

Temporary Food License Application

For a food service operation or a retail facility establishment at a single event

Wyandot County Public Health
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Wyandot County Public Health

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Welcome!

The goal of this publication is to provide a clear path when selling food at a temporary event in Wyandot County, OH. If you have questions about this process after reviewing this packet, please reach out to a WCPH Environmental Health Specialist.

As defined by the Ohio Revised Code, Section 3717.01: "Temporary food service operation" means a food service operation that is operated at an event for not more than five consecutive days." Unlicensed food operators must obtain a Temporary Food Service Operations license to operate at any event, and submit their application NO LATER than ten (10) days before the scheduled event.

Pages **A-1 through A-7 must be returned to Wyandot County Public Health** in order to apply for the temporary license. Pages 1-17 are yours and should be kept and used as reference while operating your temporary facility.

Frequently Asked Questions

How far in advance do I have to turn this application in?

We require a minimum of 10 business days prior to your event. This ensures we have enough time to review your application and contact you if we need additional information, as well as to ensure inspector availability.

What if something in my plans changes?

That's okay! Just communicate that to your inspector as soon as possible and they will work with you to update your application and ensure compliance.

When do I get my license?

You will be given your license upon conclusion of the inspection once any violations have been corrected.

What if I forget to apply in advance? Can I just submit everything that day or on site?

Applications and payment will not be accepted on the day of the event or outside of our office. If an extenuating circumstance prevents applying and submitting payment 10 days in advance, please speak to a WCPH Environmental Health Specialist. Please note that your plans will be contingent upon inspector availability.

WCPH is here to help you through this process and we are happy to answer any questions you may have!

Application Process & Information

The application requires information about the event itself, the person/organization applying for the license, as well as the point of contact for the temporary food operation and when you anticipate beginning to serve food. It is critical that all of this information be accurate and as detailed as possible.

This assists WCPH in:

- locating where you are set up
- determining the best time to do the inspection
- who to contact if we need additional information
- issuing the license to the correct person/organization

Issuing the license to the correct person or organization is important because they will be legally liable should anyone get sick from food served by this facility. If issued to an organization, please ensure the name is complete, such as including troop number, church name, or other pertinent identifying information.





Providing Safe Food at Your Temporary Food Event: Supervision and Hygiene

Person-In-Charge:

Any time the temporary facility is operating, the permit holder shall be the Person-in-Charge (PIC) (or shall designate a PIC), to ensure that a PIC is present at the temporary during all hours of operation. This PIC must be qualified and know Food Code and Food Law requirements, and will assure all of the requirements are followed.

The PIC must exclude Food Handlers who display any of the following symptoms:

• Diarrhea, vomiting, fever, sore throat or sore throat with fever, jaundice.

• Note: a Food Handler must be symptom free from diarrhea or vomiting for at least 24 hours prior to returning to their work station.

Any Food Handler who is diagnosed with or exposed to Salmonella typhi, Shigella, E. coli 157:H7, Hepatitis A or Norovirus must be excluded until cleared by their personal doctor and by WCPH

Food Handlers must cover cuts, wounds or infected boils with a waterproof bandage. If the affected area is on a hand, the bandage must be covered with an impervious glove. The Food Handler must be restricted to activities not related to food, clean equipment, utensils, or single use items.

It is critical that all Food Handlers understand these health requirements and inform their PIC if they have any of these symptoms or illnesses.

Hand Washing:

Proper hand washing by food employees is critical to assure food safety. This procedure must include lathering with soap and water for 20 seconds, rinsing under **warm** running water, and drying with a disposable paper towel. This must be done after any of the following activities:

- upon entering the temporary or food preparation and service areas;
- immediately before engaging in food preparation;
- when switching between raw and ready-to-eat foods;
- after touching bare human body parts;
- after handling animals, coughing, sneezing, using a facial tissue, using tobacco or other smoke/vape products in any form,
- eating, drinking, handling soiled equipment and utensils;
- after using the toilet room; and,
- as often as necessary to remove soil and contamination and to prevent cross contamination.



Handwash facilities must be provided and located in a manner conducive to regular handwashing. Handwashing stations are to be used for handwashing only, and must be equipped adequately with soap, effective hand drying apparatus, warm water, and signage stating that this sink for handwashing purposes only.

