



## COMMISSARY FORM PUSHCART or MOBILE FOOD UNIT

A Commissary is a permitted food service establishment that provides kitchen facilities for mobile food units and pushcarts. **Menu and food preparation processes for all items must be attached. Include details on where and how food items will be prepared such as at the commissary or on the unit.**

\*\*Commissary will not be evaluated without entire form completed including menu/food preparation details \*\*

### **Step One: Completed by the Mobile Food Unit Operator**

Select: Mobile Food Unit \_\_\_\_\_ Pushcart \_\_\_\_\_

New Request \_\_\_\_\_ Change Request \_\_\_\_\_

Name of Mobile Food Unit \_\_\_\_\_

Operator Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

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

**For Mobile Food Units and Pushcarts, indicate times that the Mobile Food Unit/Pushcart Operator will have access to the commissary.**

Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_ Friday: \_\_\_\_\_ Saturday: \_\_\_\_\_

Sunday: \_\_\_\_\_

### **Step Two: Completed by the Restaurant/Commissary Owner**

Proposed Commissary: \_\_\_\_\_

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

Zip code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Restaurant Owner (Print): \_\_\_\_\_

Signature of Restaurant Owner: \_\_\_\_\_

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



**\*\*The commissary must have at least one shelf in a refrigerator/freezer and dry storage area for Mobile Food Unit Operator use. These areas must be labeled, clean, and free of restaurant storage. Evaluation will be delayed if this task is incomplete.**

As the permittee or operator of the restaurant facility noted below, I agree to serve as a commissary for the Mobile Food Unit or Pushcart named above. I understand that as a commissary for the Mobile Food Unit or Pushcart, I must allow the Mobile Food Unit or Pushcart to return for servicing on a daily basis. I agree to allow the following:

***Check all that apply:***

- (Required for Mobile Food Unit only)* Provide an exterior wastewater collection system by gravity flow as approved by the health inspector. Removal of manhole cover is not acceptable.
- (Required for Mobile Food Unit only)* Provide an exterior protected connection to the potable water supply with backflow prevention as approved by the health inspector.
- (Required for Mobile Food Unit and Pushcart)* Use of designated refrigerated and dry storage area for food or utensil storage. I will label those designated spaces for the unit's exclusive use.
- (Required for Mobile Food Unit and Pushcart)* Use of the restaurant's ware washing sink to wash utensils used on the unit.
- (Required for Mobile Food Unit and Pushcart)* Use of the following foodservice equipment:

***For Mobile Food Units and Pushcarts, check from the following of necessary foodservice equipment: \*If present in the commissary\****

- Prep Tables
- \*Seafood Sink (if available) \*
- Cooking Equipment
- \*Meat/Poultry Sink (if available) \*
- List any other equipment needed:
- \*Vegetable/Fruit Sink (if available) \*
- Refrigeration/Freeze Units

***Complete Step Three after the Wake County Environmental Health and Safety inspector has evaluated the commissary and requested that you contact the utilities department:***

**Step Three: Completed by Mobile Food Unit Operator**

The municipality providing sewer service for the commissary must review and approve the use of their sanitary sewer system along with any pretreatment measures and the location for dumping wastewater into the system. Email documentation of approval to the Environmental Health and Safety inspector who evaluated your proposed commissary. If new plumbing connections are required, proper permits should be obtained prior to beginning the work.

I certify that the information listed on this form is correct, and I understand that any change without prior approval from Wake County Environmental Health and Safety may nullify approval and/or may result in the suspension or revocation of the permit.

Mobile Food Unit Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_