



# 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.