



Monroe County Department of Public Health
 Food Protection – Room 832
 111 Westfall Road
 Rochester, New York 14620
 Phone (585) 753-5064 / Fax (585) 753-5013
food@monroecounty.gov

DO NOT WRITE IN THIS SPACE	
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APPLICATION FOR A PERMIT TO OPERATE A MOBILE FOOD SERVICE ESTABLISHMENT

Annual Fee: \$225

Please complete this form and return to address above

Pursuant to part 14-4.190(c) of the New York State Sanitary Code, I / We hereby submit the following information and make application to operate a food service establishment.

MOBILE ESTABLISHMENT NAME _____

LEGAL OWNER/OPERATOR NAME: _____

Person in Charge: _____
Title First Name Last Name

Billing Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____ Ext: _____ Cell Other Phone: _____ Ext: _____ Cell
(required)

E-Mail: _____ Fax: _____
(required – inspection reports will be emailed to this address)

Partners' or Corporate Officers' Names & Titles	Home Addresses and Phone Number
_____	_____
_____	_____

TYPE OF VEHICLE: Mobile Truck Mobile Trailer Push Cart Other (specify) _____

License Plate # _____

Provide location(s) of planned operation _____

When do you plan to operate (check all that apply)?

- Weekdays Weekends Evenings Winter or any time when temperatures are ≤ 32°F

Storage location of Truck/Trailer/Pushcart:

Address _____ City _____ State _____ Zip _____

CERTIFIED FOOD WORKER(s): Attach Copies of Certificates (Application will not be processed without Valid Certifications)

Name of Manager Level worker (L1) _____ Certification # _____ exp _____

Name of Food Handler worker (L2) _____ Certification # _____ exp _____

COMMISSARY INFORMATION:

Commissary Name: _____ Business Phone: _____

Commissary Address: _____ City: _____ Zip: _____

Monroe County Department of Public Health Issued Commissary Permit Number* _____

**If Commissary is located outside of Monroe County, you must provide a copy of the active Permit issued by authorizing County with this application*

Services provided by the Commissary (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Fresh water supply | <input type="checkbox"/> Garbage disposal |
| <input type="checkbox"/> Grey water disposal | <input type="checkbox"/> Food storage – dry goods |
| <input type="checkbox"/> Ware washing (3-bay sink) | <input type="checkbox"/> Food storage – cold foods |
| <input type="checkbox"/> Facilities for food preparation | <input type="checkbox"/> Chemical storage |
| <input type="checkbox"/> Other, Specify: _____ | |

COMMISSARY AUTHORIZATION: (Approval for Mobile Establishment to use Commissary as listed above)

Commissary Owner Name (Print): _____

Commissary Owner Email: _____ Commissary Owner Cell Phone: _____

Commissary Owner's Signature

Date

PUSH CART INFORMATION: (Only complete if applying for a Push Cart permit)

Include photo of exterior of pushcart with this application

Source of Potable Water: MCWA Other: _____ Size of water supply tank: _____ Size of waste tank: _____
(Water tank, all hoses and plumbing MUST be Food Grade "NSF approved")

Check the foods you are planning to serve:

- Hot dogs Raw/frozen hamburgers (commercial pre-formed) Sausage (commercially pre-cooked only)
 Chicken (commercially pre-cooked only) Shaved raw/frozen steaks Meat hot sauce (commercially prepared only)

List any other types of food you would like to be considered for approval of service:

AUTHORIZATION:

Signature of Individual Operator or Authorized Official _____

Print Name _____ Title _____ Date _____

Worker's Compensation and Disability Insurance Information
*****Proof of insurance is required prior to permit issuance*****

Workers' Compensation: Check and Submit Certificate with Application

- Form C-105.2 – Certificate of Worker's Compensation Insurance (issued by the applicant's insurance carrier); **OR**
- Form U-26.3 – Certificate of Workers' Compensation Insurance (issued by the State Insurance Fund); **OR**
- Form SI-12 – Certificate of Workers' Compensation Self-Insurance, **OR**
- GSI – 105.2 – Certificate of Participation in Workers' Compensation Group Self-Insurance

-AND-

Disability Benefits: Check and Submit Certificate with Application

- DB-120.1 - Certificate of Disability Benefits (issued by the applicant's insurance carrier); **OR**
- Form DB-155 – Certificate of Disability Benefits Self-Insurance

***NOTE- WE CANNOT ACCEPT THE "ACORD CERTIFICATE OF LIABILITY" AS PROOF OF INSURANCE.**

When WC/DB coverage IS NOT required: Check and Submit Certificate with Application

- Form CE-200 – Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage (*Must be submitted with Application if WC/DB coverage is NOT provided*)

Only two types of entities may apply for a Certificate of Attestation of Exemption (CE-200) to show they are exempt from the requirement to provide workers' compensation and/or disability and Paid Family Leave benefits coverage:

1. New York entities with no employees
2. Out-of-state entities obtaining a contract or license where all the work is performed outside of NYS

Certificates are only valid for the specific license, permit or contract.

Certificates are assigned a unique certificate number that can be validated by the government official issuing the license, permit, or contract.

Note: Instructions for obtaining and filing a Certificate of Attestation of Exemption from the NYS Workers' Compensation and/or Disability (CE-200) through New York Business Express are located at:

businessexpress.ny.gov
