

SUBMITTAL GUIDE FOR FOOD TRUCK AND PUSH CART PERMITS v.3

Please have the following documents and information ready so they can be attached to your online application. Your builder may be able to provide some of this information.

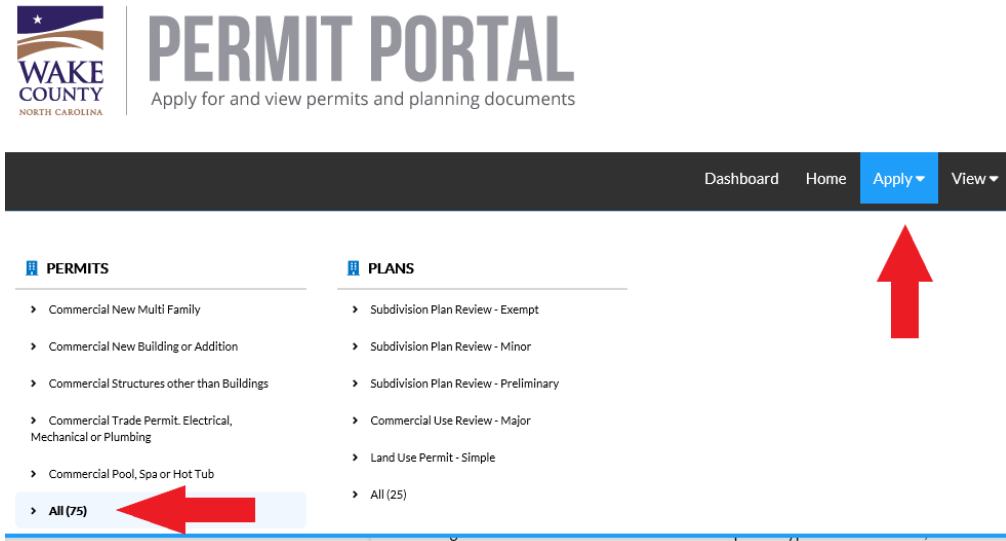
- **Food Equipment Drawings (Top view required)**
Submitting side views are also recommended. Drawings must be drawn to scale (ie. 1/4" = 1 foot). Show the location of each piece of equipment including cooking equipment, hand sink, utensil sink, refrigeration, steam tables, grease hood, hood fan, lighting, 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>
- **Plumbing drawing** (side view-does not have to be drawn to scale)
Identify hot and cold water lines, water heater, potable water and waste water tanks (and gallon size) plumbing lines, "P" trap(s), and waste and water tank venting. Pushcarts with no plumbing do not have to submit this drawing.
- **Menu** (include appetizers, entrees, sides, desserts, and drinks)
- **Commissary Form**
This form can be attached to the on line application or emailed at a later date to escustomersupport@wakegov.com This commissary form can be found at: <http://www.wakegov.com/food/healthinspections/resources/Documents/CommissaryFormEnglish.pdf> *This form is required to be submitted and approved by this Department before an operational permit can be issued.*

Steps to apply for a permit:

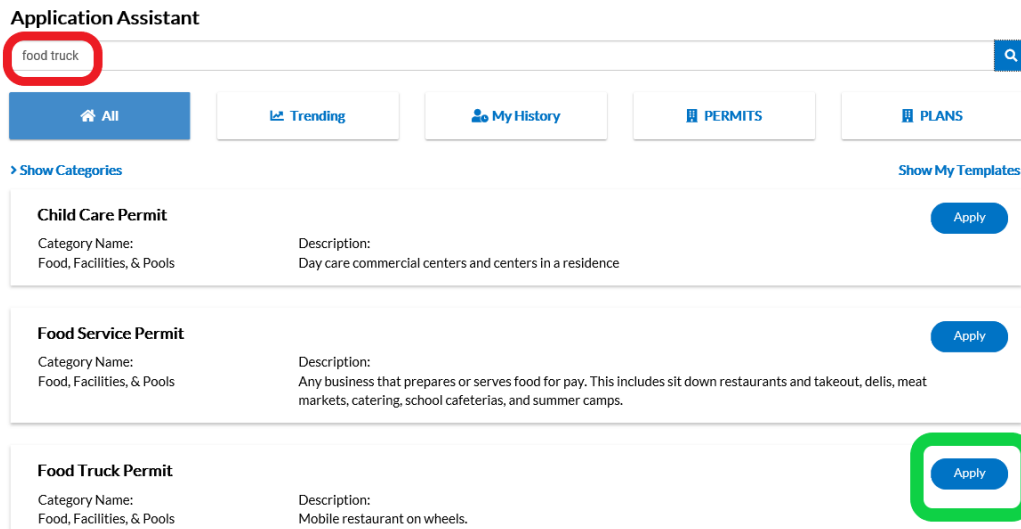
IMPORTANT: You can save your application as a draft *at specific times* during the application process. Only when you get to a point where you see "Save Draft" in the bottom right corner can the document be saved.

