



J. Ryan McMahon, II
County Executive

Gerald R. Payne
Director of Fire

Onondaga County
Department of Emergency Management
420 Electronics Parkway
Liverpool, NY 13088

Daniel H. Wears
Commissioner

Jeffrey J. VanBeveren
Director of EMS

As a reminder, any mobile food preparation vehicle that is operating on Onondaga County property is required to be permitted.

As in the past, we will inspect the mobile food preparation vehicle, and when it passes inspection, it will be issued a permit valid on Onondaga County properties for the calendar year.

Please see the following information in regard to the permit and process:

- All applications and required paperwork shall be submitted in the portal prior to scheduling the inspection date with OCDEM
- The link to the OCDEM permit application is as follows: <https://app.cityreporter.us/cityreporter/portalLogin?portalid=JAyG4f1PhRhoifC>
- We will be conducting Mobile Food Truck inspections on weekdays during business hours 7am to 2pm **by appointment only**. All appointments shall be booked at least **7 days prior** and shall be confirmed by OCDEM staff.
- To schedule your inspection please email, **Dalegillette@ongov.net** at least 1 week prior.
- Once the truck has passed the required inspection a permit will be issued for the vehicle for the 2026 calendar year, all permits expire on the last calendar day of the year. Any time the vehicle is on Onondaga County property, the permit must be available.

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- I have included the following documents in this email to help streamline the process:
 - a. The required guidelines document.
 - b. A power point I put together to help the application process.
 - c. A copy of the inspection report we use to inspect the truck.
 - 3rd party inspections shall be current. Please see the list of required 3rd party inspections:
 - a. Hood cleanings, 6 months, dates shall be clearly labeled on the hood. (I will accept annual inspections so long as the hood is cleaned for the start of the season.)
 - b. Fire protection equipment: 6 months.
 - c. Fire extinguishers: 12 months
 - d. Propane systems :12 months

Thank you,

Dale Gillette - Code Enforcement Officer
Onondaga County Department of Emergency Management