



COUNTY OF NEVADA  
COMMUNITY DEVELOPMENT AGENCY

Trisha Tillotson, Agency Director

ENVIRONMENTAL HEALTH DEPARTMENT

Amy Irani, REHS, Director

950 MAIDU AVENUE, SUITE #170

P.O. Box 599002  
NEVADA CITY, CA 95959

PH: (530) 265-1222  
FAX: (530) 470-2939

Env.Health@co.nevada.ca.us  
http://mynevadacounty.com

# COMMISSARY VERIFICATION FORM

MOBILE FOOD FACILITIES (MFF), MOBILE SUPPORT UNITS (MSU), TEMPORARY FOOD FACILITIES (TFF),  
CATERER'S, AND PLATFORM KITCHEN OPERATION (PKO)

To be completed by the commissary owner; attach original with your Food Permit Application

## CLASSIFICATION (Check one that applies)

- |   |  |                                  |
|---|--|----------------------------------|
| <input type="checkbox"/> MFF (Full Food Preparation)    | <input type="checkbox"/> MFF (Pre-Packaged Only) | <input type="checkbox"/> TFF     |
| <input type="checkbox"/> MFF (Limited Food Preparation) | <input type="checkbox"/> MSU                     | <input type="checkbox"/> Caterer |
| <input type="checkbox"/> PKO                            |  |                                  |

## OWNER INFORMATION (MFF, MSU, TFF, PKO, and Caterer)

Business Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Vehicle Make / Model: \_\_\_\_\_ License Plate No. \_\_\_\_\_  
(if applicable)

## COMMISSARY OWNER INFORMATION

Business Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Commissary Address: \_\_\_\_\_

Commissary Contact: \_\_\_\_\_ Phone No. \_\_\_\_\_

Days/Hours of Operation: \_\_\_\_\_ Email: \_\_\_\_\_

Agency Issuing Permit for Commissary: \_\_\_\_\_ If Nevada County, FA Number: \_\_\_\_\_

If Agency issuing permit is out of county, please attach a copy of valid health permit.

Water Supply:     Public     Private                      Sewage Disposal:     Public     Private

I hereby declare that \_\_\_\_\_ @ \_\_\_\_\_  
has my permission to use my approved commissary \_\_\_\_\_  
located at \_\_\_\_\_ for a period of \_\_\_\_\_ months/years.





**COUNTY OF NEVADA  
COMMUNITY DEVELOPMENT AGENCY**

Trisha Tillotson, Agency Director

**ENVIRONMENTAL HEALTH DEPARTMENT**

Amy Irani, REHS, Director

950 MAIDU AVENUE, SUITE #170  
P.O. Box 599002  
NEVADA CITY, CA 95959

PH: (530) 265-1222

FAX: (530) 470-2939

<http://mynevadacounty.com>

## COMMISSARY KITCHEN

### FREQUENTLY ASKED QUESTIONS (FAQs)

1. What do I need to provide for my commissary users?
  - a. Labeled shelf space including refrigerator and freezer storage space to store user's utensils, cookware, food & food-related items. Provide a labeled site plan indicating where food and equipment storage areas are located.
  - b. Secured area to park or store mobile units including popcorn or hot dog carts
  - c. Potable water
  - d. Mop sink for liquid waste
  - e. Facility Use Schedule and User Sign In Logsheet
  - f. Commercial Grade, NSF rated or equivalent refrigeration and freezer units for raw food and/or pre-packaged food storage
  - g. NSF racks or approved shelving for dry goods such as spices, baking supplies, paper products
  - h. NSF racks of approved shelving for utensils, pots, and pans or other equipment used for food preparation (mixers, blenders, etc.)
  - i. Commercial Grade, NSF rated or equivalent cooking equipment (such as ranges, griddles, deep fryers, ovens, etc.) with approved mechanical ventilation exhaust (Type I or Type II hoods depending on cooking processes)
  - j. Commercial Grade, NSF rated or equivalent 3-compartment ware washing sink with integral drain boards
  - k. Commercial Grade, NSF rated or equivalent food preparation sink(s)
  - l. Commercial Grade, NSF rated or equivalent dedicated hand wash sink(s)

2. After commissary users properly clean and sanitize utensils and cookware at the commissary, are they allowed to store them at their residence?
  - a. No. CRFC 113751 “Commissary” means a food facility that services mobile food facilities, mobile support units, or vending machines where any of the following occur: (a) Food, containers, or supplies are stored.
3. After commissary users properly clean and sanitize food carts, are they allowed to park them at their residence?
  - a. No, unless variance application for alternative storage location is approved by NCDEH. CRFC 114295 (c) Mobile food facilities shall be stored at or within a commissary or other locations approved by the enforcement agency in order to have protection from unsanitary conditions. Submit a Commissary Kitchen Alternative Storage Location Variance Application to NCDEH for approval if necessary.
4. When can commissary users use the commissary kitchen?
  - a. Only during off hours/days of restaurant operation
5. Can another restaurant business use my brick and mortar food facility commissary on my business off days to serve the public?
  - a. Yes, permitted platform kitchen operation (PKO)
  - b. Yes, approved PFR
  - c. Yes, approved TFF/MFF
  - d. Yes, approved Caterer
6. Can my commissary users share herbs and spices?
  - a. No. No comingling of food items including herbs and spices.
7. Can my commissary users share cooking utensils, knives, cutting boards, pots & pans, mixing bowls, blenders, meat slicer, dough mixer, etc?
  - a. Yes on big appliances such as meat slicer, dough mixer
  - b. No on cooking utensils, knives, cutting boards, pots & pans, mixing bowls
8. Can my commissary users use the kitchen simultaneously?
  - a. NO. Only one user/business at a time may use the kitchen.

9. Are special processes such as Reduced Oxygen Packaging (ROP) or vacuum packing, smoking, or curing allowed to be performed at a commissary kitchen?
  - a. NO. These special processes require an approved HACCP Plan from CDPH Food & Drug Branch.
10. Can I allow my commissary users to dump waste water, mop liquid waste into outside drains?
  - a. NO. Dump liquid waste into a mop sink only.
11. Can I allow my commissary user to use a garden hose to fill their MFF or food carts water tank(s)?
  - a. NO. Use only food grade hose for filling potable water tanks.
12. Do I have to verify and sign the Commissary User Sign-in Logsheet and submit to Nevada County Department of Environmental Health (NCDEH) on a monthly basis or per NCDEH request?
  - a. Yes
13. Will my operation be inspected by NCDEH?
  - a. Yes, annually.
14. What regulations am I expected to follow?
  - a. California Retail Food Code (CRFC)
    - i. Chapter 3 Management and Personnel
    - ii. Chapter 4 General Food Safety Requirements
    - iii. Chapter 5 Cleaning and Sanitizing of Equipment and Utensils
    - iv. Chapter 6 Equipment, Utensils and Linens
    - v. Chapter 7 Water, Plumbing, and Waste
    - vi. Chapter 8 Physical Facilities
    - vii. Chapter 9 Permanent Food Facilities
    - viii. Chapter 10 Mobile Food Facilities (MFF)
      1. Article 3 Mobile Water and Wastewater Tanks
      2. 114294 (c) shall be certified by the Department of Housing and Community Development

- ix. Chapter 10.1 Catering Operations
- x. Chapter 10.5 Nonprofit Charitable Temporary Food Facilities
- xi. Chapter 11 Temporary Food Facilities (TFF)