



City of Corvallis Development Services Division
501 SW Madison Ave.
PO Box 1083
Corvallis OR 97339-1083
Phone: (541) 766-6929

Mobile Food Unit (MFU) Permit Application

Site & Applicant Information

Site - Street Address _____
(or assessor's parcel number if no street address):

Property Zoning: CB RF Number of units proposed on the site: _____

Has a Mobile Food Unit Permit been previously approved at this location? Yes No
o If yes, is this a renewal or an amendment to the previously-approved permit?
o Renewal Amendment

Applicant (Property Owner) name* _____

**Permit may only be issued to property owner or agent. The property owner shall be named as permittee.*

Mailing Address _____

City, State and Zip Code _____

Property Owner Signature _____ Date _____

Email _____

Phone _____

How do you prefer to be contacted? Email Phone

Tenant (Food Cart Vendor) name _____

Mailing Address _____

City, State and Zip Code _____

Signature _____

Email _____ phone: _____

MFU Permit Application Checklist

- Mobile Food Unit Permit Application Form (1 copy)**
- For Renewal MFU Permit, if no changes to Site Plan, please pay Annual Renewal Fee specified under (3) below.**
- For New or Amended MFU Permits, please provide (1) – (3) below:**

(1) Scaled Site Plan Shall include the following information:

- Location and total number of Mobile Food Units on the site.
- Total square foot area proposed for Mobile Food Units on the site. (Size limit: sixteen (16) feet in length and/or 128 square feet total area)
- Dimensions shown to include at a minimum:
 - o Consistency with applicable setback and separation requirements, and
 - o ADA clearances into and throughout affected areas of the property.
- Size, location and clearances of customer seating areas, if proposed.
- Number and location of waste receptacles.
- Type and location of other uses to remain on the site.

Hookups (water, electrical, waste)

- For MFUs that are **not fully contained**
 - Electrical pedestal hookup location shown on siteplan.
 - potable water connection location (if applicable)

****Separate** electrical, plumbing or other permits may be required.

- Grey Water** – completed Wastewater Disposal Form

(2) Restroom Facilities (located within 1/4 mile of MFU location)

- completed Restroom Requirement Form

(3) Fees

- Site Review Fee - \$200
- Annual Infrastructure Impact Fee - \$100 per unit

STAFF USE ONLY

Case Number MFU _____ - _____

Application Submittal Date _____

Fee Paid Amount _____

Mobile Food Unit (MFU) requirements

Purpose: The purpose of these requirements is to establish criteria for permitting Mobile Food Units within the Central Business (CB) and Riverfront (RF) zones in the city of Corvallis, per Corvallis Municipal code Chapter 8.13., Oregon Fire Code, Benton County health code, NEC, OSSC, etc.

Location: MFU's are only allowed on private property within the CB and RF zones and located on private property.

Site design standards for MFU:

- MFU shall be located on a paved or concrete surface.
- ADA requirements: location must meet ADA access standards outlined in OSSC chapter 11
- MFU shall be located on private property and shall not occupy pedestrian walkways or landscaping areas.
- Minimum setbacks:
 - 2 feet setback from Right of Way (ROW), if Service window is oriented toward public ROW.
 - 10 feet between units, when more than one is located on site.
 - 4 feet minimum ADA access for temporary seating areas, walkways, etc. All seating must be made of flame resistant material.
- Electrical hookups must be located at each unit, with a pedestal plug in.
- Uses shall not create tripping hazards in pedestrian and vehicular circulation areas with items including, but not limited to, cords, hoses, pipes, cables, or similar materials.
- Trash receptacles shall be provided on site, one receptacle for every two units. In addition, they shall be located a minimum of 10 feet from combustible fuel tanks on the MFU.
- Units shall meet any additional Fire Code requirements regarding distances from other structures or combustible materials.
- Restrooms: public restroom facility within .025 mile of site or written permission from adjacent business granting access to restroom facility. All restroom facilities must be open during MFU operational hours.

