

# Jax Kitchen

## Public Food Service Establishment Commissary

### Step to use of Jax Kitchen Commissary (Public Food Service Establishment) as a Food Truck (Mobile Food Dispensing Vehicle, or MFDV)

Welcome to Jax Kitchen located at 1850 Emerson St, Jacksonville, Florida 32207. We are excited that you are interested in our facility as your Primary Commissary. Please use the information as an introduction to Jax Kitchen. Please read through the information and complete the following steps to use the kitchen. We look forward to working with you. Listing Jax Kitchen as your Primary Commissary requires that we keep track when your Food Truck is serviced at Jax Kitchen using a daily registry.

#### **Commissary Information:**

A commissary kitchen is a licensed, inspected commercial kitchen that is used for storage of supplies, preparation of food, and washing of equipment and utensils. Commissary kitchens serve a wide variety of needs for caterers, pushcarts, mobile trucks, temporary restaurants, food peddlers and food manufacturers.

A commissary is a commercial kitchen for the shared usage of many different companies or individuals. The State of Florida will allow you to use Jax Kitchen as your support site or commissary. Both the kitchen owners and users must agree to abide by the health codes and conduct of the licensing agencies.

1. Complete the Jax Kitchen Commissary Client Application, sign the Jax Kitchen Client Agreement, pay the registration fee and purchase last month's minimum hours (first month becomes active the day of your DBPR inspection and first month's rent will be due on that day).
2. Contact the Division of Hotels and Restaurants to start the process of getting the license for your MFDV business.  
Division of Hotels and Restaurants  
1940 North Monroe Street  
Tallahassee, FL 32399-1011  
Phone: 850.487.1395  
[www.myfloridalicense.com](http://www.myfloridalicense.com)
3. Complete the DBPR license application along with the Commissary Notification form DBPR HR-7022 listing Jax Kitchen the primary commissary (section 2)
4. Obtain liability insurance. (described in Client Agreement)
5. Provide a copy of your company's Certified Food Manager's Certificate and a copy of your MFDV license.
6. Pay required Jax Kitchen fees and deposits and schedule your DBPR licensing inspection.