Providing Safe Food at Your Temporary Food Event: Supervision and Hygiene, cont.

Due to the nature of temporary food establishments, a standard plumbed sink is often not possible. Common and acceptable sink facilities include:

- A self-contained portable unit that provides gravity-fed warm water. This often consists of a large insulated container with a spigot with an equal size or larger capacity bucket below to catch wastewater. (Figure 1).
- A piped connection, such as a standard sink plumbed into the facility. This must have clean, potable water that provides hot (100 F) and cold running water under pressure (Figure 2).

Both of these options must have hand soap, single-use paper towels, and a waste bin available at all times to food handlers.

- Chemically treated towelettes are *only* acceptable if all menu items are commercially pre-packaged or otherwise protected from contamination. A proper hand sink *must* still be provided for use after the toilet. This option is only acceptable if pre-approved by WCPH.

Note: Baby wipes and disinfectant wipes are unacceptable, regardless of what is being served. Disinfectant wipes are also not an acceptable replacement for sanitizer.

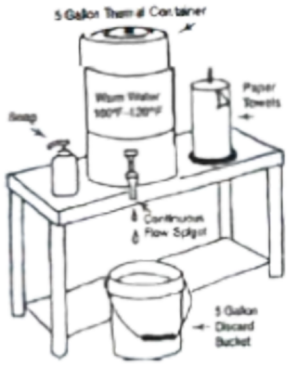


Figure 1



Figure 2

Hygiene:

Food Handlers must display a high degree of personal cleanliness, including clean outer garments and shoes and proper hair restraints. Food Handlers may not eat in a food preparation, storage or display area. Tobacco use by the public or by food handlers is prohibited in areas where foods are stored, prepared, displayed, served or consumed. Drinking may be allowed in a food area if the drink container is covered and provided with a straw or pour spout and if the Food Handler washes their hands after drinking and prior to returning to work. Under no circumstances can drinks be placed on food preparation or food contact surfaces. Only employees (those scheduled to work at a specific time) are allowed in the food preparation and serving areas.

Bare Hand Contact with Ready-to-Eat Foods:

Food handlers may not contact any exposed ready-to-eat foods with their bare hands. Barriers such as gloves, deli papers or other suitable utensils must be used. Acceptable utensils include spatulas, tongs or scoops.

Providing Safe Food at Your Temporary Food Event: Food Sources and Protection

Food Source: All foods must be obtained from sources that comply with the law.

- Meat and poultry *must* come from ODA or USDA-approved sources.
- Home canned foods are NOT allowed, nor can there be any home cooked/prepared foods served unless they are a Cottage Food (see pg 1 for further information).

All foods that are prepared off-site for service at the temporary must be prepared in a licensed food establishment. A copy of the Commissary Agreement (pg A-7) must be completed for each off-site location where the food is prepared. Ice must be from an approved source. For most temporaries this means commercially bagged ice.

Transportation: Food is to be transported in a manner that protects the food from contamination. All hot foods must stay at or above 135° F and all cold foods must stay at or below 41 ° F.

Food Contamination: All cooking and serving areas must be protected from contamination. Customers must be prevented from accessing areas of the temporary where food, food-contact surfaces, and equipment are located.

Produce Washing: Fresh fruit and vegetables must be washed with potable water prior to preparation.

Food Display: All food and food contact surfaces must be protected from consumer handling, coughing, sneezing or other contamination

- Use sneeze guards or other effective barriers for food on display.
- Keep food covered, except for working containers of food.
- Condiments must be dispensed in single service type packaging, in pump-style dispensers, or in protected squeeze bottles, shakers or similar dispensers which prevent contamination of the food items by food employees, patrons, insects, or other sources.
- Knives, forks, and spoons that are not pre-wrapped must be presented so that only the handles are touched.

In-Use Utensils: Food dispensing utensils are to be stored in the food with their handles above the top of the food and container; on a clean portion of the food preparation table or cooking equipment; or in a container of water if the water is maintained at a temperature of at least 135'F and the utensil and container is cleaned as necessary to preclude accumulation of soil residues.

