



# COMMISSARY APPROVAL FORM

OFFICE USE ONLY

City of Dallas

PERMIT # \_\_\_\_\_

NAME ON VEHICLE/KIOSK \_\_\_\_\_

NAME OF OWNER \_\_\_\_\_

PHONE NUMBER OF OWNER \_\_\_\_\_

License Plate # \_\_\_\_\_ VIN # \_\_\_\_\_

I certify that information provided on this application is true and correct. I furthermore understand that providing false or fictitious information will render this application invalid. I agree to abide by all of the policies, rules and regulations set forth by the department. Failure to comply may result in suspension of the permit or imposition of a fine or both.

Signature of vehicle/kiosk owner

Texas Driver License #

Date of Birth

## COMMISSARY INFORMATION

COMMISSARY NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

I understand the following services may be performed at my commissary by the above vehicle/kiosk:

Have access to facility at all times. If limited, access hours are: \_\_\_\_\_

Have access to inside preparation facilities

Wash out truck/cart above a floor drain

Wash, rinse, and sanitize all food contact surfaces

Fill with fresh water

Dispose of waste water

Store excess product

Store products requiring refrigeration

Wash out truck/cart above a floor drain

Mobile vehicles are to be stored inside the commissary overnight

COMMISSARY OWNER'S NAME (as it appears on TX Sales and Use Tax Permit) \_\_\_\_\_

COMMISSARY OWNER'S SIGNATURE \_\_\_\_\_

COMMISSARY OWNER'S SIGNATURE MUST BE NOTARIZED IF THE COMMISSARY OWNER IS NOT PRESENT WHEN APPLYING.

Subscribed and sworn before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
*Signature of Notary*

Notary Seal

\_\_\_\_\_  
Commission Expires

\_\_\_\_\_  
Printed Name of Notary

**NOTE: All commissaries must be pre-approved prior to permitting process.**

## **REQUIREMENTS FOR APPROVED COMMISSARIES**

A commissary is defined as a permitted fixed food establishment that serves as an operating base for a mobile food vehicle. The commissary is where the vehicle will be stored, parked, serviced, cleaned, supplied, and maintained. When located in the City of Dallas, the facility must be constructed in accordance with Chapter 17 of the Dallas City Code. Commissaries outside Dallas must be permitted and inspected by the local health authority. **Home based operations are not allowed.**

All mobile food vehicles must report daily to a commissary where:

- The vehicle is properly cleaned and serviced.
- All food contact surfaces are washed, rinsed and sanitized.
- The liquid waste is properly disposed.
- The vehicle receives potable water necessary to operate.
- Food served from the vehicle is stored, handled or prepared.
- Single service articles are properly stored.
- The vehicle is stored overnight.

**Out-of-town commissaries must submit a copy of the current local health permit and a copy of the last health inspection report conducted by the local health authority.**

**Note:** If you do not own your own commissary, you must secure a Dallas Commissary Approval Form and have it filled out completely by the commissary owner. It must be signed by the commissary owner and notarized if the commissary owner is not present at our office at the time of signing.