



To: Mobile Food Facility (MFF) Operators in Orange County  
Subject: MFF Health Permit Renewal Payments (September 1, 2021 -August 31, 2022)

This document provides guidance for MFF permit payment options and how to notify this agency of changes to your business.

Annual health permit renewal fees are due on or before September 7, 2021. Please note: a health permit once issued is not transferable.

To notify this agency you are **NOT Renewing** your MFF health permit or if you no longer own the vehicle, complete and return to our office by mail or email ([EHPermits@ochca.com](mailto:EHPermits@ochca.com)) by end of business day on September 7, 2021 a **Notification of Sale or Non-Operation** form. This form is found at <https://ochealthinfo.com/sites/hca/files/import/data/files/116980.pdf>. Written notification must be provided to this agency at the time of transfer of ownership, discontinuation of operation, or address change. Failure to do so may result in obligation to pay health services fees and additional penalties.

If you are new to OC or have a change of ownership, menu, equipment or operation, a remodel or a lapsed permit please contact us immediately at (714) 433-6416. Approved plans may be required to verify that your MFF meets California Health & Safety Code requirements.

Prior to renewal permit fee payment, review carefully the information on your invoice (including but not limited to, business name and address, ownership, commissary address and license plate of your vehicle). The information on the invoice must be current and accurate to ensure payment is applied to your account. Contact us if you have changes in your information or operation or you did not receive an invoice.

To protect public health and because of the COVID-19 pandemic; your options for renewal permit fees are **online payment** or by **payment mail**.

**Pay Online** is the easiest and fastest way to make your payment. The online payment portal is free of charge, therefore does not cost an additional fee to use. You may pay for your health permit online with a credit card (Visa, MasterCard, American Express, Discover, Diners Club, or JCB). Have your account ID (AR number) and invoice number (IN number) ready, which are found on your invoice. If you have numerous invoices, you may pay them all at once. Each invoice must be paid in full. Be sure to keep your receipt for your records and as proof of payment on the day of your scheduled inspection at the commissary. You can pay online at [ocpays.ochca.com](http://ocpays.ochca.com)

**Paying by Mail** - payment must arrive in our office by close of business on September 7, 2021 or your payment will be considered late. Mail your check payable to County of Orange (write your INVOICE NUMBER on your check /please do not mail cash), along with the lower portion of your invoice to: Orange County Environmental Health 1241 E. Dyer Rd., Suite 120, Santa Ana, CA 92705.

To complete the permitting process /MFF Inspections will be conducted at your OC commissary. Your OC Commissary will have information on when inspections will be conducted at the commissary. Vehicles using an out of county commissary must contact OCHCA by the end of September 2021 to schedule an inspection appointment. Once the MFF passes inspection a colored decal will be affixed to the vehicle or cart and a paper health permit will be mailed. The paper permit is to be posted on the MFF.

If a city is requiring a copy of your health permit before your scheduled permit inspection for the new health permit, then contact us to schedule an appointment.

If you have any questions or concerns, you may call us at (714) 433-6416. If you have questions specifically regarding your invoice, you may also call our billing department at (714) 433-6417.

Orange County Environmental Health  
1241 E. Dyer Rd, Suite 120, Santa Ana, CA 92705  
Vehicle Information Phone (714) 433-6416



**NOTIFICATION OF SALE OR NON-OPERATION  
FOOD VEHICLES / FOOD FACILITIES**

**County of Orange, Health Care Agency, Environmental Health**

1241 E. Dyer Rd., Ste. 120, Santa Ana, Ca 92705

(714) 433-6000 / FAX: (714) 433-6423

**Business Information**

Existing Facility  
Name/DBA: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Last Date of  
Operation \_\_\_\_\_

Commissary Name: \_\_\_\_\_

DMV: License Plate # \_\_\_\_\_

VIN #: \_\_\_\_\_

PR #: \_\_\_\_\_

FA #: \_\_\_\_\_

**Former / Previous Owner Information**

Owner Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Print Name: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

**Sold To / New Owner Information**

New Owner Name: \_\_\_\_\_

Date Sold: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_