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GENERAL INSTRUCTIONS

Commissary:

Vehicles or kitchens that are not self-sufficient require a support site called a commissary. A commissary is a public food service establishment licensed by the division or a food establishment permitted by the Department of Agriculture and Consumer Services where the operator goes for services that are not done on the vehicle or kitchen. Operators may prepare, package or store food at the commissary or use a three-compartment sink on the commissary premises to wash and sanitize equipment or utensils. Food containers or other supplies may be stored at the commissary. A commissary may also provide a potable water source or a wastewater disposal site. **The Division does not allow any food service activities to occur in a private residence.**

Self-sufficient: Self-sufficient vehicles or kitchens contain, as part of the vehicle or kitchen, a three-compartment sink for washing, rinsing, and sanitizing equipment and utensils; a separate handwash sink; adequate refrigeration and storage capacity; full provision of power utilities including electrical, LP gas, or a portable power generation unit; a potable water holding tank; and a liquid waste disposal system in accordance with the Food Code. A commissary is required if the establishment is not self-sufficient.

Commissary Reporting Frequency: If your vehicle or kitchen is not fully equipped as listed above, then it must report to its commissary every day that it is operated.

Responsibilities of Commissaries Providing Services: Any commissary providing services must keep track of when the vehicles and kitchens are serviced. A daily registry must show that all vehicles and kitchens receiving services are properly licensed by the Division of Hotels and Restaurants. Prior to providing commissary services, the commissary must verify that the license number displayed on the vehicle or kitchen matches the number on the vehicle or kitchen's public food service establishment license.

Responsibilities of Operators Receiving Commissary Services:

To help food service operators know that a vehicle or kitchen is properly licensed, each operator must put their license number on the side of the vehicle or kitchen. The license number must be permanently attached and prominent. The figures must be at least 2 inches high and in a contrasting color from the background.

INSTRUCTIONS FOR COMPLETING THE COMMISSARY NOTIFICATION FORM

SECTION 1 – Mobile Food Dispensing Vehicle or Temporary Commercial Kitchen Information

- Owner Name – corporation, partnership or individual that currently owns the vehicle or kitchen.
- Phone Number – primary contact number for questions.
- Vehicle Name – DBA (Doing Business As) – the proposed name of business. If the unit is part of a chain, please indicate a unique identifier (e.g., Restaurant #103).
- License Number – if previously licensed, indicate the license number of the vehicle or kitchen.

SECTION 2 – Commissary Information

Complete all information as indicated for the primary commissary for this vehicle or kitchen. The primary commissary is the support site where food preparation, food storage or dishwashing occurs.

SECTION 3 – Commissary Activities

Describe the activities to be conducted at your commissary.

SECTION 4 – Signature

Please print your name and then sign and date the form before submitting.

DBPR HR-7022 – Commissary Services Notification

STATE OF FLORIDA, DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
Division of Hotels and Restaurants
2601 Blair Stone Road, Tallahassee, Florida 32399-1011
Phone: 850.487.1395 – E-mail: dhrr.planreview@myfloridalicense.com
Internet: www2.myfloridalicense.com/hotels-restaurants/

For Office Use Only
Log Number
File Number

NOTE – This form must be submitted as part of an application packet.

Section 1 – Mobile Food Dispensing Vehicle or Temporary Commercial Kitchen Information

Owner Name	Phone Number (include area code)
Vehicle or Kitchen Name (DBA)	License Number

Section 2 – Primary Commissary Information

Commissary Name		
Commissary Address		
City	Zip Code (+4 optional)	County
Phone Number (include area code)		
Commissary License Number (if available)	E-Mail Address	
Licensed By:	☐ DBPR ☐ Department of Agriculture & Consumer Services	

Section 3 – Commissary Activities

I intend to conduct the following activities at my commissary:

Dish or equipment washing	☐ Yes ☐ No	Storing food (including ice or drinks)	☐ Yes ☐ No
Dumping wastewater	☐ Yes ☐ No	Storing dry goods	☐ Yes ☐ No
Receiving potable water	☐ Yes ☐ No	Cooking and/or reheating food	☐ Yes ☐ No
Washing the outside of the vehicle	☐ Yes ☐ No	Other (Describe below)	☐ Yes ☐ No

Section 4 – Signature

Print Name	Signature	Date
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For additional commissaries submit a separate form for each additional commissary.

