COMMISSARY USE APPLICATION AND AGREEMENT FORM

This form must be submitted for review for new food establishments proposing to use a commissary kitchen or if existing food establishments are changing commissary locations. Existing food establishments that are changing commissary kitchens will be charged a remodel plan review fee to cover the cost of review and site visit of commissary kitchen.

Vendor Information

Business Name _____

Owner Name _____

Phone _____ Email _____

Days/times at commissary _____

Commissary Kitchen Information

Commissary Name _____

Address _____ City _____ Phone _____

Contact Person _____

Phone _____ Email _____

Indicate which of the following services will be allowed for use at the commissary:

- ❑ Approved Water Source
  - ○ Spigot Location _____
- ❑ Wastewater Disposal
  - ○ Disposal Location _____
  - ○ Grease Interceptor _____
- ❑ 3-Compartment Sink
- ❑ Hand Wash Sink
- ❑ Produce Sink
- ❑ Raw Meat/Fish/Poultry Sink
- ❑ After-Hours Accessibility (Key or Code)
- ❑ Dry Storage Space
- ❑ Refrigeration Space
- ❑ Walk-In Refrigeration
- ❑ Freezer
- ❑ Ice Machine
- ❑ Mop Sink
- ❑ Cooking Equipment

Commissary Use Authorization

_____	_____	_____
Commissary Manager Name (print)	Signature	Date
_____	_____	_____
Vendor Name (print)	Signature	Date

Commissary Agreements are non-transferable. **Changing or canceling this agreement may result in closure of your food permit.**

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Floor Plan

Attach a copy of the commissary kitchen floor plan that identifies any equipment, sinks, refrigeration, and dry storage space that will be used for the operation. Include Standard Operating Procedures for processes that will occur at the commissary kitchen. **A copy of floor plan is available upon request if the department has records.**

Dry Storage Space

Number of shelves of dry storage space _____

Size of each shelf (length x width) _____

Dedicated Refrigeration Space

Fridge/Freezer Brand/Model #	Cubic Feet of Dedicated Space

Describe how refrigeration space is assigned and protected from cross contamination with other vendors' products.

_____

_____

_____

Describe processes done at commissary

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