



TEMPORARY FOOD PERMIT APPLICATION
ONE APPLICATION per event

Name of Business/Organization: _____ Date: _____

Owner/Operator: _____

Mailing Address: _____

Phone: _____ Cell: _____

FEES ARE NON-REFUNDABLE

To operate a Temporary Food Service Establishment the appropriate fee is required to accompany the permit application. No fee is required for non-profit organizations and fundraiser/charity events. Tax-Exempt # required for non-profits.

Is your business or organization exempt from paying a permit fee?

- Yes, select reason below:
My Organization is tax exempt, my tax exempt # is
This is a Fundraiser/Charity Benefit
No, please enclose the permit fee with this application. The fee for a CCHD temporary permit is \$30.00 per event, events may not exceed 14 days in length.
\$25.00 LATE FEE (NON-REFUNDABLE) IF APPLICATION IS NOT RECEIVED BY THIS DEPARTMENT AT LEAST 10 DAYS PRIOR TO THE EVENT.

Make all checks payable to the Crawford County Health Department.

EVENT INFORMATION:

Name of Event: _____ Event Date(s): _____

Time(s) of Temporary Food Service Operation: _____

Event Organizer: _____ Organizer Phone: _____

Time the Temporary Food Service will be setup and ready for inspection: _____

All Temporary Food Services Establishments Must Be Inspected Prior to Operating

Revised: 3/4/24

FOR OFFICE USE ONLY:
PERMIT # _____
DATE ISSUED ____/____/____



Menu Review		
All Food Items	Supplier Information	Location Where Food Will be Prepared
<i>i.e. Hamburgers</i>	<i>Sam's Club</i>	<i>On Site</i>

Will any restaurants or licensed establishments prepare food for you? Y___ N___

If yes, what restaurants or licensed establishments? What food items?



Temporary Food Checklist

****PLEASE READ AND EACH LINE MUST BE INITIALED****

Food and ice must be obtained from an approved potable water source. Food shall be obtained from sources that comply with all laws relating to food and food labeling. Receipts may be required. **HOME PREPARED FOOD IS PROHIBITED UNLESS PRIOR APPROVAL IS OBTAINED FROM CCHD.**

All food must be prepared on site or in an approved kitchen. Meat and poultry products must be USDA or IDA inspected with proper labeling provided. Proper scoops must be used for dispensing ice. **Department of Meat and Poultry prohibits meat products from being brought from one state to the other.**

Adequate cold holding equipment must be provided to maintain potentially hazardous cold foods at 41°F or below at all times. Mechanical refrigeration is required. **An ice chest with ice cannot be used for any potentially hazardous items. Thermometers must be in each cold holding unit.** Commercial grade refrigeration units are strongly suggested.

Adequate hot holding equipment must be provided to maintain potentially hazardous hot foods at 135°F or above. Proper cold and hot holding temperatures must be maintained during transportation. Temperature logs may be requested.

A metal stemmed thermometer must be provided (glass is not acceptable) ranging from 0°F-220°F for monitoring internal cooking and holding temperatures. Thermometers must be accurate to +/- 2°F. Thermometers need to be provided and conspicuous inside each cooler.

Equipment, utensils, etc. must be in good condition (no chips, pitting, etc.) All equipment and utensils must be cleaned and sanitized before the beginning of the fair and as often as necessary, but no less than once a day. Any stand that is found to have food build-up on their equipment shall be shut down until all equipment is disassembled cleaned and sanitized.

Hand washing facilities must be provided including a hands-free flowing type container with a spout, warm water, liquid soap, single use/disposable paper towel, and a container for catching wastewater.

No direct/bare hand contact with ready-to-eat foods. Must use gloves, tongs, tissues, or utensils.

An approved water source must be provided. Food grade hoses are required and devices (i.e. vacuum breakers) must be provided to prevent back flow and back siphonage when a connection to a water supply is needed.