Providing Safe Food at Your Temporary Food Event: Food Sources and Protection, cont.

Storage of Food, Utensils & Related Items during Periods When Not Operating: Access to food storage areas should be protected from the public.

Cross Contamination: Food must be protected from cross contamination by separating raw animal foods from ready-to-eat foods and separating types of raw animal foods from each other during storage, preparation, holding, and display. WCPH recommends that different types of raw meat be stored in different coolers. Thus all raw whole meats, raw ground meats, and raw poultry should be stored in their own separate coolers.

- Unwashed fruits and vegetables should be stored away from washed fruits and vegetables.
- Equipment and utensils (including knives, cutting boards, and food storage containers) are to be thoroughly washed, rinsed and sanitized after being used for raw animal foods and before being used for ready-to-eat food.

Handling of Unpackaged Time-Temperature Controlled for Safety (TCS) Food: During preparation, unpackaged food must be protected from contamination.
Operators must provide written notification of major food allergens in unpackaged food items. This can be provided through menu notations, placards, or brochures. A handout with information about the major food allergens is provided in this packet on page 15.

Safe Food Temperatures Thawing: TCS food must be thawed either under refrigeration that maintains the food temperature at 41°F or less, or as part of a cooking process

Cooking Temperatures: Food must be cooked to the minimum temperatures and times specified below:

- **165°F for 15 seconds:** Poultry; stuffing containing fish, meat, poultry or stuffed fish, meat, pasta, poultry.
- **155°F for 15 seconds:** Mechanically tenderized and injected meats; the following if they are comminuted (ground up): fish (fish sticks/patties), meat (hamburgers), pooled raw eggs;
- **145°F for 15 seconds:** Fish and whole cuts of meat (excluding poultry), raw eggs that are broken and prepared in response to a consumer's order and for immediate service; wild game animals; ratites;
- **135° F for 15 seconds:** Commercially prepared food such as hot dogs, lunch meats, and canned goods.

A handout with safe cooking temperatures can be found on page 16 for reference.

Providing Safe Food at Your Temporary Food Event: Food Sources and Protection, cont.

NOTE: Temp operators should consult with the local regulatory authority if considering cooking roasts (whole beef, pork, cured pork (ham) and corned beef) or if serving or selling undercooked foods, to ensure compliance with the provisions of the Food Code. A properly calibrated probe thermometer must be used to determine whether an item has met its minimum temperature requirement.

Consumer Advisory: Raw animal foods are sometimes cooked to temperatures lower than those specified above when ordered that way by the customer. A proper consumer's advisory must be posted if you are going to serve undercooked food to the customer's liking. This practice is *not* recommended for a temporary event.

Cooling: TCS food must be cooled by an approved method.

NOTE: You are encouraged to throw out any remaining cooked food at the end of each night. It is difficult to correctly cool food in a temporary. If you plan to cool any foods, contact your inspector to discuss proper cooling methods.

Reheating for Hot Holding: TCS food that is cooked at a licensed food establishment prior to delivery to the temporary must be reheated so that all parts of the food reach at least 165ºF for at least 15 seconds if hot held. Reheating is to be done rapidly so that the food is between 41 'F and 165'F for no more than 2 hours.

Cooking Devices: Additional regulations may apply with cooking equipment. For safety reasons, cooking equipment, such as BBQs, propane stoves, and grills, should be roped off or otherwise segregated from the public and may require approval from the local Fire Marshall. Charcoal, wood, propane stoves or grills may be approved as cooking devices

Holding Foods at the Correct Temperatures Holding of TCS FOOD: TCS foods must be maintained at 135'F or higher (for hot holding) or 41 'F or below (for cold holding). Cooked and refrigerated food that is prepared in response to an individual consumer order may be served at any temperature.

Equipment: Equipment used for cooking or for holding TCS food must be evaluated for approval based on a menu review, food service operations that will occur, and the length of the event.

Hot Storage: Hot food storage units must be used to keep TCS food at 135'F or above. Electrical equipment, propane stoves, grills, etc. must be capable of holding foods at 135'F or above.

