



Skagit County Public Health

Environmental Health

Food & Living Environment

Commissary Agreement – Information Sheet

All food sold or served to the public in Skagit County must be made in a permitted establishment. You need a commissary kitchen if you prepare, store, or clean food or equipment at another location. Examples include:

- Making or storing food ahead of time or washing produce for a temporary food event
- Cooling food to later be served on a mobile food unit or at a catered event
- Washing dishes for a caterer, mobile food unit, or temporary food establishment

Frequently asked questions

Q. Can I use a kitchen outside of Skagit County?

A. Yes, if you can provide a copy of the kitchen's current health permit **AND** most recent health inspection by the local health department. If your local health department does not permit commissary kitchens, please contact Skagit County Public Health to discuss alternate proof of approval from your local health department.

Q. Can I use a kitchen licensed by WSDA?

A. WSDA has different requirements for their licensees, and not all WSDA-licensed kitchens will work for every vendor. You may use a WSDA-licensed kitchen without additional approvals if you are the license holder and all food is made within the scope of your current license. If you are not the license holder, you must provide approval from your local health department.

Q. How can I get Skagit County to approve my kitchen for use as a commissary?

A. A commissary is a food establishment and must go through plan review and permitting like any other food establishment. You must have adequate sinks, cooking equipment, and refrigeration equipment for your clients' menus and operations. *Community kitchens and similar commissaries can apply for a no-cost plan review through 10/31/2023.*

Q. What if I want to change commissary kitchens?

A. You must get approval from Skagit County Public Health to use a different commissary **BEFORE** you make the change.

Q. What if a vendor stops coming to the commissary kitchen or we terminate the agreement?

A. Please let Skagit County Public Health know so we can update your availability records and follow up with the vendor.

Q. Do I need any other paperwork?

A. Mobile food units and independent caterers must keep a log **at the commissary** showing the dates and times they were present. The logs must be maintained for at least one year.



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Acuerdo de cocina comisaría – Información

Toda de la comida que se vende o sirve al público en el Condado de Skagit se debe preparar en un establecimiento permitido. Necesita una cocina comisaría para preparar, almacenar, o limpiar comida o equipo en otro lugar. Incluye los ejemplos siguiendo:

- Preparar o almacenar alimentos por adelantado o lavar los vegetales para un evento alimentario temporal
- Enfriar comida para servirla más tarde en una unidad móvil o en evento de catering
- Lavar los platos para un servicio de catering, una unidad móvil de comida, o un establecimiento de comido temporal.

Preguntas Frecuentes

P. ¿Me permite usar una cocina afuera del Condado de Skagit?

R. Sí, si proporciona una copia del permiso actual de la cocina **Y** la inspección más reciente del departamento de salud local. Si su departamento de salud local no permite cocinas comisarias, póngase en contacto con el Condado de Skagit a discutir una prueba de aprobación alternative de su departamento de salud local.

P. ¿Me permite utilizar una cocina con licencia de WSDA?

R. El WSDA tiene requisitos diferentes para sus licentarios, y no todas las cocinas con licencia de WSDA funcionarán para todos los vendedores. Puede utilizar una cocina con licencia de WSDA sin aprobaciones adicionales si es el titular de la licencia y todos los alimentarios se elaboran dentro del ámbito de su licencia actual. Si no es el titular de la licencia, debe obtener la aprobación de su departamento de salud local.

P. ¿Cómo puedo conseguir que el Condado de Skagit apruebe mi cocina como comisaria?

R. Una comisaría es un establecimiento alimentario y debe pasar por la revisión del plan y obtener permisos como cualquier otro establecimiento. Debe disponer de fregaderos y equipos de cocina y refrigeración adecuados para los menús y las operaciones de sus clientes.

P. ¿Y si quiero cambiar de cocina comisaria?

R. Necesita aprobación del del Condado de Skagit **ANTES** de hace el cambio.

P. ¿Qué pasa si un vendedor deja de venir a la cocina comisaria o rescindimos el acuerdo?

R. Póngase en contacto del departamento de salud del Condado de Skagit para que podamos actualizar sus registros de disponibilidad y hacer un seguimiento con el vendedor.

