



PREPARE FOR FOOD INSPECTION CHECKLIST

1. **HEALTH APPLICATION** submitted and the annual operating permit fees is paid to schedule the final inspection.
2. **FOOD SAFETY CERTIFICATE** every facility that does food preparation and handles unpackaged foods shall have at least one staff complete the course and have the certificate available onsite.
3. **CALIFORNIA FOOD HANDLER CARD** applies to individuals involved in preparation, storage, or service of food in a food facility. Submitted at the time of inspection or previously given to this division. (Website- <http://tinyurl.com/calcard>)
4. **SUBMIT** a copy of the **MENU** (if applicable).
5. All **COLD** food must be kept at **41°F or below**. **THERMOMETERS** are required.
All **HOT** food must be kept at **135°F or above**. **THERMOMETERS** are required.
6. **FIRST AID KIT** stocked with burn spray/ointment and bandages.
7. **PEST CONTROL SERVICE INVOICE** maintains the last service record available for review by request.
8. **GREASE HAULER SERVICE INVOICE** maintains the last service record available for review by request.
9. **SANITIZER TEST STRIPS** are required to verify proper sanitizer concentrations. Must be available to food staff at all times.
 - **100ppm Chlorine** Sanitizer Solution (at least in 30 seconds).
 - **200ppm Quaternary Ammonium** Sanitizer Solution (at least in 1 minute).
10. **FIRE INSPECTION** service current on **fire suppression**, **fire extinguisher(s)**, and **mechanical exhaust hood system(s)**. Contact local Fire Department for a clearance inspection. Maintain a copy of the clearance inspection for review by request.
 - CITY OF CHOWCHILLA (559) 665-8615
 - CITY OF MADERA (559) 274-3925
 - MADERA COUNTY (559) 661-5190Provide a **2A10BC** fire extinguisher(s) and a **Type K** for related grease operations like frying.
11. **BUSINESS LICENSE** to operate within City/County limits.
Contact local Planning Departments for requirements. Maintain a copy of the business license for review by request.
 - CITY OF CHOWCHILLA (559) 665-8615
 - CITY OF MADERA (559) 661-5408
 - MADERA COUNTY (559) 675-7821
12. **ABC LICENSE** if facility will offer alcoholic beverages for sale to the public. Contact ABC at (559) 225-6334 for requirements.
13. **FOR NEW MOBILE FOOD FACILITIES ONLY** complete the following for a plan review:
A) Submit one set of complete, easily readable plans drawn to scale, and specifications of all equipment to be installed. **B)** Submit operating procedure. **C)** Submit **Menu** **D)** Pay plan review fee.
14. **FOR ENCLOSED MOBILE FOOD FACILITIES ONLY** contact the Housing Community Development (HCD) at (800) 952-8356 for a fire/plumbing/electrical inspection to obtain the **INSIGNIA**. The HCD 415 application shall be submitted to HCD.
15. **FOR MOBILE FOOD FACILITIES ONLY** submit a complete **COMMISSARY APPLICATION** to our office to schedule an inspection.
16. **FOR MOBILE FOOD FACILITIES ATTENDING SWAP-MEET** submit a complete **SWAP-MEET APPLICATION** at time of inspection or previously provided to this division.
17. **FOR MOBILE FOOD FACILITIES THAT OPERATE MORE THAN AN HOUR:** a completed **RESTROOM AUTHORIZATION APPLICATION** shall be submitted prior to the scheduled inspection to this division.
18. **FOR MOBILE FOOD FACILITIES ONLY:** All vendors **MUST** abide by the **ROADSIDE VENDOR REQUIREMENTS** within the area of operation. For up-to-date roadside vendor requirements and proposed location(s) to operate contact the following:
 - a) Chowchilla City County Code Enforcement Dept. 559-665-8615.
 - b) Madera City Code Enforcement Dept. 559-661-5114.
 - c) Madera County Code Enforcement Dept. 559-675-7821.