Time as a Public Health Control: Using time as a public health control will not be permitted. Prepared, TCS foods brought from a licensed establishment must arrive to the temporary at 135'F or higher or 41 'For below to be served no matter the length of the event.

Cold Storage: An effectively insulated, hard sided, cleanable container with sufficient ice or other means to maintain TCS food at 41 'F or below may be approved for the storage of small quantities of cold food. Unpackaged food may not be stored in direct contact with ice or water because the food would become wet and contaminated. If using an ice chest for cold holding, all food products must be tightly sealed in bags to prevent them from getting wet. Each refrigeration unit should have a numerically scaled thermometer accurate to ±3'F to measure the air temperature of the unit. Approved thermometers are available at grocery stores and other retailers that have kitchen sections. Mechanical refrigeration units are often required in order to keep the food at 41'F or below, especially if this is a multi-day event.

Providing Safe Food at Your Temporary Food Event: Holding and Storage

Thermometers: A thermocouple or metal stem thermometer is to be provided to check the internal temperatures of TCS hot and cold food items. Food temperature measuring devices that are scaled in Fahrenheit must be accurate to +/-2° F in the intended use of range. The thermometer should be able to accurately read at least 0-220 ° F.

Temperature measuring device examples:





Ensure that the thermometers you have are appropriate for the thickness of your intended menu items. ***Please note that if no thermometer is present during inspection, your license may not be issued.***

Dry Storage: All food, equipment, utensils, and single service items must be stored at least 6" off the ground or floor on pallets, tables, or shelving. Food and utensil storage must be protected from contamination and must have effective overhead protection.

Counters/Shelves: All food contact surfaces must be non-toxic, smooth, easily cleanable, durable, nonabsorbent, and free of seams and difficult to clean areas. All other surfaces must be finished so that they are easily cleanable.

Providing Safe Food at Your Temporary Food Event: Facilities and Cleaning

Cleaning and Sanitizing: Equipment food-contact surfaces and utensils must be cleaned and sanitized when:

- Changing from working with raw foods to working with ready-to-eat foods;
- Between uses with raw fruits and vegetables and with TCS food;
- Before using or storing a food temperature measuring device; and,
- At any time during the operation when contamination may have occurred. If a thermometer is used with TCS food, it must be cleaned (washed, rinsed and sanitized) throughout the day, at least once every 4 hours.

Ware washing: A commercial dishwasher or manual ware washing method should be used to wash, rinse and sanitize utensils coming in contact with food.
The *minimum* requirements for a utensil ware washing set-up to wash/rinse/sanitize should consist of:

- 3 basins, each large enough for complete submersion of all of the utensils (Figure 3);
- a hot water supply of potable (drinking quality) water,
- and an adequate disposal system for the wastewater.

Other options include:

- A centralized three compartment sink that is supplied with hot and cold running potable (drinking quality) water and an approved disposal system for use by multiple vendors may be permitted by the regulatory authority (Figure 4).
- A three compartment sink that is supplied with hot and cold running water and approved wastewater disposal system within the food establishment (Figure 5).
- Wash, rinse and sanitizer water must be changed frequently to maintain effectiveness.



Figure 3



Figure 4



Figure 5

Sanitizing: Chlorine bleach or other approved sanitizers should be provided for sanitizing food contact surfaces, equipment, and wiping cloths. Sanitizers must be used in accordance with the EPA-registered label use instructions. To determine the EPA requirements look on the sanitizer label on the bottle. It should say something similar to: "concentration approved to sanitize food contact surfaces".

Providing Safe Food at Your Temporary Food Event: Facilities and Cleaning, cont.

A range of concentration should be given: (e.g., 100-200 ppm). Your sanitizer concentration must fall within that range. Always test the solution with your test strips.

- If you are using chlorine bleach, a rule of thumb is to add 1 teaspoon per gallon of water. Test with your test strips, and then add or dilute as necessary.
- **If the bottle of chlorine bleach or other sanitizer does not contain a sanitizing range for food contact surfaces, you may not use this to sanitize your food contact surfaces.**
- **Do not use scented bleach, ultra-bleach or swimming pool chlorine as sanitizer at your Temporary Food Event.**
- An approved test kit must be available to accurately measure the concentration of sanitizing solutions.