Dishwashing facilities will be required to wash, rinse, and sanitize equipment and utensils. Sanitizer concentration must be 200-400ppm Quaternary Ammonia, 50-100 ppm chlorine, or equivalent (approximately 1 tablespoon or capful of bleach per gallon of water). Test kits or other devices that accurately measure the parts per million concentration of the solution shall be provided and used.

Wiping cloth bucket must be provided with 50-100 ppm chlorine concentration or equivalent to sanitize all food contact surfaces. Rinse and store the wiping cloths in a bucket of sanitizer. Use the appropriate sanitizer test strips. No household sprays will be allowed.



Crawford County Health Department – Environmental Health
202 N. Christopher Blvd. Robinson, IL 62454 618-544-8798

- _____ Cooler must drain and have waste receptacle/bucket to collect water. All liquid wastewater cannot be dumped into streets, storm drains, or onto the ground. It must be disposed of in a manner approved by the Board of Health. Adequate waste receptacles must be provided.
- _____ All temporary food stands if graded to drain, a floor may be concrete, machine-laid asphalt, or dirt or gravel if it is covered with mats, removable platforms, duckboards, or other APPROVED materials that effectively treated to control dust and mud. Walls and ceiling may be constructed of a material that protects the interior from the weather and windblown dust and debris.
- _____ Effective hair restraints must be provided and used by all employees (i.e. hairnets, hats, etc.).
- _____ Workers must not eat, drink, or SMOKE in a food booth. Employees must stand a minimum of 15' away from food trailers when smoking. Employees must wash hands when returning from smoke break.
- _____ Any worker with nausea, fever, vomiting, diarrhea, open sores, and/or cuts on their hands, etc must not be allowed to work in the food booth.
- _____ Only single-service utensils shall be used (forks, knives, spoons, cups, and plates) and shall be stored and dispensed in a way to prevent contamination.
- _____ Condiments (i.e. sugar, sauces, etc.) must be dispensed from approved, covered containers or single service packets (i.e. pump dispenser, "squeeze" type bottle, containers with self-closing lids, etc.)
- _____ All food, equipment, and single use items must be stored off of the ground.
- _____ Covered waste receptacles must be available for your garbage and for your customers.
- _____ Fans will be required to help eliminate flies, and/or other possible contamination.

No food can be made ahead of time and cooled down for use at a later date/time. All cooked food must be served the same day. Food left at the end of the day MUST BE DISCARDED!!! Please plan accordingly.

I/we hereby make application for a permit to operate a temporary food service establishment in compliance with the provisions of the Food Service Sanitation Code adopted by the Crawford County Health Department.

I/we hereby agree that the information given in regards to menu, event location, and other information given on this application is true and accurate.

I/we further agree that a valid permit issued to us by the Crawford County Health Department shall be in our possession and displayed on the premises at all times during operation of this temporary food service establishment.

PHONE _____ SIGNED _____
Owner or Representative

EMAIL ADDRESS _____

HANDWASHING

At least one convenient handwashing facility must be available at all times. If you do not have access to a hard-plumbed sink with hot and cold water, set up an alternative station with:

- Warm potable water (100 to 108 degrees Fahrenheit) using:
- an insulated food-grade container that keeps water warm throughout the event
- a hands-free spigot that stays open and flowing during hand washing
- Liquid hand soap
- Single-use paper towels
- Waste water container (five-gallon capacity)
- Garbage can



Make sure you have warm water (100 to 108 degrees Fahrenheit)

- Fill your container with warm water at an approved food facility beforehand and bring it to the event. or Heat water at the event using a cooking range or an electric kettle.

Use a hands-free water spigot.

If your existing water container has a push-button spigot, replace it with a lever-type spigot.

You can buy spigots from most manufacturers or stores that sell insulated water containers.

All materials used must be food-grade.

DISHWASHING

Facilities must be provided to wash, rinse, and sanitize multi-use utensils, dishware and equipment on site.

Proper chemical sanitizer and the appropriate chemical

test kit must be provided and used at each site. All dishes and utensils must be air-dried. Use of disposable pans is recommended.

Chlorine: 50-100 ppm*

Quaternary Ammonia: 200 ppm*

Iodine: 12.5-25 ppm*

