

**Will County Health Department
Base of Operation/Commissary Agreement**

It is required that the operator of a mobile food service /temporary food operation has a base of operation. A base of operation is a licensed commissary/shared kitchen facility. **Home kitchens cannot be approved.** The base of operation is an essential part of a mobile/temporary food service operation. The base of operation/commissary/ shared kitchen owner agrees to allow the mobile food service owner or temporary food service operator access to the facilities for all applicable activities; access to potable water, equipment cleaning and sanitizing, food preparation, offloading waste water, disposing of solid waste and storage of food and food related items. The commissary agreement must be filled out completely and submitted to this Department by mail or fax or at EH@willcountyhealth.org prior to operating.

BASE OF OPERATION INFORMATION:

Name of Business _____

Address _____

City _____ Zip Code _____

Contact Person _____

Phone Number _____ Email _____

Signature _____

If located outside of Will County, attach a copy of the current permit to operate and last inspection report

MOBILE FOOD SERVICE/TEMPORARY FOOD SERVICE INFORMATION:

Name of Business _____

Contact Person _____

Phone Number _____ Email _____

Business Website or Social Media Page _____

Signature _____

This agreement signifies that both parties, base of operation/commissary/shared kitchen owner and mobile/ temporary food service operator agree to allow usage of the base of operation/commissary/shared kitchen. Note that this agreement is not transferable. Should there be a change of ownership of either parties a new agreement will be required.

Health Department Approval _____ **Date** _____

Main Office
501 Ella Avenue
Joliet, IL 60433
Ph 815-727-8490
Fax 815-740-8147

East Branch Office
5601 W. Monee-Manhattan Road
Monee, IL 60449
Ph 708-534-5721
Fax 708-534-3455

North Branch Office
323 Quadrangle Drive
Bolingbrook, IL 60440
Ph 630-679-7030
Fax 630-679-7031