NOTE: *If you do not have an approved sanitizer and the correct test strips to measure the sanitizer level on site, the inspector cannot issue your license.*



Figure 6
Test strips for quaternary ammonium



Figure 7
Test strips for bleach/chlorine

Sanitizer Test Strips: These can be found at most food service supply stores, as well as at some online retailers. If you aren't sure which to purchase, reach out to either WCPH or someone at a food supply store. Examples of both types are above in Figures 6 and 7 on page 16. Regardless of which sanitizer you choose, ensure your strips are for that chemical. Bleach strips cannot read quaternary ammonium and vice versa.

Wiping Cloths: Wiping cloths that are in use for wiping food spills must be used for no other purpose and be stored clean and dry or in a clean sanitizing solution at the approved sanitizer concentration. For temporary events, it is sometimes easier to use paper towels to wipe up spills.

Water Supply and Wastewater Disposal

Water: An adequate supply of potable (drinking quality) water must be available on-site for cooking and drinking purposes; for cleaning and sanitizing equipment, utensils, and food contact surfaces; and for hand washing.

- Water must come from an approved public water supply or an approved well water supply. If you plan on using well water at this temporary food event, contact your licensing agency to determine testing requirements of the well water being used.

Providing Safe Food at Your Temporary Food Event: Facilities and Cleaning, cont.

- The water supply system and hoses carrying water must be constructed with approved food contact materials. WCPH recommends looking for a label on a hose package that says it is intended for potable water or food contact surfaces. Then label this potable water hose to prevent using it for anything else, and save the package section that says this hose is for potable water. You can find this type of hose at R.V. supply stores, or where camping supplies are sold. As always, if in doubt, ask your inspector for advice.

The water supply must be protected with a backflow device to preclude the backflow of contaminants into the potable water supply. All hose and other connections to the potable water supply must be maintained a minimum of 6" above the ground. A supply of commercially bottled drinking water or sanitary potable (drinking) water storage tanks may be allowed, if approved by the regulatory authority.

Wastewater Disposal: Wastewater must be disposed of properly in municipal sewer, portable toilet; gray water collection area, or other effective method as approved.

- Wastewater cannot be dumped on ground, into waterways, or into storm drains, but must be collected and disposed of. Many operators utilize RV dump stations. *A home septic system is not an approved disposal source for commercial waste.*

Floors: If graded to drain, a floor may be concrete or machine-laid asphalt. The "floor" may be grass, dirt or gravel if it is covered with mats, removable platforms, duckboards, or other approved materials that are effectively treated to control dust and mud.

Walls and Ceilings: The temporary must be covered with a canopy or other type of overhead protection, unless the food items offered are commercially prepackaged food items and dispensed in their original containers. If there is extensive food preparation (e.g., cutting, mixing, assembly) then walls or screens may be required to protect the food from pests, dust or debris.
• Walls and ceilings, when required, are to be of tight and sound construction to protect against the elements, windblown dust and debris, insects, or other sources that may contaminate food, food contact surfaces, equipment, utensils, or employees.

- If insects and/or rodents are present, window and door openings must be protected from insects and rodents by 16 mesh to 1 inch screen, properly designed air curtain, or other effective means.

Providing Safe Food at Your Temporary Food Event: Facilities and Cleaning, cont.

Lighting: Adequate lighting by natural or artificial means must be provided. Light bulbs must be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food; clean equipment and utensils; or unwrapped single-service and single-use articles. If the lighting is not considered to be adequate, footcandle measurements may be taken and additional lighting may be required prior to licensure.

Refuse: An adequate number of non-absorbent, easily cleanable refuse containers must be provided both inside and outside of each temporary site.

- Refuse containers must be removed at a frequency that will minimize the development of objectionable odors and other conditions that attract or harbor insects and rodents.
- Dumpsters must be covered, rodent-proof, and non-absorbent.
- Grease must be disposed of properly and must not be dumped onto the ground surface.

Personal Item Storage: Personal clothing and belongings should be stored at a designated place in the temporary away from food preparation, food service, and ware washing areas.

