FOOD ESTABLISHMENT COMMISSARY FORM (Attachment E of Plan Review packet)

An approved commissary is required for all mobile food units and catering businesses.

Please choose one of the following options:

I.______Currently Licensed Facility - a food establishment currently licensed by GCHD or other appropriate health jurisdiction. No fee.

II.______Food Preparation Commissary* - may be used for storage, preparation, cooking and cooling of food, dish and utensil washing, storage of dry goods and non-perishable foods.

III.______Storage Only Commissary* - to be used only for refrigerated/frozen food storage, dry good and non-perishable food storage.

*If the proposed commissary is not currently licensed, complete a “Food Establishment Application”, in addition to this form, to apply for a commissary license. A plan review may also be required.

Please provide the following information:

Name of food establishment to use commissary ________________________________

Name of commissary _________________________________________________________

Address of commissary __________________________________________________________________________

Legal owner(s) of commissary* ________________________________________________________________

*If you are not the owner of this facility, please include a signed commissary agreement letter from the legal owner.

Phone number at commissary and of owner ________________________________

Days of the week and hours at commissary ________________________________________________

List all equipment used at commissary (i.e. hand sink, freezer):

________________________________________________________________________________________

________________________________________________________________________________________

List tasks done at commissary (i.e. cut meat, wash dishes, etc):

________________________________________________________________________________________

________________________________________________________________________________________

Is a restroom provided for employees at the commissary?  YES  NO

If so, does it have a hand sink with hot and cold running water, soap and paper towels?  YES  NO

By signing, I attest to the accuracy of this information and I agree to notify GCHD immediately if any of the above information changes

_________________________________   __________________________  ____________________
Signature                       Title                      Date

Revised 12/10/2019