

## Duplin County Environmental Health Push Cart Application

Plan review is required for all food establishments prior to issuance of a permit. This application must be completed and submitted to Duplin County Environmental Health along with the application fee of \$120. Permits are issued in accordance with the regulations set forth in the North Carolina Rules Governing the Sanitation of Food Service Establishments (15A NCAC 18A .2600), available at <http://ehs.ncpublichealth.com/>, and the NC Food Code, available at <https://ehs.ncpublichealth.com/faf/docs/foodprot/NC-FoodCodeManual-2021-FINAL.pdf>. Please contact Duplin County Environmental Health with any additional questions at (910) 296-2126.

### OWNER AND COMMISSARY INFORMATION

Type of Application:  New  Change of Commissary  Transfer of Ownership

Name of Unit (as posted on unit): \_\_\_\_\_

Owner Name: \_\_\_\_\_

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

Owner Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner Physical Address: \_\_\_\_\_

Address for Unit Storage: \_\_\_\_\_

Commissary Name: \_\_\_\_\_

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

Type and location of freshwater (well or municipal) used to fill tank (if applicable): \_\_\_\_\_

\_\_\_\_\_

### PUSHCART INFORMATION

Type of Unit:  Pull Type Unit  Enclosed Unit VIN # of Unit: \_\_\_\_\_

License Plate (if applicable): State \_\_\_\_\_ Number \_\_\_\_\_

Description of Unit (color, markings, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Duplin County Health Department / Duplin County Environmental Health / Food & Lodging Section  
121 Middleton Cemetery Lane Kenansville, NC 28349 / P.O. Box 948 Kenansville, NC 28349  
910.296.2126 PHONE / 910.296.0250 FAX  
Mary Cashwell REHS, F&L Program Specialist / [mary.cashwell@duplincountync.com](mailto:mary.cashwell@duplincountync.com)

The push cart shall be a commercial unit that is ANSI certified or equivalent. If the push cart is custom built, construction materials must comply with parts 4-1 and 4-2 of the NC Food Code.

Make: \_\_\_\_\_

Model: \_\_\_\_\_

If the push cart is custom built, and does not have an ANSI certification, then provide information pertaining to the construction and attach pictures.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List of All Equipment Used for the Pushcart - Attach Manufacturer Specification Sheets for Each**

Cooking Equipment:

\_\_\_\_\_  
\_\_\_\_\_

Cold Holding Equipment (must keep food <41°F, include freezers, ice boxes, coolers, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Hot holding Equipment (must keep food >135°F, include crocks, Cambro containers, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Describe how exposed food and utensils will be protected from the public, insects, and dust during food serving operations. (Protection must be afforded by a sneeze guard or box made of glass or other approved material on the front, top, and ends.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Menu/Processes**

List all food items that will be prepared at the commissary (pre-packaged items, homemade chili/slaw, etc.). Specify how, when and where each of these items will be prepared. Use the back of this page if more space is needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all food items that will be prepared on the pushcart (hot dogs, sausage dogs, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where will you purchase your food items?

\_\_\_\_\_  
\_\_\_\_\_

Will you cool down any foods after preparation? If so, how/where/when will you accomplish this?

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**Storage**

Where will extra supplies be stored? Please list specific coolers, areas, etc. of the commissary that will be used.

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Where will you store cold items when operating the unit?

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Where will you store hot items when operating the unit?

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**Hand Hygiene** – Explain how you plan to prevent cross contamination when preparing food as it relates to hand hygiene.

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**Sinks and Water Storage Information (if provided):**

Are sinks provided? \_\_\_\_\_ If so, what is their purpose? \_\_\_\_\_

Storage capacity of: potable water tank \_\_\_\_\_ waste tank \_\_\_\_\_

Water heater specifications (if applicable): Manufacturer \_\_\_\_\_ Model \_\_\_\_\_

Fuel Type:  Gas \_\_\_\_\_ BTU  Electric \_\_\_\_\_ KW Type:  Tankless  Tank

**How Will Garbage and Other Solid Waste Be Stored During Food Service?**

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**Layout Drawing of Pushcart:** Provide a scaled drawing of layout. Be sure to show equipment placement, location of extra tables, coolers, etc. You may alternatively submit engineered/architectural plans.

**I certify that the information in this application is correct, and I understand that any deviation without prior approval from this Health Regulatory Office may nullify plan approval.**

Signature \_\_\_\_\_  
(Owner or Responsible Representative)

## Important Information for Pushcart Operation

### Minimum Requirements for Pushcarts

- Must operate in conjunction with a permitted commissary and report back daily for supplies, cleaning and servicing unit; i.e. washing dishes, disposal of waste, cool food, prepare garnishes, replenish water/supplies (if applicable).
- ONLY hot dogs or the like may be prepared, handled and served from the pushcart
- Prepared, pre-portioned and individually pre-wrapped foods may be served (items must be prepared at the commissary)
- Pushcarts shall not be used for customer self-service, except for non-TCS foods such as ketchup/mustard
- Must be NSF approved or equivalent with appropriate food protection (see Page 6, item L)
- Adequate space for food preparation

### Water/Wastewater Supplies (if applicable but not required for pushcarts)

- OPTIONAL water holding tank of at least 5 gallons
- Wastewater tank sized 15% larger than the total potable water storage capacity
- Water faucets must be equipped with suitable backflow prevention device when attached to a hose.
- Water inlets must be capped when not in use.
- Waste connections shall be located lower than the water inlet connection.
- A food grade water hose is required for conveying freshwater to the holding tank.
- The onboard water holding tank must be disinfected prior to each use/fill.
- A sewage conveying hose is also required.
- Separate storage should be provided for the freshwater and sewage water hoses.