Toxic Materials: Poisonous or toxic materials must be properly labeled and stored so they cannot contaminate food, equipment, utensils, and single-service and single-use articles. Only those chemicals necessary for the food service operation are allowed. All chemical containers must be labeled.

Pests: You must protect food and food contact surfaces from insects and pests. If pests are present, the facility must be protected by walls or screening.








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Top 9 Food Allergens

and common products they may be found in

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Milk

Butter
Cheese
Ice cream



Peanuts

Peanuts
Peanut butter



Eggs

Baked goods
Quiche
Mayonnaise



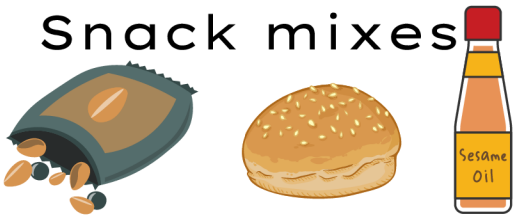
Tree Nuts

Pecans
Almonds
Hazelnuts



Sesame

Hamburger buns
Sesame oil
Snack mixes



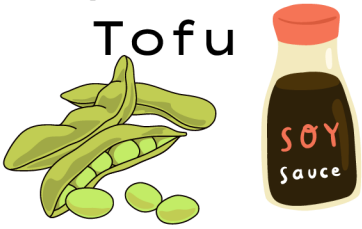
Wheat

Baked goods
Pasta
Crackers



Soy

Edamame
Soy sauce
Tofu



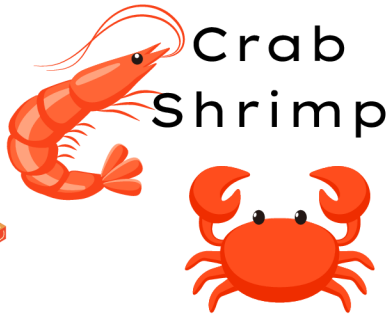
Fish

Any finned fish
Sushi
Imitation crab
Worcestershire sauce



Shellfish

Lobster
Crab
Shrimp



Cook food safely!

Prevent foodborne illness by cooking food to its safe minimum internal cooking temperature.

135°F

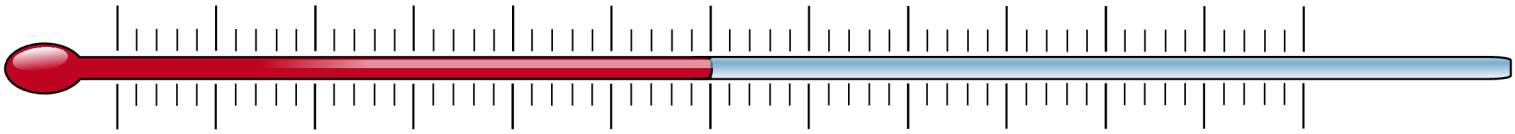



Vegetables
Pre-cooked, commercially packaged products

155°F




Ground beef & pork
Ground fish



145°F

In-shell eggs
Shellfish & fish (whole)
Whole cuts of beef, pork, & lamb





165°F

Poultry (whole and ground)
Anything microwaved, reheated, or stuffed





- Never leave food at room temperature.
- Take the temperature from the middle or the thickest part of the food.
- Minimize any time spent between 41°F and 135°F to prevent bacterial growth.

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Cottage Foods

Keep everyone safe and stay compliant; know what is and isn't permitted under Cottage Food Law.

A "Cottage Food Production Operation" is defined in Chapter 3715 of the Ohio Revised Code to mean, a person who, in the person's home, produces food items that are not potentially hazardous foods, including bakery products, jams, jellies, candy, fruit butter, and similar products specified in rules. These foods must be labeled properly, or they will be considered misbranded or adulterated. "Home" means the primary residence occupied by the residence's owner, on the condition that the residence contains only one stove or oven used for cooking, which may be a double oven, designed for common residence usage and not for a commercial usage, and that the stove or oven be operated in an ordinary kitchen within the residence.

Potentially hazardous foods are items that require temperature control to prevent the growth and spread of bacteria. Examples of potentially hazardous foods include meat (raw and cooked), cheesecake, cooked vegetables, garlic in oil, pumpkin and custard pies, etc.









