



# Environmental Services

Environmental Health and Safety Division

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## Checklist For a Successful Mobile Food Unit Permit Application

### I. Before submitting an application

1. Become familiar with mobile food unit (MFU) requirements and what you will need to successfully apply for an MFU permit:
  - o Review the [General Information](#)
  - o Read through the
    - [.2600 Rules, Food Code, Matrix](#)
2. Begin to identify the Commissary you will be using (a commissary is not required at time of application but is required prior to permit issuance)
  - o A commissary is a food establishment that serves as the base of operation for a food truck or hot dog cart. The following activities occur at the commissary:
    - The food truck/hot dog cart is required to visit the commissary every day of operation for servicing, cleaning, and supplies.
    - Washing/cutting/marinating of meats, produce, and vegetables
    - Cooking and cooling of foods
    - Storage of food, dry goods, and paper goods
    - Onload of water and offload of wastewater
3. Review the following guides:
  - o Review the MFU construction [Design Guidelines](#)
  - o Review [Submittal Guide](#) as it will be helpful when you are ready to apply
4. Gather the necessary documents:
  - o Complete the 2 checklists before applying
    - [MFU Customer Application Checklist](#)
    - [MFU Menu Item Attachment](#)
  - o Menu
  - o Manufacturer Equipment Specification Sheets (MSS)
  - o Food Equipment Drawings (construction plans)
  - o [Commissary Form](#) (Not required at time of application but is required prior to permit issuance).

### II. Submitting your application

5. Go to the portal – Create an account
  - o [Portal](#)
6. Apply for a Food Truck or Pushcart permit.
  - o Use the [Submittal Guide](#) to assist you with the online application.
  - o Upload all required documents.

### III. After your application is submitted

7. Once a complete application has been submitted, plans will be reviewed, and a response provided within about 10 business days.
8. Once plans are approved and the MFU is constructed, review the [MFU Inspection Checklist](#). A construction evaluation of the unit can then be requested.
9. Secure a Commissary and email the [Commissary Form](#) to [escustomersupport@wakegov.com](mailto:escustomersupport@wakegov.com) for evaluation. **An approved commissary is required in order to receive your permit.**
10. Once the MFU or Pushcart is found compliant with the rules, a Food Service permit will be issued which allows you to begin operating.