Licensing & Fire-Safety Checklist

PLANNING GUIDE - NOT A LICENSE, INSPECTION CERTIFICATE OR SITE APPROVAL

Event / date: _____ Venue: _____

Assigned truck / service: _____ Document deadline: _____

01 LICENSES & HEALTH RECORDS

- ☐ **Ohio mobile food-service license** - Match the named operation / truck and licensing period; review both sides.
- ☐ **Columbus Mobile Food Vending license** - Separate city credential; confirm applicability to the event and location.
- ☐ **Mobile-unit health-inspection report** - Review date, findings and any correction / follow-up record together.
- ☐ **Facility / catering food-service license** - Specify truck, staffed table or drop-off service so the correct record is identified.

02 FIRE, PROPANE & EQUIPMENT DOCUMENTATION

- ☐ **Mobile-unit fire-safety inspection** - Named truck, inspection date, authority, findings and follow-up.
- ☐ **Propane pressure / leak-test report** - Columbus event guidance calls for a passing test within the past 12 months.
- ☐ **Portable extinguisher service / tags** - Columbus calls for current inspection tags within the past 12 months.
- ☐ **Hood / exhaust inspection and cleaning** - Identify the serviced unit / facility, provider and service date where applicable.

For each record, confirm the covered unit or facility, provider, date, result and any applicable expiration or next service. A headquarters building inspection is a separate facility record.

03 SITE-PLAN CHECKS

10 ft from building / structure entrances, other exits and combustible materials; **3 ft** between mobile food preparation vehicles; **10 ft** no-smoking area around a vehicle with a separate fuel source.

Ohio minimums apply to operating vehicles with fuel / generators beyond the vehicle fuel tank. Separation excludes awnings and appurtenances; allow more room for service and access. Keep emergency access and gas shutoffs clear. Show tents, other vendors, generators and guest lines on the site map. Confirm the final layout with the venue and fire authority.

Official references: Ohio licensing law | Columbus MFV resources | Columbus fire guidance | Ohio Fire Code § 319
Guidance reviewed September 22, 2026. Verify current requirements for your event; this guide does not establish Paddy Wagon credential validity.