### Required Documents for Application Submission

- Completed application
- Commissary Verification Form
- Specification sheets for all equipment used to keep foods hot ( i.e. burner BTU's)
- Specification sheets for all equipment used to keep foods cold
- A picture(s) of your unit to show unique markings such as a business name

### Requirements for Pushcart Operation

- Permitted units must contact the health department in each county in which the unit plans to operate with proposed locations/times of operation. Other counties can ask you to leave if you have not contacted them prior to arrival.
- Failure to submit this information in a timely manner can result in permit suspension.
- Counties that you operate in may enter your unit and conduct inspections.
- A current grade card must be posted on your unit at all times where it can be readily seen by the public.
- Grade cards are the property of NC and may not be photocopied, transferred, sold or discarded.
- The owner of the unit is responsible for updating contact information should it change.
- Once a permit is issued, any proposed changes to the menu must first be approved by this department.
- If you cannot be contacted at the information provided to this department, a permit suspension will be issued.
- The pushcart unit MUST report to the commissary EACH DAY of operation for servicing. Failure to comply with this requirement will result in permit suspension.

\*Please keep a copy of this page for your reference.

## Duplin County Environmental Health Mobile Food Unit/Pushcart Commissary Agreement Form

Title 15 A NCAC 18A .2600, *Rules Governing the Food Protection and Sanitation of Food Establishments* specifies in Section .2670, "General Requirements for Pushcarts and Mobile Food Units" that:

"(4) Pushcarts or mobile food units shall operate in conjunction with a permitted commissary and shall report at least daily to the commissary for supplies, cleaning, and servicing."

Title 15 A NCAC 18A .2672 "Specific Requirements for Mobile Food Units" further states:

"(g) A servicing area shall be established at a commissary for the mobile food unit. Potable water servicing equipment shall be installed, stored, and handled to protect the water and equipment from contamination. The mobile food unit's sewage storage tank shall be flushed and drained during servicing operation. All sewage shall be discharged to an approved sewage disposal system in accordance with 15A NCAC 18A .1900 or 15A NCAC 02H .0200."

I, \_\_\_\_\_ (commissary representative), give permission to \_\_\_\_\_  
(owner of unit) of \_\_\_\_\_ (name of unit) to operate a mobile food  
unit/pushcart in conjunction with my facility \_\_\_\_\_ (name),  
located at \_\_\_\_\_ (address).

I understand that applicable regulations require that the unit/cart report daily to my establishment for supplies, cleaning and servicing (including replenishing any on-board water supply and disposal of all solid and liquid wastes). I agree to allow all supplies for the unit to be stored on my premises and understand that the *Rules Governing the Food Protection and Sanitation of Food Establishments* does not permit supplies for such facilities to be stored in any private residence. I understand that any sanitation deficiencies resulting at my establishment, even if directly or indirectly related to the operation of the mobile food unit/pushcart, will be reflected in the sanitation grade of my establishment. This agreement shall stay in effect as long as I am the restaurant owner/operator, unless rescinded by notifying the mobile food unit/pushcart and Duplin County Environmental Health.

As the restaurant/food stand (commissary) operator, I can and will provide the necessary facilities for the above-mentioned mobile food unit/pushcart at my permitted facility as indicated below:

*\*Please note that all items that are bold and underlined must be checked (provided).*

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> <b><u>Utensil washing</u></b>  | <input type="checkbox"/> <b><u>Water for filling holding tank</u></b>   | <input type="checkbox"/> <b><u>Refrigeration storage</u></b>    |
| <input type="checkbox"/> <b><u>Supply storage</u></b>   | <input type="checkbox"/> <b><u>Dry food storage</u></b>                 | <input type="checkbox"/> <b><u>Handwashing/restroom use</u></b> |
| <input type="checkbox"/> <b><u>Outdoor cleaning facilities (disposal area for sewage water, etc.)</u></b> | <input type="checkbox"/> <b><u>Solid waste disposal (dumpsters)</u></b> |   |
| <input type="checkbox"/> Preparation of food  | <input type="checkbox"/> Dish drying area                               | <input type="checkbox"/> Freezer storage                        |
| <input type="checkbox"/> Overnight Parking  | <input type="checkbox"/> Electrical hook-up                             | <input type="checkbox"/> Delivery of supplies (from supplier)   |

Signature of Shared Use Kitchen/Restaurant Owner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Food Stand Owner \_\_\_\_\_ Date \_\_\_\_\_