



TOWN OF RIVERHEAD
Office of the Fire Marshal
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Requirements for Mobile Food Preparation Vehicles

Permit Requirements:

As of August 6th 2024, the Town of Riverhead Fire Prevention Code Article XXVI Mobile Food Preparation Vehicles Inspections Chapter 231-68 states that no mobile food preparation vehicle, as outlined in Zoning Code Chapter 257, shall be maintained, operated or used in the Town of Riverhead as such without an operational permit issued pursuant to this chapter. All such vehicles must be inspected annually to ensure proper maintenance of fire protective services and equipment, vehicle safety features and certifications. This is an annual permit requirement does not preempt or preclude other necessary installation or operational permits as required by the code. This permit is valid from January 1st until December 31st regardless of when it was issued.

Mobile Food Preparation Vehicle (MFPV) definitions:

- A. Vehicles including trailers, that are equipped with appliances that, when in use, produce smoke or grease-laden vapors. These Appliances include but are not limited to, deep fryers, griddles, stoves and salamanders.
- B. Vehicles that serve food to the public that utilize Compressed Natural Gas (CNG) or Liquid Propane (LP) for food preparation, food storage or means of fueling the vehicle.
- C. Vehicles that serve food to the public that utilize an on-board, built-in generator or portable generators

This operational permit is required in addition to any license or permit issued by any other State, County or Town agency having jurisdiction over Mobile Food Preparation Vehicles including but not limited to Town of Riverhead Peddlers Permit issued by the Riverhead Town Clerk's Office and a Suffolk County Health Department Permit.

This operational permit will be required to operate within the Town of Riverhead at permitted locations as well as events including street fairs, festivals, carnivals and similar events either open to the public or private.

Prior to inspection, please review the information below to ensure your Mobile Food Preparation Vehicle is in compliance with the Fire Code of New York State (2020), specifically Section 319. Mobile Food Preparation Vehicles shall be referred to as Food Trucks from here on out.

Food Trucks manufactured, assembled, or altered, **ON OR AFTER** May 12th 2020, to include appliances that when used produce smoke or grease-laden vapors, are required to have both an exhaust system and automatic extinguishing system installed over the cooking appliances that produce smoke and grease-laden vapors. Additionally, appliances attached to a fuel supply, either Liquified Petroleum Gas (Propane) or Compressed Natural Gas (CNG) have specific requirements for the appliance connections to the fuel system, as well as the appliances being secured to the vehicle.

Food Trucks manufactured, assembled, or altered **BEFORE** May 12th 2020 to include appliances that when used produce smoke or grease-laden vapors, are not required to have both an exhaust system and automatic extinguishing system installed over the cooking appliances that produce smoke and grease-laden vapors.

However, all Food Trucks are required to comply with the following requirements regardless of the date of manufacture, assembly or alteration to any and all appliances.

- Food Trucks equipped with an Automatic Extinguishing System, regardless of the date of manufacture, assembly or alteration to include appliances that when used produce smoke or grease-laden vapors shall be inspected and serviced every six (6) months in compliance with NYSFC (2020) Section 904.12.5.3. The inspection shall be completed by a licensed contractor within New York State. A tag or documentation, which shall include the vehicle identification number (VIN), shall be provided at the time inspection as proof of the inspection and service of the system.
- Food Trucks equipped with an exhaust hood or exhaust system shall be inspected, serviced and cleaned by a qualified technician every six (6) months or every 30 days for solid fuel burning appliances in accordance with NYSFC (2020) Section 607.3. A tag or documentation, which shall include the vehicle identification number (VIN), shall be provided at the time inspection as proof of the inspection and service of the system.
- All Food Trucks shall be equipped with a Class-K portable fire extinguisher(s). The number and size of said extinguisher shall be in accordance with NYSFC (2020) Section 906.4
- All Food Trucks shall be equipped with an ABC portable fire extinguisher(s) with a minimum rating for 2A-40BC.
- Food Trucks utilizing Liquified Petroleum Gas (Propane) to fuel cooking appliances:
 - LPG Containers and systems shall be inspected annually. The inspection shall be conducted by a licensed technician. A tag or documentation, which shall include the vehicle identification number (VIN), shall be provided at the time inspection as proof of the inspection, service of the system and leak test.
 - A listed LPG alarm shall be installed in the Food Truck in accordance with the manufacturer's instructions
 - The maximum aggregate capacity of LPG transported on a vehicle and utilized to fuel cooking appliances shall be 200lbs
 - LPG containers installed on the vehicle shall be securely mounted and prevent any and all movement
 - LPG System piping, including valves and fitting shall be protected from tampering, impact damage and vibration damage
- Food Trucks utilizing Compressed Natural Gas (CNG) to fuel cooking appliances shall contact the Fire Marshal's Office for specific requirements.
- Requirements for the installation of new exhaust systems and extinguishing systems
 - Riverhead Town Fire Marshal's Office will NOT issue permits for the installation of exhaust hoods and automatic extinguishing system in Mobile Food Preparation Vehicles
 - At the time of inspection, the following shall be provided to the Fire Marshal's Office:
 - Plans depicting the installation (exhaust hood and automatic extinguishing system), including the appliances (make and model). Plans shall bear the stamp/seal of a New York State Licensed Design Professional

