



What to Expect During a Wake County Commissary Visit

A Commissary Visit Does Not Grant a Permit:

- A Commissary Visit determines **ONLY** whether an establishment is approved to be a Commissary for a MFU/PUC. Permits for Food Establishments, Mobile Food Units, and Pushcarts must be obtained through Wake County's Plan Review process. See www.wakegov.com/food for details.

If You Do Not Pass Your Evaluation:

- Review the inspector's findings in detail. Use your inspector as a resource to determine the corrections necessary to pass a re-evaluation.
- Corrections may require changes to the Commissary's plumbing system. All plumbing work must be completed under valid Plumbing Permits and must be inspected by your local Building Inspections Department.

If You Pass Your Evaluation:

- **STOP! THE PROCESS IS NOT COMPLETE.**
- If you are on city sewer, you must also contact your local sewer utility to get approval to dump food- and grease-laden water into your selected disposal site. Wake County is not able to make this approval. Contact your local sewer utility for evaluation. Once approval is granted by the sewer utility, email a copy of the sewer utility's approval to your inspector for final approval.
- If you are on an On-site Wastewater System, your system must be evaluated by Wake County Water Quality staff. Contact 919-856-7400 to arrange an evaluation.

In order to operate a Mobile Food Unit or Pushcart in Wake County, an operator must have a designated Commissary where the Mobile Food Unit or Pushcart (MFU/PUC) will be serviced each day it operates. *This guide is intended to assist operators of permitted Food Establishments to prepare for a Commissary Evaluation for approval to serve as a Commissary for a Mobile Food Unit or a Pushcart.*

Before Your Commissary Visit:

- Work with the MFU or PUC operator to submit a [Wake County Commissary Form](#) by email to escustomersupport@wakegov.com, or in person at the 6th Floor, Wake County Office Building, 336 Fayetteville St, Raleigh, NC 27602.
- The Commissary Form will require you, as the operator of the proposed Commissary, to attest that you agree to provide the key services listed below.
- Your Commissary Form will be reviewed and you will be assigned an inspector. The inspector will contact you to set up an appointment to evaluate your establishment.

Key items that will be evaluated during a Commissary Visit include:

- The proposed Commissary must have a valid Food Establishment Permit issued by this department.
- The proposed Commissary must provide access to:
 - A utensil washing sink.
 - Any food preparation equipment necessary to support the MFU/PUC's approved menu.
 - *The commissary operator and the MFU/PUC operator must designate times that these areas are available for the MFU/PUC.*
- The proposed Commissary must also provide:
 - Adequate refrigeration and freezer space to support both the commissary and the MFU/PUC.
 - Adequate shelving for dry storage items such as dry ingredients and to-go containers.
 - *Storage shelves/areas designated for the MFU/PUC must be clearly labeled and cleared of all non MFU/PUC items. Separate storage areas are not required when the MFU/PUC and commissary share the same owner.*
- The proposed Commissary must provide an exterior potable water connection:
 - Protected with an approved backflow preventer.
 - Under the control of the commissary operator and not part of a neighboring business.
 - Covered to protect against contamination.
 - That is not a part of a can wash area.
 - *Commissaries used only for Pushcarts are exempt from the exterior water connection requirement.*
- The proposed Commissary must also provide an exterior wastewater disposal site, such as a can wash or mop sink:
 - Located to allow the MFU to empty wastewater via gravity flow
 - Under the restaurant owner's control, and not part of a neighboring business.
 - That does not require removal of a manhole cover.
 - That is able to be approved by your local sewer utility. When selecting a disposal site, please contact your sewer utility for guidance. The sewer utility may have additional requirements such as:
 - Wastewater must flow through an approved grease interceptor.
 - Disposal site must not be located where it can collect rainwater.
 - *Commissaries used only for Pushcarts are exempt from the exterior wastewater disposal requirement.*

This guide is intended to assist in preparation for a Commissary Visit and does not include all aspects of the Rules. It is strongly recommended that you review the NC Food Code and the North Carolina .2600 Rules before requesting a Commissary Visit.

Additional information available at www.wakegov.com/food