Permitted items:

- Non-potentially hazardous products such as: cookies, cakes, bread, etc
- Candy & chocolate-covered non-potentially hazardous items
- Freeze-dried candy, when not packaged with any oxygen control
- Jam, jelly, and fruit butters
- Granola
- Popped popcorn
- Unfilled baked donuts
- Waffle cones
- Pizelles
- Dry cereal
- Seasoned nut snack mixes
- Dry herbs
- Dry rubs, seasonings, tea blends, and herb blends
- Flavored honey made by a bee keeper exempt under ORC 3717.021
- Dry soup mixes made from commercially dried products









Anything that is acidified, a canned low acid food, potentially hazardous, or otherwise not listed above is not permitted to be sold as a Cottage Food. All Cottage Food items must be properly labeled, with the following information:

- Name of the food
- Net weight
- Ingredient list, in descending order
- Name and address of the business
- Statement of home production: "This Product is Home Produced" in 10 point font at minimum

Not sure if something is allowed? Ask!

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Wash Your Hands!

Do your part in helping prevent foodborne illness

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Always wash prior to:

- beginning your shift
- putting on/changing gloves
- handling raw food, as well as after and when switching types (ex: chicken to lettuce)



Wash your hands for at least 20 seconds using hot water and soap, then dry with a clean towel



An approved sanitizer may be used after proper handwashing procedure

Wash your hands after doing the following activities:

- using the restroom
- taking the garbage out or cleaning
- meal or vape/smoke breaks
- coughing/sneezing/touching your face
- eating or drinking
- anything that may cause your hands to be contaminated

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Application for a Temporary Food License

Wyandot County Public Health
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419-294-3852
envhealth@co.wyandot.oh.us
www.wyandothealth.com

Pages A-1 through A-7 ***must*** *be returned to WCPH. Pages 1-17 are yours to keep and should be used for reference while operating.*

Applicant/Business Contact Information

Organization/Business Name: _____

Primary Contact Person: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Primary Phone Number: _____ Primary Email Address: _____

Alternative Contact Person: _____ Alternative Phone Number: _____

Event Information

Name of Event: _____

Event Coordinator: _____ Coordinator Phone Number: _____

Event Location: _____ City: _____ State: _____ Zip: _____

Event Start Date: ___/___/___ Event End Date: ___/___/___ Event Start Time: _____ AM PM Event End Time: _____ AM PM

Applicant's Operation Details

Food Preparation Location (Please Circle): Onsite Off-site**

***must complete Commissary Agreement on pg A-7 if circled*

When does food preparation begin? Start Date: ___/___/___ Start Time: _____ AM/PM

When will food be served?

Service Start Date: ___/___/___ Food Service Start Time: _____ AM/PM

Service End Date: ___/___/___ Food Service End Time: _____ AM/PM

THE TEMPORARY APPLICATION MUST BE SUBMITTED AND PAID FOR IN FULL 10 BUSINESS DAYS PRIOR TO THE EVENT IS SCHEDULED TO OCCUR.

I am aware and understand that the temporary facility must be properly equipped and ready to operate by the time indicted on this form. I understand that failure to do so may result in denial of my license and not being permitted to prepare, serve, and sell food if this occurs.

Applicant Name (Print): _____

Applicant Signature: _____ Date: _____

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Application: License to Conduct a Temporary

License Type: (Only Select One)

☐ *Food Service Operation* ☐ *Retail Food Establishment*

Before the license application can be processed, the application must be completed and the indicated fee paid. Failure to complete this application and remit the proper fee will result in denial of a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of Temporary Food Facility:		
Location of Event:		
Address of Event:		
City:	State:	Zip:
Start Date:	End Date:	Operation times:
Name of License Holder:		
Address of License Holder:		
City:	State:	Zip:
List of all items served:		
I hereby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:		
Signature:		*Date:*
Licensor to complete below:		
Valid Date(s):		*License Fee:* **$70.00**
Approved by:		*Approval Date:*
Audit No.		License No.

As Per AGR 1271 (Rev, 11/00) CHC Software, Inc.
As Per HEA 5331 (Rev, 11/00) CHC S01tws1o, Inc.

