

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HEALTH  
HEALTH REGULATION AND LICENSING ADMINISTRATION



# CHANGES IN MOBILE FOOD VENDING APPLICATION AND INSPECTION PROCEDURES

Effective October 6, 2015

## New Applicants

All new applications MUST include a Hazard Analysis Critical Control Point (HACCP) Plan. **(Businesses selling only pre-packaged, non-hazardous foods are exempt from this requirement.)** This plan is to be completed per the guidance document. All plans are to be typed and complete. No new applications will be approved without an HACCP plan. **The fee for this review and approval is \$75.**

The applicant will receive an email if they are approved and must make payment for the certificate/inspection fee before an appointment can be scheduled. New/Pre-operational inspections are conducted on Tuesdays and Wednesdays only. **The fee for a six (6) month certificate/inspection is \$100.**

**When the application and payment are submitted to the Processing Center, the Processing Center staff will send an email to the applicant with the date of the inspection appointment.**

## Existing Vendors/Renewals

All existing vendors MUST have an inspection every six (6) months before the certificate can be renewed. The Request for Renewal form must be completed, and supporting documents attached as required. The vendor must make payment before an appointment can be scheduled. All inspection appointments will be on Tuesdays or Wednesdays. **The fee for a six (6) month certificate/inspection is \$100.**

## Vending Certificates

The Sanitarian/Inspector will provide an inspection report for each vending unit inspected. That report will serve as the Vending Certificate for no more than thirty (30) calendar days. New Vendors, after obtaining the DCRA Vending License and Vendor Employee Badge, should email that information to [food.safety@dc.gov](mailto:food.safety@dc.gov) no later than fifteen (15) calendar days after date of inspection report.

**All certificates will be emailed** (as a non-editable PDF) and can be printed; however, the vendor may show an electronic version upon request.

Feel free to send any questions, comments or concerns to the  
Food Safety & Hygiene Inspection Services Division (FSHISD)  
at [food.safety@dc.gov](mailto:food.safety@dc.gov).