



**Crawford County Health Department**  
ENVIRONMENTAL HEALTH DIVISION

**202 N. Christopher Blvd  
Robinson, IL 62455  
Phone: 618-544-8798  
Fax: 618-544-9398**

**TEMPORARY FOOD PERMIT APPLICATION**  
**ONE APPLICATION per event**

Name of Business/Organization: \_\_\_\_\_

Owner/Operator: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

PERMIT # \_\_\_\_\_

Date Issued \_\_\_\_/\_\_\_\_/\_\_\_\_

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. Tax-Exempt # required for non-profit.

☐ Non-Profit Organization...# \_\_\_\_\_

**FEES ARE NON-REFUNDABLE**

- ☐ 14 DAYS OR LESS.... The fee for a CCHD Temporary Food Permit is **\$30.00 for a single event and \$50.00 for a seasonal event, (2 or more single events in one year).**  
Is your business or organization exempt from paying a permit fee? \_\_\_\_Yes \_\_\_\_NO  
[ONLY ONE, 14 DAY TEMPORARY FOOD PERMIT WILL BE ISSUED WITHIN A PERMIT YEAR\*]

If you answered yes, why is your business exempt? \_\_\_\_\_

***If you answered no, please enclose the permit fee with this application. Make all checks payable to the Crawford County Health Department. Please specify that it is for a single or seasonal event***

- ☐ **\$25.00 LATE FEE (NON-REFUNDABLE) IF NOT RECEIVED BY THIS DEPARTMENT 14 DAYS PRIOR TO THE EVENT.**

**Check each event in which you will be attending:**

- |   |  |
|---|--|
| <input type="radio"/> 4 <sup>th</sup> July Fest-Robinson (July 1-5) | <input type="radio"/> Homecoming-Flat Rock (Sept.12-14)              |
| <input type="radio"/> Crawford County Fair-Oblong (July 24-30)      | <input type="radio"/> Rodeo-Palestine (Sept.3-5)                     |
| <input type="radio"/> River Fest- Hutsonville(Aug 5-7)              | <input type="radio"/> Fall Fest-Robinson (Sep 30-Oct 1)              |
| <input type="radio"/> Antique Tractor Show-Oblong (Aug 12-14)       | <input type="radio"/> Wine & Arts Festival-Palestine (Sep 30- Oct 2) |
|   | <input type="radio"/> Other _____                                    |

Time(s) of Temporary Food Service Operation: \_\_\_\_\_

Time Temporary Food Service will be set up and ready for operation: \_\_\_\_\_

**PRINT Name and ID Number of person(s) with Food Service Sanitation Certification:**

NAME: \_\_\_\_\_ Cert. ID No: \_\_\_\_\_ Expiration: \_\_\_\_\_

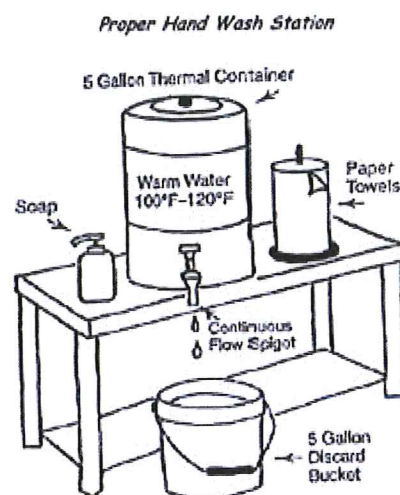
NAME: \_\_\_\_\_ Cert. ID No: \_\_\_\_\_ Expiration: \_\_\_\_\_

NAME: \_\_\_\_\_ Cert. ID No: \_\_\_\_\_ Expiration: \_\_\_\_\_

# HANDWASHING

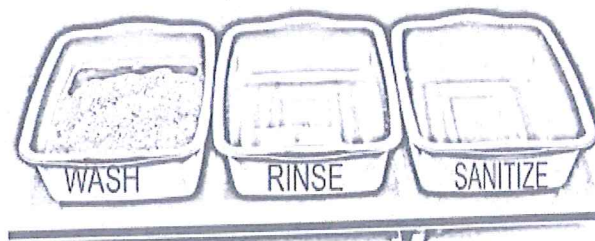
At least one convenient handwashing facility must be available for handwashing on site at all times. This facility must consist of, at least, a container with warm potable running water (via spigot if sinks won't be utilized), a catch bucket for wastewater, soap, individual single-use paper towels. Employees must wash their hands at all necessary times during food preparation and service.

- Prior to starting food handling activities
- After using the restroom
- After sneezing, coughing, blowing your nose, eating, drinking, smoking, or touching a part of the body
- After touching an open sore, boil, or cut
- After handling money or other soiled items
- After taking out the trash or following any activity during which hands may have become contaminated.



# DISHWASHING

Facilities must be provided to wash, rinse, and sanitize multi-use utensils, dishware and equipment used for food preparation at the 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\***

**\*\* Please read the following and initial on the line provided by each statement below.**

| ALL FOOD ITEMS         | FOOD SOURCE | LOCATION WHERE FOOD WILL BE PREPARED |
|------------------------|-------------|--------------------------------------|
| Example:<br>Hamburgers | Sam's Club  | On Site                              |
|                        |             |                                      |
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Will any restaurants or licensed establishments prepare food for you? ( ) YES ( ) NO

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

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# Temporary Food Checklist

## Crawford County Health Department

- 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.
- 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 bringing 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 a 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 siphon age when a connection to a water supply is needed.
- Dishwashing facilities will be required to wash, rinse, and sanitized equipment and utensils. Sanitizer concentration must be 50ppm chlorine or equivalent (approximately 1 tablespoon or capful of bleach per gallon of water). Test kits or other devices that accurately measures the parts per million concentration of the solution shall be provided and used. (Section 750.820g)
- Wiping cloth bucket must be provided with 100ppm 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 stripes. No household sprays will be allowed.
- 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 must provide an overhead cover to protect the interior of the stand from the weather. Covers must be provided over all cooking equipment. All walls, ceiling and windows screened or protected with an approved air curtain to prevent entry insects. Doors must be self-closing.
- \_\_\_\_\_ Effective hair restraints must be provided and used by all employees (i.e. hairnets, hats, etc.).
- \_\_\_\_\_ Workers must not eat, drink, or SMOKE in food booth.
- \_\_\_\_\_ 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!!! 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 \_\_\_\_\_