



SUBMITTAL GUIDE FOR FOOD TRUCK AND PUSHCART PERMITS

(This guide is designed to assist you through the online application.)

IMPORTANT: Before getting started, have these documents and information on hand so they can be attached to your online application. Your builder may be able to provide some of this information.

- **Food Equipment Drawings (Top view required)**

Submitting side views are also recommended. Drawings must be drawn to scale (ie. 1/4" = 1 foot). Show the location of each piece of equipment including cooking equipment, hand sink, utensil sink, refrigeration, steam tables, grease hood, hood fan, lighting, water heater, tables, shelves, and lighting, etc.

- **Manufacturer Specification Sheets (MSS) for all food service equipment**

MSS can be found on the equipment manufacturer website or provided by the manufacturer directly. Food service equipment includes refrigeration, cooking equipment, hood, hood fan, utensil sink, hand sink, tables, hot holding equipment, shelving, etc. *Owner/installation manuals or documents that provide a price are not MSS.* The pushcart manufacturer can provide the MSS for a specific make and model. Example of a refrigerator MSS:

<https://dc2kentprodcontent.blob.core.windows.net/specsheets/FoodPrepTables/FoodPrepUnits/401/1/TFP-48-18M.pdf>

- **Menu** (include appetizers, entrees, sides, desserts, and drinks)

- **Commissary Form**

This form can be attached to the online application or emailed at a later date to healthandsafety@wake.gov. This commissary form can be found at:

<https://s3.us-west-1.amazonaws.com/wakegov.com.if-us-west-1/s3fs-public/documents/2020-10/Commissary%20Form%20-%20English.pdf> *This form is required to be submitted and approved by this Department before an operational permit can be issued.*

This guide is designed to assist you through the online application:

IMPORTANT: You can save your application as a draft *at specific times* during the application process. Only when you get to a point where you see “Save Draft” in the bottom right corner can the document be saved. **Do not hit the back button on your browser. This will cause you to have to start over.**

1. Click on the link to the Permit Portal. ****Google Chrome is the recommended browser to use**** (<https://wakecountync-energovpub.tylerhost.net/apps/SelfService#/home>).
2. Create an account. Once you have created an account, log into the Permit Portal. If you need assistance with how to create an account, see Tutorials at the bottom of www.wakegov.com/permitportal.
3. Once logged in, click “Apply” on the Home page:



Welcome to Self Service

The Permit Portal has a new web address. Please update any saved Favorites/Bookmarks to use the new address: <https://wakecountync-energovpub.tylerhost.net/apps/SelfService#/home>

This screenshot shows the homepage of the Wake County Self Service portal. It features a grid of eight service icons:

- My Account**: Click here to access your account information.
- Search Public Records**: This tool can be used to search for existing permits, plans, inspections, code cases, and requests.
- Map**: cc58c6ad-0672-4d25-b320-46a90e6fb631. Explore the map to see the activity occurring in your neighborhood.
- How-To Guides**: Explore frequently asked questions. Learn how to register, apply, and more here.
- Pay Invoice**: Use this tool to pay for individual invoices.
- Apply**: This tool can be used to apply for a permit, plan, or well water sampling. Use "View" to revise an existing permit.
- Change/Add/Remove Contact(s)**: Complete the form to change, add or remove contacts from existing Permits or Plans.
- CDP HHS Payment Here (customizable text)**: Links to CDP Payment Portal to pay for your Health and Human Services Permits (customizable text).

4.

Using the “Application Assistant” search engine, type Food Truck or Pushcart (Hot Dog Cart), then click on the magnifying glass to start the search. Once you find the correct application click

This screenshot shows the Application Assistant search results for "food truck". The search bar at the top contains "food truck" and has a red circle around it. Below the search bar are several buttons: "All" (blue), "Trending" (light blue), "My History" (light blue), "PERMITS" (light blue), and "PLANS" (light blue). To the right of these buttons is a "Show My Templates" link. The search results are displayed in three cards:

- Child Care Permit**: Category Name: Food, Facilities, & Pools. Description: Day care commercial centers and centers in a residence. An "Apply" button is shown to the right.
- Food Service Permit**: Category Name: Food, Facilities, & Pools. Description: Any business that prepares or serves food for pay. This includes sit down restaurants and takeout, delis, meat markets, catering, school cafeterias, and summer camps. An "Apply" button is shown to the right.
- Food Truck Permit**: Category Name: Food, Facilities, & Pools. Description: Mobile restaurant on wheels. An "Apply" button is shown to the right, and this entire card is highlighted with a green circle.

“Apply” on the right side.

5. There are 6 steps to complete to submit an application.

Step 1 – Locations

Click “Add Location” – Search for the physical location address using only the street number and name (do not enter the street type). *If the address is not found/known, search for the closest address.



1 2 3 4 5 6

Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

Select "Add Location" button. On the next screen enter street number and name (less is more) in the search bar for commissary address. Then select blue magnifying glass to search. Select the "Add" button for the closest match to the location.

[Create Template](#) [Save Draft](#) [Next](#)

Click the correct address then, click the “[Add](#)” button to add this address.

[SEARCH](#)

[Save Draft](#) [Next](#)

After adding a location address, click on “[Next](#).” ***If you want to complete the application later, you can click “[Save Draft](#)” instead.*

LOCATIONS

Select "Add Location" button. On the next screen enter street number and name (less is more) in the search bar for commissary address. Then select blue magnifying glass to search. Select the "Add" button for the closest match to the location.

Type: Location
714 CORMICHE LN, WAKE FOREST, NC 27587

Main Address
Parcel Number
1841188138
Main Parcel

[Remove](#)

[Create Template](#) [Save Draft](#) [Next](#)

Step 2 – Type



Apply for Permit - Food Truck Permit

*REQUIRED



PERMIT DETAILS

Enter name of food truck/trailer in the "Description" box.

