**HUBB Kitchens Membership Checklist**

[**info@hubbkitchens.com**](mailto:info@hubbkitchens.com)

**(Not necessarily in order, but all needed before first production)**

1. Schedule Facility Tour
2. [Review Fee Schedule](file:///Users/hubbkitchens/Downloads/HUBB%20Fee%20Schedule_3.2023.docx)
3. Discuss your product(s) with the appropriate regulatory agency:

**Wake County - Environmental Health Services (919) 856-7400**

**(Caterers & Food Trucks)**

**NCDA Compliance Office - Food & Drug Protection Division (984) 236-4820**

**(Bakers & Pre-Packaged Retail Product Producers not containing meat)**

**NCDA&CS - Meat and Poultry Inspection Division (919) 707-3180**

1. Schedule orientation. Contact community manager for orientation scheduling link. You will need to provide your permit ID number if you are working with Wake County – Environmental Health Services or email confirmation from the NCDA.
2. Create The Food Corridor profile. A link will be emailed to you after you schedule your orientation. This will be your portal for booking hours, paying your bills, and storing all necessary documents. You will need to place a payment method on file.

**(2% fee for Bank Accounts(ACH) – 4% fee for Credit Cards)**

1. Upload required documents to “The Food Corridor”:
2. Proof of Business Liability Insurance totaling $1,000,000. **Name J. Johnson & Company, LLC dba HUBB Kitchens as “additional named insured”.** For insurance quotes please email [Dustin Blundell](mailto:dustin.blundell@goosehead.com)
3. ServSafe certification for all team managers (Health Department Clients ONLY)
4. Health Department/NCDA documentation (Complete after inspection)
5. Signed Employee Health Policies for all team members
6. Review carefully, then sign the User Services Contract, Billing Agreement, Employee Health Policy Agreement, Rental and Use Policies, and Standard Operating Procedures which make up the legal framework for your use of the facility. This process will be completed via Docusign. (Needs to be re-submitted every January)
7. Complete membership orientation/training meeting with HUBB Kitchens management before scheduling your permit inspection/process approval review. All your team members MUST attend membership orientation.
8. Pay Membership Fee
9. Complete On-Site inspection with proper regulatory agency and BUILD YOUR DREAM!