MFU Standards:

- MFU - Maximum length of a MFU is 16 feet and/or 128 square feet in area.
- Awnings projection from MFU's shall have a minimum of 7 feet of clearance between ground and awning for safe pedestrian circulation. Awnings must be flame resistant as per Oregon Fire Code.
- MFU's shall be kept in good repair and maintained in a safe and clean condition.
- Wheels and tongues must remain on the MFU with wheels remaining inflated.
- No equipment for cooking or food preparation shall be located outside of unit.
- Units are self contained or if external power hook up is required, must meet electrical standards under NEC 525 & 590

Utilities

- **Potable water:** water provided to a mobile unit must have a temporary (such as a hose bib) connection to that unit. A backflow prevention assembly may be required to prevent contaminated water from flowing into the public drinking water system. No hoses may be permanently connected to the unit.
- **Waste water (grey water) disposal:** Applicant shall provide a graywater disposal plan that describes how graywater will be disposed of properly. The plan must indicate a method that ensures the graywater is disposed of properly and fats, oils and grease do not enter the City's sanitary sewer system. Dumping water on the ground, streets or in storm drains is prohibited. If contracting with a third-party service for graywater disposal, a copy of the contract shall be provided to the City.
- **Electrical connection:**
 - No temporary installation is allowed, Under NEC Article 590.1.B, temporary electrical power and lighting shall be permitted not to exceed 90 days. MFU's are permitted for the calendar year, therefore a permanent hook up is required.
 - Permanent electrical pedestals at each unit is required. Connection to onsite electrical is via a flexible cord plugged into a receptacle; no hard-wired connections are allowed.
 - Connecting electrical cord shall not cross driveways, walkways, access points or create a tripping hazard.
 - An electrical permit is required for electrical work and must be done by a licensed electrical contractor.

MFU Permit application requirements

- The property owner or agent is the permit holder.
- MFU operator is the tenant"
- Corvallis Fire Department contacted for fire code requirements.
- Provide verification that all required permits and licenses from Benton County Health department have been obtained.
- Complete water disposal Form.
- Complete restroom requirement Form.
- Identify if unit is self contained, or requires hookup (see utilities for additional information and required permits)
- Provide a completed scaled site plan that includes the minimum:
 - location of unit(s) on property
 - Dimensions of proposed unit
 - Dimensions from proposed MFU to all permanent buildings, drive aisles, and driveways, showing ADA access compliance
 - Location of any seating and access requirements
 - Required site setbacks and distances between units
 - Show any other uses on property
 - Location of electrical hookups on site



MOBILE FOOD UNIT (MFU)
RESTROOM REQUIREMENT
FORM



MFU location _____

Name of MFU Owner _____

Signature _____

Phone number _____

Email _____

Business hours _____

LOCATION OF RESTROOM FACILITY

Name of Restroom location _____

Address _____

Phone number _____

Hours that restroom is available for use: _____

AUTHORIZATION TO USE RESTROOM FACILITIES

Printed name of person authorizing MFU restroom facilities use

Signature of person authorizing MFU restroom facilities use date

STATUTE REGARDING RESTROOMS

(OAR 333-150)

6-402.11 Convenience and Accessibility

(E) For mobile food units:

(1) On board toilet, facilities are not applicable to most mobile food units. If the unit is not so equipped, then the mobile food unit must operate within one-quarter mile of an accessible restroom facility.

(CMC 8.13)

8.13.060.c The property owner shall secure written permission from an adjacent business or property owner within 1/4 mile of the subject site allowing mobile food unit operators and patrons to access restroom facilities. Alternatively, where a property owner can show that there is a public restroom facility located within 1/4 mile of the subject site, the requirement for written permission shall be waived.



MOBILE FOOD UNIT (MFU)
WASTEWATER DISPOSAL
FORM



MFU location _____

Name of MFU Owner _____

MFU Owner Signature _____

Phone number _____

Email _____

Business hours _____

Mobile Food Units (MFU) must dispose of wastewater according to municipal rules. Failure to dispose of wastewater correctly is grounds for closure.

Location of wastewater disposal site: _____

Address _____

Phone number _____

-OR-

Company used for hauling wastewater _____

Phone number _____

Signature of hauling
company representative _____ date _____

STATUTE REGARDING WASTEWATER (OAR 333-162-0020)

5-402.14 Removing Mobile Food Establishment Waste.

Sewage and other liquid waste shall be removed from a mobile food establishment at an approved waste servicing area or by a sewage transport vehicle in such a way that a public health hazard or nuisance is not created.

- (A) Mobile food units that generate only gray water liquid wastes may hand-carry wastes to a specific disposal location approved by the regulatory authority
- (B) The waste transport container must be designed and intended to hold and transport graywater without leaks or spills and have a capacity no greater than 20 gallons.