- A letter from the installing vendor shall be provided attesting that the installation is in compliance with FCNYS (2020) and the applicable portions of the NFPA Standards.
- Both the Plans and Letter shall include the Vehicle Identification Number (VIN)
- The Automatic Extinguishing System shall be tagged appropriately and shall include the VIN number on the tag
- Any changes to the system shall require updated plans and letter from a designed professional

How to obtain a Mobile Food Preparation Vehicle Permit from the Riverhead Town Fire Marshal's Office:

- Please ensure that you have a valid Peddlers Permit from the Riverhead Town Clerks Office and Suffolk County Health Department Permit prior to applying. Without providing proper documentation, the application will be considered incomplete and will not be accepted.
- Fill out a Mobile Food Preparation Vehicle application; which can be found on the Town of Riverhead Website, under Fire Protection.
- Submit the Application and the appropriate fee to the Fire Marshal's Office located at Riverhead Town Hall
- Schedule an appointment by calling (631) 727-3200 x601
- Inspections shall be conducted at Riverhead Town Hall Parking Lot on Thursdays. Food Truck parking for the inspection shall be in the last row of parking spaces closest to the railroad tracks.
- If no violations are found and all paperwork submitted is adequate, a Mobile Food Preparation Vehicle permit will be issued
- If there are violations, a list of said violations will be issued and corrected. Another inspection may be required.
- With the issuance of the annual Mobile Food Preparation Vehicle Permit, the inspection Fire Marshal will apply the permit decal to the vehicle located conspicuously on the customer service side of the vehicle
- Any Mobile Food Preparation Vehicle found NOT to have an operational permit from the Town of Riverhead Fire Marshal's Office shall have 30 days to obtain the proper permitting.
- All Mobile Food Preparation Vehicle annual permits expire on December 31st of each year regardless of the date of issuance.

If there are any questions regarding the permitting of Mobile Food Preparation Vehicles please feel free to contact the Fire Marshal's Office at (631) 727-3200 x 601

Mobile Food Preparation Vehicle Inspection Checklist

Below please find the items that will be required to be submitted at the time of application and time of inspection:

- Proof of Valid Vehicle Inspection (submit with application)
- Proof of Valid Vehicle Registration (submit with application)
- Proof of Current Insurance (submit with application)
- Current Suffolk County Health Department Permit (submit with application)
- Current Riverhead Town Clerks Office Peddlers Permit (submit with application)
- 200 lbs. Maximum of LPG (Propane)
- LPG Cylinders Secure and Protected from Damage
- Generator Fuel Source Protected and Secured (if applicable)
- LPG (Propane) Tanks shall be within Date – No Rust, Chipped Paint or Damage etc.
- Automatic Fixed Extinguishing System (if applicable) tagged and inspected within 6 months
- Hood and Duct in Place and Cleaned within 6 months or as needed
- Maximum 120 gal. of Cooking Oil, Labeled and Properly Stored
- Carbon Monoxide Detection in place and operational
- LPG/Explosive Gas Detection in place and operational (if applicable)
- All Electrical Wiring installed as per National Electric Code; no electrical hazards ie. Extension Cords in lieu of permanent wiring, Open Junction Boxes etc.
- Class K Fire Extinguisher within the cooking area; inspected within 1 year
- One 3A 40B:C (Minimum) or Two 2A 10B:C; Fire Extinguisher present, away from Cooking Area, Inspected within 1 year