

HUBB Kitchens Membership Checklist

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

1. 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

2. Create [The Food Corridor profile](#). 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. **A 2% fee for Bank Accounts(ACH) – 4% fee for Credit Cards will be assessed for each transaction.** You will not be charged anything until orientation day.
3. Complete required checklist promptly after it is assigned to you within The Food Corridor. You will receive emails from TFC, so be sure to check your spam/junk if you are not receiving confirmation emails after creating profile.
4. 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)
5. 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.
6. Pay Application/Orientation Fee(\$500)
7. Complete On-Site inspection with proper regulatory agency and **BUILD YOUR DREAM!**