* Permit Type: Food Truck Permit

Description: Name of Food Truck or Pushcart

Back Create Template Save Draft Next

Enter the name of the food truck or pushcart in the description box. Then click the “Next” button.

Step 3 – Contacts



If applicable, add any additional contacts related to the project by clicking “[Add Contact](#)”. When finished, click the “[Next](#)” button. ***If you want to complete the application later, click “[Save Draft](#)” instead.*

Apply for Permit - Food Truck Permit *REQUIRED

Locations ✓ Type ✓ Contacts 3 More Info 4 Attachments 5 Review and Submit 6

CONTACTS

Applicant



First and Last Name (You)
PO Box 172, Raleigh, NC, 27602

Select Type

Add Contact



[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

Step 4 – More Info

A response is required for all fields. More information accurately provided helps us understand the nature and scope of the project. Follow these tips:

i.

Apply for Permit - Food Truck Permit *REQUIRED

Locations ✓ Type ✓ Contacts ✓ More Info 4 Attachments 5 Review and Submit 6

MORE INFO

All red fields are required. Answer all applicable questions. More information accurately provided helps us understand the nature and scope of the project.

Mobile Food Unit

*Type of Food Service Correct

*Emergency Phone Number

[Next Section](#) | [Top](#) | [Main Menu](#)

In the “Emergency Phone Number” field – **do not** use dashes in the phone number.

- ii. If this is a **Pushcart** application, many questions may not apply and “N/A” or “0” can be provided as a response.
- iii. For “Finishes”, list the material used for construction of the floor, walls, and ceiling (i.e., stainless steel, aluminum, Fiberglass Reinforced Panel (FRP), etc.).
- iv. For type of water heater, enter “0” for the type that does not apply to your food truck. For example, if you have an electric water heater, you will put “0” for “Gas (BTU)”.
- v. For “Size of Compartments” of the utensil washing sink, enter the length, width, and depth in inches **of the actual sink vat**. Do not include the drainboards or length of the entire sink.

vi.



In the “Equipment List” section, click the “Add Row” blue button.

The screenshot shows a table header with columns for Equipment Type, Manufacturer, and Model. Below the header, there is a row with three empty input fields. At the top left of the table area, there is a blue button labeled "+ Add Row" with a red circle around it.

Enter the manufacturer and model number for a specified piece of food service. Then click “Update”.

The screenshot shows an "Edit" dialog box with three input fields: Equipment Type (Refrigerator), Manufacturer (True), and Model (XYZ). At the bottom right of the dialog box, there is a blue "Update" button with a red circle around it, and a "Cancel" button next to it.

Continue to click “Add Row” to add information for each piece of equipment. Information about all equipment (refrigeration, hood, utensil sink, hand sink, hot holding equipment, tables, shelves, etc.) must be provided.

The screenshot shows the MFU Equipment List Details page with one row of data. The row contains columns for Equipment Type (Refrigerator), Manufacturer (True), and Model (XYZ). There are also "Edit" and "Delete" buttons at the bottom of the row.

- vii. Read the “Disclaimer”, complete the electronic signature agreement by selecting “Yes”.
- viii. Click the “Next” button when all fields have been completed. You will receive an alert message if a question has been left blank. You may need to add “N/A” or “0” in a field that does not apply. ***If you want to complete the application later, click “Save Draft” instead.*

- **Step 5 – Attachments**

Click “Add Attachment” to add each of the following items. ***These items must be submitted with the application.*** Then click the “Next” button:

- i. Food Equipment drawing(s) drawn to scale (top view required, side views also recommended)
- ii. Manufacturer specification sheets for ***all*** food service equipment (with model number identified)



iii. Menu (include entrees, sides, drinks, appetizers, etc.)

- **Step 6 – Review and Submit**

Review the information displayed that you have entered and make any needed changes.

Use the blue **Back** and **Next** buttons to move through the application to make any changes. Remember the application can also be saved as a “Draft” and revisited later. Otherwise, click “Submit”.

6. Your application has now been submitted. Click “Continue to permit.”

Your permit was successfully created!

Your application was successfully submitted.

[Continue to permit](#)

7. A Permit Number will appear near the top of the screen. You will also receive an email stating your “*Your recent Wake County application is in process*”.
8. The submitted application will not be processed without payment. Click on “[Pay Now](#)” or “[Add to Cart](#)” to pay the fee.

Permit Number: HSMFU-063546-2022

[Add to Cart](#)

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Food Truck Permit	Status: Submitted - Online	Project Name:
IVR Number: 166850	Applied Date: 09/22/2022	Issue Date:
District: Raleigh	Assigned To: Queue Manager, Health & Safety	Expire Date:
Finalized Date:		
Description: Name of Food Truck or Pushcart		

Summary [Locations](#) [Fees 1](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [More Info](#)

Progress

0% Completed

● Completed
● In Progress
● Not Started

Fees

\$200.00

[View Details](#) [Add to Cart](#)

Workflow

- Application Completeness Check
- H&S - MFU/PC Consult -
- H&S Review (due in 10 days)
- H&S - Equipment Evaluation -
- H&S - Rough Health Construction (CER) -
- H&S - Final Health Construction (CEF) -
- Attach Gas Inspection Letter
- Attach Commissary Approval Letter

Available Actions

⚠ **Unpaid Fees**
\$200.00
10-06-2022

[Pay Now](#)

↑

← SIPS#



9. Click "[Check Out](#)". Fill in "Payment Details" and click "[Process Payment](#)".
10. You will receive an email from MyGovPay showing proof of payment.
11. You can review the status of your permit at any time through the Permit Portal.