. IF USING A PROPANE SYSTEM, A LPG ALARM MUST BE INSTALLED
2. IF USING A CNG SYSTEM, A METHANE ALARM MUST BE INSTALLED
3. DETECTORS AND SIGNALING DEVICES SHALL BE FREE OF DEBRIS/DEFECTS

YES NO N/A

STORAGE

1. ITEMS MUST BE STORED NEATLY AND ORDERLY
2. ITEMS MUST BE STORED TO PREVENT FALLING/SHIFTING DURING TRANSPORT
3. ITEMS SHALL BE KEPT CLEAR OF EXIT/CLEAR PATH TO EXIT MAINTAINED
4. ITEMS MUST BE STORED AWAY FROM HEAT SOURCES
5. COVERS AND CAPS SHALL BE TIGHTLY IN PLACE
6. COMPRESSED CYLINDERS SHALL BE PROPERLY STORED AND SECURED
7. COMPRESSED GAS SHALL HAVE APPROPRIATE WARNING(S)

YES NO N/A





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LPG/CNG GAS SYSTEMS

	YES	NO	N/A
1. LP TANKS, CYLINDERS, AND/OR BOTTLES MUST BE SECURED TO PREVENT TIPPING OR MOVEMENT			
2. LP SYSTEM PIPING, VALVES, AND CONNECTIONS ARE PROTECTED TO PREVENT TAMPERING, IMPACT DAMAGE, AND VIBRATION FROM TRAVEL			
3. ALL LINES AND CONNECTIONS MUST BE IN GOOD CONDITION WITH NO DAMAGE, CORROSION, OR LEAKS			
4. ANNUAL INSPECTION AND TAG OF LPG SYSTEMS ARE REQUIRED. THE TAG MUST BE AFFIXED TO THE TANK/BOTTLE OR INSIDE THE UNIT			
5. IF USING A CNG SYSTEM, INSPECTION IS REQUIRED EVERY THREE YEARS. THE TAG MUST BE ATTACHED TO THE TANK/BOTTLE OR INSIDE THE UNIT			
6. ALL COMPRESSED GAS SHALL HAVE APPROPRIATE WARNING(S)			
7. GAS SYSTEMS SHALL BE INSPECTED FOR LEAKS BEFORE EACH USE AND FOLLOWING FUEL TANK REPLACEMENT.			

COOKING OPERATIONS

	YES	NO	N/A
1. THE HOOD SUPPRESSION SYSTEM SHALL BE MAINTAINED AND OPERABLE			
2. HOODS, DUCTS, AND FILTERS SHALL BE FREE OF GREASE AND DUST			
3. THE HOOD SUPPRESSION SYSTEMS SHALL BE INSPECTED EVERY 6 MONTHS			
4. INSPECTION/MAINTENANCE RECORDS KEPT IN VEHICLE/EASILY ACCESSIBLE			
5. PROPER TYPE OF HOOD SUPPRESSION NOZZLES INSTALLED AND ALIGNED WITH COOKING APPLIANCES			
6. PULL STATION EASILY ACCESSIBLE			
7. FUSIBLE LINKS INSTALLED IN LINK LINES			
8. SHUNT INSTALLED TO AUTOMATICALLY SHUT DOWN LPG/CNG AND ELECTRICITY UPON ACTIVATION OF SUPPRESSION SYSTEM. SHUNT SHALL HAVE A MANUAL RESET BUTTON			
9. THE PROPER VENT/HOOD SYSTEM TYPE INSTALLED			
10. THE GREASE FILTERS ARE IN PLACE			
11. CURRENT SUPPRESSION SYSTEM INSPECTION WITH TAG ATTACHED ON PULL STATION			
12. THE SYSTEM MUST BE PROFESSIONALLY CLEANED AT THE PROPER INTERVALS WITH THE TAG AFFIXED TO THE SYSTEM			
13. CLASS K EXTINGUISHER(S) SHALL BE WITHIN 30 FT. OF THE COOKING MEDIUM			





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MANUAL/PORTABLE FIRE EXINGUISHERS

	YES	NO	N/A
1. SHALL BE VISIBLE, UNOBSTRUCTED, AND ACCESSIBLE			
2. SHALL BE INSPECTED AND TESTED ANNUALLY AND HAVE INSPECTION TAGS ATTACHED			
3. SHALL BE PROPERLY INSTALLED WITH MOUNTING BRACKETS			
4. ABC FIRE EXTINGUISHERS MUST BE A MINIMUM SIZE OF 2A-10BC REQUIRED			
5. CLASS K FIRE EXTINGUISHER IS REQUIRED			
6. SHALL BE IN USABLE CONDITION FREE OF CORROSION AND/OR DRY ROT			

Note: The checklist is not all-inclusive, not an official Fire Inspection, and serves TO PROVIDE General guidance for assistance in maintaining your business within City and State Fire Prevention Code standards. Please refer to the 2018 State Fire Prevention Code FOR ANY FURTHER GUIDANCE. All Mobile Food Preparation Vehicles and/or operators may be subject to locality-specific fees, inspections, and/or permits. Recent inspection reports (12 months or less from the inspection date) shall be maintained and available upon request. PLEASE FEEL FREE TO CONTACT THE NEWPORT NEWS FIRE INSPECTION BUREAU FOR ASSISTANCE AT (757) 975-5400.