1. Click on the link to the Permit Portal (www.wakegov.com/permitportal) to create an account.
****Google Chrome is the recommended browser****
2. Use your account to log into the Permit Portal. Click "Apply" then click "All 75" under Permits.

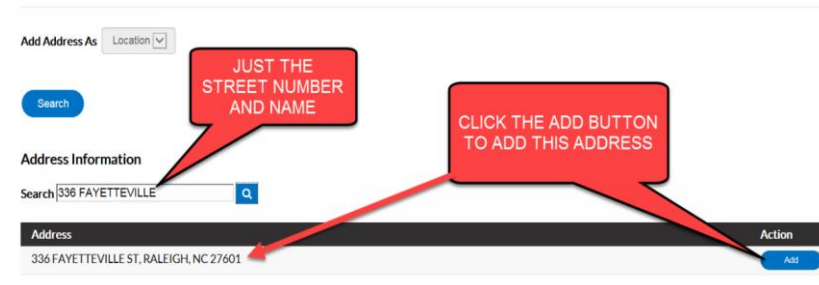
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- Using the “Application Assistant” search engine type Food Truck or Pushcart (Hot Dog Cart), then click on the magnifying glass to start the search. Once you find the correct application click “Apply” on the right side.



- Click “Add Location” – Search for the physical address where you plan to operate using only the street number and name (do not enter the street type). ***If the address is not found/known, please enter the proposed commissary address.** Once the address is located, click the “Add” button.



[Type here]

5. After entering the location of the business, click on “Next.” ***If you want to complete the application later click “Save Draft” instead.*

Type: Location
336 FAYETTEVILLE ST,
RALEIGH, NC 27601

Main Address

Parcel Number
1703678520

Main Parcel

Remove

Location

Add Location

Create Template Save Draft Next

6. Enter the name of the food truck or pushcart in the description box. Then click the “Next” button.

Apply for Permit - Mobile Food Unit Permit *REQUIRED

Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Summary

PERMIT DETAILS

*Permit Type Mobile Food Unit Permit

Description Name of food truck

Back Save Draft Next

7. Add any additional contacts related to the project by clicking “Add Contact”. When finished, click the “Next” button.

8. In the More Info section, enter responses for all fields. Follow these tips:

- In the “Emergency Phone Number” field – **do not** use dashes in the phone number.

Apply for Permit - Food Truck Permit *REQUIRED

Locations Type Contacts 4 More Info 5 Attachments 6 Review and Submit

MORE INFO

All red fields are required. Answer all applicable questions. More information accurately provided helps us understand the nature and scope of the project.


Mobile Food Unit Next Section | Top | Main Menu

*Type of Food Service 03 Mobile Food Unit

Correct

*Emergency Phone Number 919888999

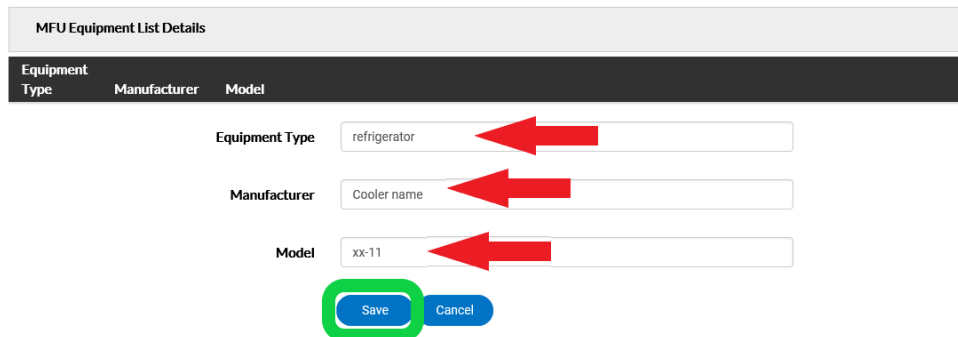
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- For “Finishes”, list the material used for construction of the floor, walls and ceiling (i.e. stainless steel, aluminum, Fiberglass Reinforced Panel (FRP), etc.).
- For “Size of Compartments” of the utensil washing sink, enter the length, width, and depth **of the actual sink vat**. Do not include the drainboards or length of the entire sink.
- In the “Equipment List” section, first click the pencil icon  to add the information for each piece of food service equipment (refrigeration, hood, hood fan, utensil sink, hand sink, hot holding equipment, tables, shelves, etc.). Then click “Save”. Click “Add Row” for all additional pieces of equipment.