P. ¿Necesito algún otro documento?

R. Las unidades móviles de comida y servicios de catering independiente deben llevar un registro **en la cocina comisaría** en el que figuren las fechas y horas en que estuvieron presentes. Los registros deben conservarse durante al menos un año.



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Commissary Agreement

Office Use Only

User Est. ID: _____

Owner Est. ID: _____ ☐ N/A

Review Date: _____ EHS: _____

☐ Approved

☐ Denied

- You must have a commissary agreement if you prepare, store, or clean food or equipment at another location.
- You must submit a new agreement every year or if there are any changes to your operations.
- You must have written approval from Skagit County Public Health BEFORE changing your commissary location.

Commissary User	Select the type of operation using the commissary kitchen:			
	☐ Mobile Food Unit		☐ Temporary Food Establishment with advance prep	
	☐ Catering Operation		☐ A fixed food establishment with off-site prep	
	Contact information for the person or business using the commissary:			
	Business Name			
	Contact Person		Phone	
Email				
Mailing Address				

Commissary Owner	Contact information for the person or business who owns/manages the commissary:			
	Business Name			
	Contact Person		Phone	
	Email			
	Physical Address			
	Mailing Address			

NOTE for commissary kitchens not permitted by Skagit County: Attach a copy of the kitchen's current Health Permit and most recent Inspection Report to this application. **The kitchen must be permitted** as outlined in the document *Industry Guide – Commissary Kitchens*.

Operations	Provide the typical hours the Commissary User will have access to the commissary kitchen							
		Mon	Tues	Weds	Thurs	Fri	Sat	Sun
	Start time							
	Stop time							
	How many miles from the commissary to the typical service location?							
Comments								

Skagit County Public Health – Commissary Agreement

Commissary Activities	Select all activities that the Commissary User will do at the Commissary Kitchen. All storage areas must be designated and labeled for use only by the Commissary User .
	☐ Fill tank or containers from potable water supply. Public Water System Name/PWSID: _____
	☐ Dispose of wastewater via a mop sink, utility sink, or wastewater dump station with a sanitary sewer connection
	☐ Use a designated handwashing sink to wash hands
	☐ Use a dedicated produce prep sink to wash, soak, or otherwise prepare fruit or vegetables
	☐ Use a dedicated meat/seafood prep sink to thaw, wash, or otherwise prepare raw meats
	☐ Store food in refrigerators or freezers in designated, labeled locations
	☐ Store shelf-stable food in designated, labeled locations
	☐ Cut or otherwise prepare raw meat or seafood at a designated station
	☐ Cook, grill, fry, or bake food using approved equipment
	☐ Cool hot foods for later service in a refrigerator capable of rapidly cooling food to 41°F or below.
	☐ Clean and sanitize equipment and/or utensils in a 3-compartment sink or commercial dish machine
	☐ Store equipment and/or utensils in designated, labeled locations
	☐ Clean mobile food unit, catering trailers, and/or other transport/service vehicles
	☐ Use restrooms available on premises

Commissary Owner/Manager Signature

*By signing this agreement, I, the **Commissary Owner/Manager**, agree to permit the specified commissary user access to the specified kitchen to perform the activities specified in this agreement. I attest that access and use by the **Commissary User** will not interfere with other food preparation activities in this establishment. I agree to maintain adequate facilities to ensure the safe preparation of food and to provide designated, labeled storage space for exclusive use by the **Commissary User**.*

Signature		Date	
Print Name		Title	

Commissary User Signature

*By signing this agreement, I, the **Commissary User** agree to perform all activities listed at the specified commissary location. I understand that I must receive written approval in advance from Skagit County Public Health before I make any changes to my operations. I understand that if the specified commissary kitchen revokes my access, closes, changes ownership, or otherwise becomes unavailable I must immediately cease using the kitchen and contact Skagit County Public Health.*

Signature		Date	
Print Name		Title	