

Kentucky MFU Permit Checklist

NKY Health Department | Boone, Kenton, Campbell & Grant Counties

NKY Health: (859) 341-4151 | MFU Contact: Ted Talley (859) 363-2027 | 8001 Veterans Memorial Dr, Florence KY 41042

STEP 1 - BEFORE YOU APPLY

- Find commissary facility and visit in person**
Verify wastewater drain, potable water hookup, cold storage, and access hours
- Get commissary's current NKY Health permit number**
Call NKY Health to confirm the permit is active before you sign anything
- Sign commissary agreement (NKY Health standard form)**
Both parties must sign. Get it from nkyhealth.org/foodpermits
- Prepare truck floor plan drawing**
Show handwashing sink, 3-comp sink, both water tanks, equipment, hood
- Finalize menu (all items you will serve)**
Menu submitted with plan review and must be approved before permit issues

STEP 2 - PLAN REVIEW (NEW TRUCKS ONLY)

- Submit Plan Review Application to Ted Talley at NKY Health**
Mail with \$150 plan review fee
- Include floor plan (to scale, all equipment labeled)**
- Include complete approved menu**
- Allow 1-2 weeks for plan review processing**

STEP 3 - MFU PERMIT APPLICATION

- Complete MFU permit application (nkyhealth.org)**
- Attach signed commissary agreement with permit number**
Missing permit number is #1 cause of application delays
- Submit annual permit fee (~\$150)**
Verify current fee at (859) 341-4151

STEP 4 - INSPECTION PREP

- Dedicated handwashing sink plumbed and working**
Hot & cold, soap, towels. SEPARATE from 3-compartment sink.
- 3-compartment sink installed and functional**
- Fresh water tank sized for full day of operation**
- Wastewater tank at least 15% larger than fresh water tank**
- Mechanical refrigeration holding below 41 degrees F**
Pre-cool the day before inspection
- Hood ventilation with grease filters installed**
Exhaust must vent to outside
- Fire suppression system - UL 300 certified and tagged**
Bring certificate to inspection - required by KY Fire Marshal
- 2A-40BC fire extinguisher mounted and tagged within 12 months**
- Thermometers in all coolers/freezers + probe thermometer**
- Shatter-resistant lighting over food prep areas**
- Insect screening on all openings**

STEP 5 - ANNUAL RENEWAL & OPERATIONS

- Renew MFU permit before December 31 each year**
Permit cycle: January 1 - December 31
- Submit updated commissary agreement at each renewal**
- Notify new KY county health depts 48 hours before first operation**
Fayette County charges \$25/location for outside operators
- For Ohio operations: apply for separate Ohio MFSSO license**
No reciprocity - see nkyfoodtruckpermit.pages.dev