



Winnebago County

# Health Department

555 North Court Street, Rockford, IL 61103

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*Temporary Food Establishments (TFE's) and mobile food units using a commissary under different ownership, must submit this form with their Temporary Food Establishment Permit Application yearly or obtain a Temporary Food Establishment Commissary (TFEC) Permit. TFE's with high risk food preparation are required to have an individual TFEC Permit. A copy of a valid Illinois Food Service Sanitation Manager's Certificate must also be submitted for vendors with a high or medium risk permit. For Temporary Food Establishments located out of the county, comparable documentation will be required with the approval of their respective local Health Department.*

## Licensed Commissary Sharing Agreement

### Restaurant Information:

Restaurant/Organization Name: \_\_\_\_\_ Owner/Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Days of week TFE is approved to utilize the kitchen (check all that apply and specify hours of operation):

Sunday \_\_\_\_\_  Monday \_\_\_\_\_  Tuesday \_\_\_\_\_  Wednesday \_\_\_\_\_  Thursday \_\_\_\_\_  Friday \_\_\_\_\_  Saturday \_\_\_\_\_

*Liability Statement: By signing this agreement, I understand that my Food Establishment and the TFE are jointly and severally liable for any violations of the Winnebago County Food Code that may occur while the TFE is using my facility.*

Owner/Person In Charge Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Mobile Unit/Temporary Food Establishment Information:

Food Permit Number: \_\_\_\_\_ Location(s): \_\_\_\_\_

Days of Operation (check all that apply):  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Indicate start and end time for each Point of Sale location: \_\_\_\_\_

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

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**An approved licensed kitchen/commissary is a fundamental part of a mobile unit/TFE operation. Requirements may vary depending on the menu, food preparation activities, and layout of the food booth. Indicate which of the following items will be available for use at the commissary:**

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Handwashing Sink(s) <sup>1</sup> | <input type="checkbox"/> Dish Washing Facility <sup>2</sup> | <input type="checkbox"/> Food Preparation Sink <sup>3</sup> | <input type="checkbox"/> Mop Sink <sup>4</sup> |
| <input type="checkbox"/> Commercial Refrigeration Space   | <input type="checkbox"/> Preparation Table                  | <input type="checkbox"/> Freezer Space                      | <input type="checkbox"/> Cooking Equipment     |

<sup>1</sup> Approved hand sinks are required in all food preparation areas and dish washing areas.

<sup>2</sup> Dishwashing facility must be either a manual (3 or 4 compartment utensil wash sink) or mechanical (chemical or high temperature sanitizing dish machine).

<sup>3</sup> A commercial food preparation sink is required if commissary is lacking a commercial 3 or 4 compartment sink.

<sup>4</sup> A mop sink is required for all commissaries.

- TFE or mobile food unit operator must have access to the kitchen if hours of the TFE operation exceed hours of the Food Establishment.
- TFE or mobile food unit operator is responsible for correcting health code violations on their own equipment as well as shared equipment and facilities.
- TFE or mobile food unit operator shall notify the Winnebago County Health Department of any changes to this agreement. This agreement is not transferable.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY: Health Inspector's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Submit completed agreement and any supporting documents to the Winnebago County Health Department by one of the following methods:  
**In Person:** 555 N. Court St., Rockford IL · **Mail:** P.O. Box 4009, Rockford, IL 61110-0509 · **Email:** [environmental@publichealth.wincoil.gov](mailto:environmental@publichealth.wincoil.gov)