



Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234
860-774-7350 / Fax 860-774-1308 www.nddh.org

Itinerant Food Truck (Start Up) Checklist:

- Completed Applications for Itinerant Vendor
- Floor Plan of the truck
- Schematics on all equipment in the truck
- Menu (determines Food Class)
- Copy of recent water test (if using private well) or copy of water bill (if using Public Water)
- Location of storage for food & paper goods not on truck
- Location of wastewater/grease disposal
- CFPM Certificates (for Class 2, 3, & 4)
- Plan Review Fee (onetime fee based on food class for new establishments)
- Permit Fee (Based on food class- due annually by December 15th)
- List of Towns for operation
- Check with Zoning for each Town (Some require vending permits)
- Check with (home) town Fire Marshall for ventilation & gas hookup inspection
- Hot water tank for sink and ware washing
- Holding tank for collecting wastewater. Clean water tank. Water test if using well water.
- Sink for handwashing. Sinks for wash, rinse, sanitize of utensils
- Adequate refrigeration/freezer space for goods. Adequate prep space. Adequate hot holding space/units if applicable
- Separate storage for chemicals
- Check with local town ordinances for their regulations pertaining to local zoning laws pertaining to the selling of goods
- All equipment must be NSF/ANSI food grade material and meet the requirements of the Public Health Code

*Unfortunately, we do not design food trucks for applicants. Suggestion would be to find a local (or at least CT-operated) food truck and base your design off that layout. After you have something drawn up, we can look at the proposed layout and make any changes before the unit is built.

** Please note, if you are doing soft serve ice cream you will also need to be licensed through DCP. Fees are payable by check/cash to NDDH or by CC/E-check through our website www.nddh.org (use establishment name as reference). Once we have received all required documentation a pre-operational inspection of your truck will be scheduled.