

City of Springfield
OFFICE OF PUBLIC WORKS
BUILDING AND ZONING DEPARTMENT

ROOM 304, MUNICIPAL CENTER WEST

SPRINGFIELD, ILLINOIS 62701-1625

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July 2015



**KEY REQUIREMENTS FOR MOBILE FOOD SERVICE UNITS
EXCLUDING CART TYPE UNITS**

FOR ALL MOBILE FOOD SERVICE UNITS, THE FOLLOWING ITEMS ARE REQUIRED IN ORDER TO MEET THE REGULATIONS OF THE CITY OF SPRINGFIELD, WHICH ARE BASED, IN PART, UPON ILLINOIS DEPARTMENT OF PUBLIC HEALTH REQUIREMENTS:

1. **A building permit is required.** Temporary structures must conform to the structural strength requirements of the 2012 Edition of the International Building Code (IBC), as per Section 108.2 of the IBC. The building permit applicant must furnish information on the tie-down system to be used to resist wind loads. The tie-down system must be designed by a structural engineer or architect licensed in Illinois, as per IBC Section 107.1. Alternatively, a foundation may be used for anchorage, but the foundation must also be designed by a structural engineer or architect licensed in Illinois.
2. Means of egress and all other life-safety related items must be in conformance with Section 1003.1 of the IBC as would be required with a permanent structure.
3. All electrical work must conform to the 2011 National Electrical Code, Article 550.
4. A 3-compartment sink with hot and cold running water is required.
5. A separate hand-wash sink with hot and cold running water is required.
6. Provide for gray water storage, and an approved place for disposal.
7. If a fresh water storage tank is provided, then a gray water storage tank is required, and it must be 50% larger than the fresh water storage tank.
8. If an FDA approved hose is utilized for water supply, a dual check backflow preventer must be attached to the inlet side of the hose. Fire hydrants are not approved as water supply stations.
9. Provide a restroom for employees, located within 300' of the mobile food unit. If a combination of more than 10 employees and seats for patrons will exist, provide separate restrooms for men and women, located within 300' of the mobile food unit. Provide a letter from the owner of the adjacent building where the restrooms are located stating the hours that the restroom facility will be open for use by patrons of the mobile food unit. The mobile food unit must not be open during any other time period. Note that portable restrooms are not acceptable as permanent restrooms for either employees or patrons.
10. All plumbing installed within the mobile food unit must meet the Illinois State Plumbing Code.
11. Also follow all Sangamon County Department of Public Health requirements (535-3101).
12. **Both the city and county will need to perform inspections before the food unit can open for business.**

The undersigned agrees to all of the above requirements:

Name: _____

Address: _____

Signature: _____