Equipment List

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)


First, click on the Pencil Icon to add equipment. Click on “Add Row” button to provide additional information for each piece of equipment on the unit.



Equipment Type	Manufacturer	Model
refrigerator	Cooler name	xx-11

Save Cancel

- Read the “Disclaimer”, complete the electronic signature agreement by selecting “Yes” then click “Next” button.
9. Click “Add Attachment” to add each of the following items. **These items must be submitted with the application.** Then click the “Next” button:
 - Food Equipment drawing(s) drawn to scale (top view required, side views also recommended)
 - Manufacturer specification sheets for **all** food service equipment (with model number identified)
 - Menu (include entrees, sides, drinks, appetizers, etc.)
 10. Review the information displayed that you have entered and make any needed changes. Use the “Back” and “Next” button 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”.
 11. Your application has now been submitted. Click on “Continue to permit.”

 **Your permit was successfully created!**

Your application was successfully submitted.

[Continue to permit](#)

12. 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”.
13. The submitted application will not be processed without payment. Click on “Pay Now” or “Add to Cart” to pay the fee.

[Type here]

Permit Number: HSMFU-032618-2020 Add to Cart

Permit Details | Tab Elements | Main Menu

Type: Food Truck Permit Status: Submitted - Online Project Name: ▼

Summary Locations Fees ● Reviews Inspections eReviews Attachments Contacts Sub-Records Holds Meetings

More Info

Progress

0% Completed

● Completed
● In Progress
● Not Started

Fees

\$100.00

[View Details](#) [Add to Cart](#)

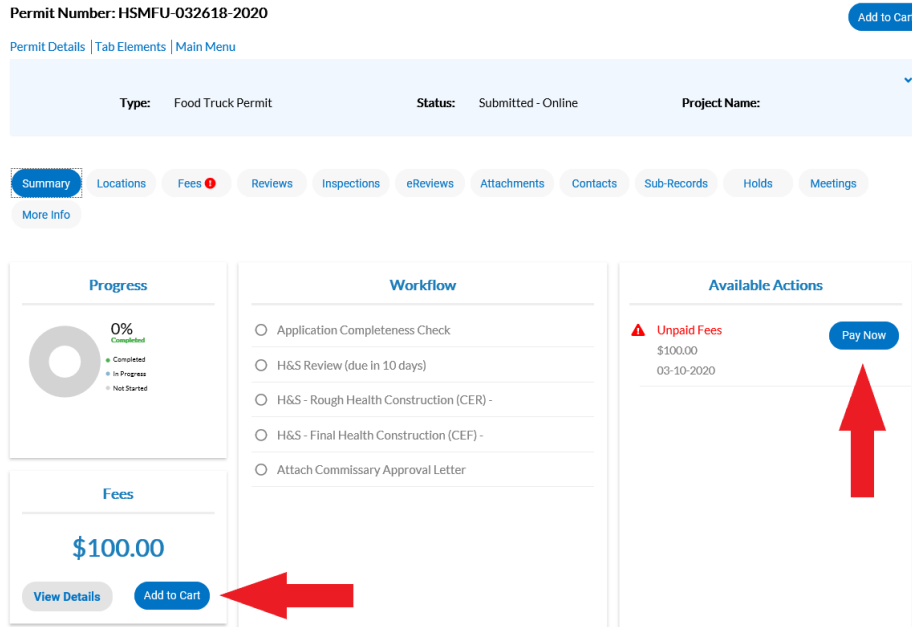
Workflow

- Application Completeness Check
- H&S Review (due in 10 days)
- H&S - Rough Health Construction (CER) -
- H&S - Final Health Construction (CEF) -
- Attach Commissary Approval Letter

Available Actions

▲ Unpaid Fees
\$100.00
03-10-2020

[Pay Now](#)



14. Click “Check Out”. Fill in “Payment Details” and click “Process Payment”.

15. You will receive an email from MyGovPay showing proof of payment.

16. You can review the status of your permit at any time through the Permit Portal.