



BYU Hawaii Commissary Kitchen Application

BYUH Faculty, Staff and/or Student for Business Purpose

55-220 Kulanui St., Laie, Hawaii, 96762

Phone: (808) 675-3570 Fax: (808) 675-3575

Your Responsibility

(Each Person and/ or company must obtain and keep current all the following prior to use of kitchen facility)

- ✓ General Excise Tax License (To apply for this see form Hawaii BB- 'Hawaii Department of Taxation) 830 Punchbowl St #126 Honolulu, HI 96813-5094 Tel: (808) 587-1540
<http://www6.hawaii.gov/tax/2012/bb1packet.pdf>
- ✓ **Taxpayer Identification Number** (Social Security Number of Federal FEIN. Although FEIN is not required, businesses should use one in place of a personal SSN.
- ✓ **TB Clearance** (For any/all persons handling food) Lanakila Health Center-
1700 Lanakila Ave. Hon, HI 96817 Phone: (808) 832-5738.
<http://www.hawaii.gov/health/family-child-health>

In Coordination with BYUH Food Services

- ✓ General Business Liability Insurance Policy (with at least \$1,000,000.00 minimum coverage-
BYU- Hawaii food services must be listed on policy as an additional insured. The BYU Hawaii Culinary Center and all of its equipment are also additionally privately insures.)
- ✓ **Temporary or Permanent FOOD LICENSE/ PERMIT** (Issued by the Department of Health-Sanitation Division) 591 Ala Moana BLVD. Honolulu, HI 96813 Phone: (808) 586- 8000 and can be obtained online <http://health.hawaii.gov/san/permit-applications/> (short term/ temporary term) as noted on permit
- ✓ **Associated with BYUH- current Faculty, Staff and/or Student for business intents and purpose**