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**
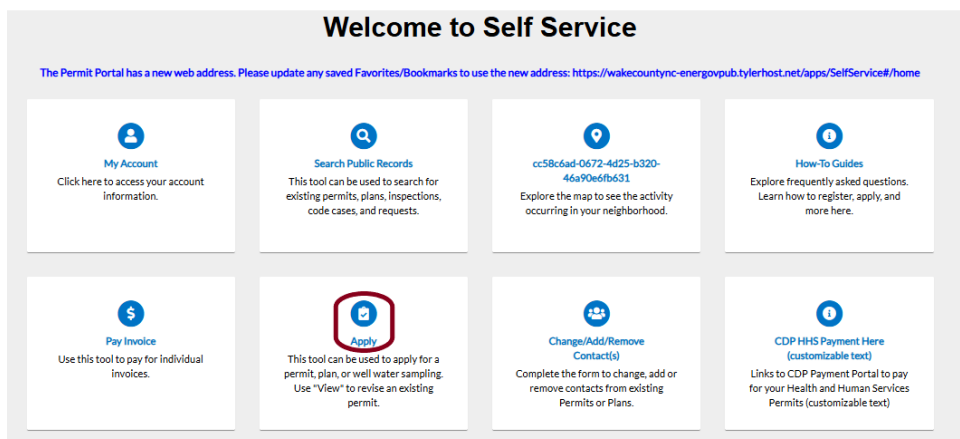 This form can be attached to the online application or emailed at a later date to healthandsafety@wake.gov. This commissary form can be found at: https://s3.us-west-1.amazonaws.com/wakegov.com.if-us-west-1/s3fs-public/documents/2020-10/Commissary%20Form%20-%20English.pdf *This form is required to be 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

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.

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
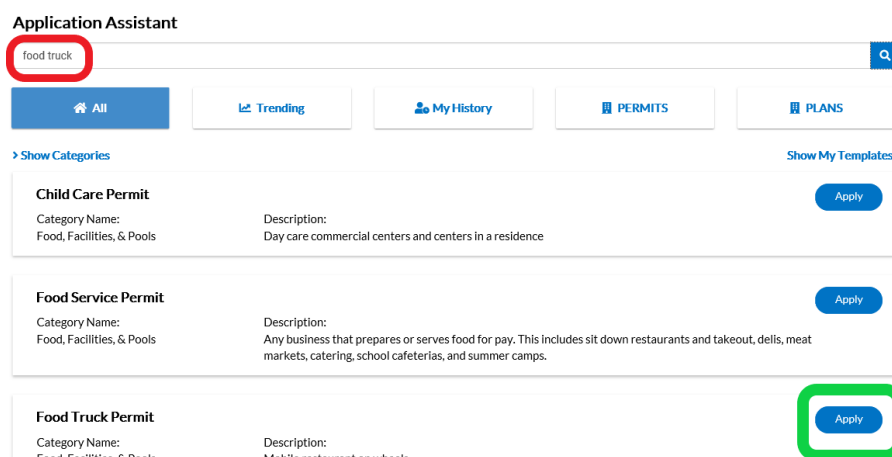
"Apply" on the right side.

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.

Click the correct address then, click the "Add" button to add this address.

After adding a location address, click on "Next." **If you want to complete the application later, you can click "Save Draft" instead.**

Step 2 – Type

Apply for Permit - Food Truck Permit   *REQUIRED

✓ ———— ② ———— ③ ———— ④ ———— ⑤ ———— ⑥
Locations   Type   Contacts   More Info   Attachments   Review and Submit

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.*

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:
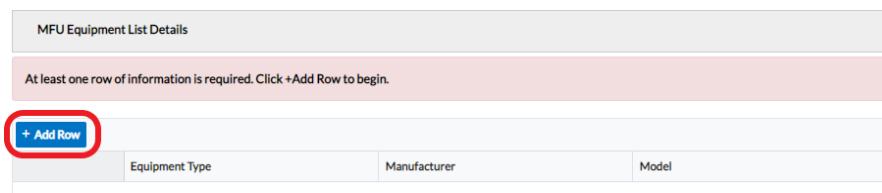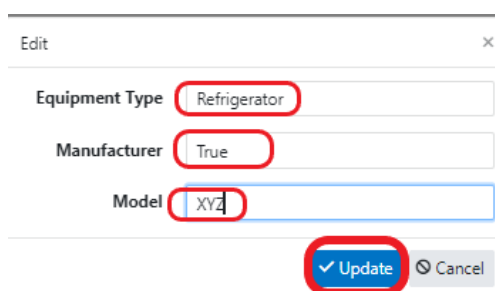
i.

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.

MFU Equipment List Details

At least one row of information is required. Click +Add Row to begin.

+ Add Row

	Equipment Type	Manufacturer	Model

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

Edit   ×

Equipment Type   Refrigerator

Manufacturer   True

Model   XYZ

✓ Update   ⊘ Cancel

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.

MFU Equipment List Details

+ Add Row

	Equipment Type	Manufacturer	Model
✎ Edit 🗑	Refrigerator	True	XYZ

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 ❗   Inspections   Attachments   Contacts   Sub-Records   More Info

Progress

0% Completed

- Completed
- In Progress
- Not Started

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
- SIPS#

Available Actions

⚠ Unpaid Fees   **Pay Now**
$200.00
10-06-2022

Fees

$200.00

View Details   Add to Cart

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.