Date Received: _____ Receipt #: _____

Application for a Temporary Food License; Equipment List

Equipment & Facility Checklist

Please identify all equipment utilized for your facility. Check all applicable boxes.

Handwash Station

- ☐ Large insulated container with: a free-flowing spigot, warm water, hand soap, paper towels, large trash receptacle
- ☐ Hand-sink with a plumbed connection
- ☐ Self-contained portable unit
- ☐ Other (please describe):

Cold/Hot Holding Equipment

- ☐ Ice chest/cooler with ice
- ☐ Mechanical Refrigerator
- ☐ Mechanical Freezer
- ☐ Chafing dish w/ fuel (indoor only)
- ☐ Steam table
- ☐ Grill/BBQ/Smoker
- ☐ Slow cooker/roaster
- ☐ Other (please describe):

Cleaning & Sanitizing

- ☐ Three basins to wash, rinse, and sanitize
- ☐ Extra utensils
- ☐ Bucket(s) with sanitizing solution
- ☐ Cleaning cloths/towels
- ☐ Sanitizer

Notes:

Cooking/Reheating Equipment

- ☐ Grill/BBQ
- ☐ Fryer
- ☐ Oven
- ☐ Roaster
- ☐ Other (please describe):

Floor & Overhead Protection

***Any extensive food preparation must be conducted in a fully enclosed space*

- ☐ Food is prepared and served indoors
- ☐ Canopy/tent
- ☐ Screening (if applicable)
- ☐ Floors are cleanable and waterproof (please describe):

- ☐ Other (please describe):

Other Items

- ☐ Sanitizer test strips (they must be compatible with the sanitizer you are using)
- ☐ Dish soap
- ☐ Metal stem thermometer
- ☐ Refrigerator/cooler thermometer
- ☐ Disposable gloves
- ☐ Hair restraints (hats/hairnets, elastics for long hair)
- ☐ Electricity (if available)

Water Source (please circle all that apply)

City/Municipal Well Bottled/Hauled

- ☐ Wastewater Disposal
  - ☐ *Plumbed Connection to Sewer*
  - ☐ *Collected via holding tank and emptied at approved waste facility*
  - ☐ *Other (please describe)*:

Application for a Temporary Food License; Layout

In the box below, please provide a clear drawing indicating the location of the following:

- Handwashing sink
- Dishwashing station
- Equipment; both cold and hot holding
- Food preparation areas
- Food storage areas
- Service area

Please note the drawing must be reasonably accurate and legible.

BACK

FRONT

Notes:

Application for a Temporary Food License; Food Preparation and Menu

All food items as well as drinks offered must be listed. If they are not listed, they will not be permitted to be sold.

Menu item	Food Source	On or off-site prep?	Transport equipment and temperature	Cooking/Holding temperature and equipment

Please use the back of this page if more room is needed

This page is intentionally left blank. Please use it to list any additional menu items or other information pertinent for approval of this application.

COMMISSARY AGREEMENT: If not applicable, please indicate that on this form.
Organizations or individuals requiring the use of an off-site kitchen facility **MUST** obtain approval, by the licensing agency, of the off-site kitchen facility at the time of license application. Inspection fees may apply if the facility is **NOT** currently licensed as a permanent food establishment. If you change the commissary location prior to the event, notify the department to update the commissary agreement. It may be required that you provide a copy of the food license for the facility acting as a commissary.

Temporary Food Service Operator requiring use of an off-site kitchen facility must complete and return the form below:

I, _____ allow _____ to use
Licensed Facility Owner/Operator *Organization*

_____ _____
Name & Address of Licensed Facility *Facility License Number*

for (please mark all that apply):

____ Food Preparation ____ Cold Storage ____ Dry Storage ____ Hot Holding

____ Cooking ____ Cooling Food ____ Reheating Food ____ Warewashing

____ Approved Water Supply ____ Wastewater Disposal ____ Other (please explain)

The Licensed Facility will be used from: ___/___/___ to ___/___/___,
between the hours of _____ AM/PM and _____ AM/PM.

_____ _____
Signature of Licensed Facility Owner/Operator *Date*

For Office Use Only:

____ Approved ____ Denied

Comments: