

SANGAMON COUNTY DEPARTMENT OF PUBLIC HEALTH

2833 South Grand Ave. East, Springfield, IL 62703

Phone (217) 535-3145 Fax (217) 747-5103

APPLICATION FOR LICENSE TO OPERATE A TEMPORARY FOOD SERVICE ESTABLISHMENT

Name of Event: _____

Event Address: _____ City: _____

Sponsored By: _____ Vendor Name: _____

Estimated Number of People to be Served: _____

Person in Charge: _____ Mobile Phone Number for day of event: () _____ - _____

Mailing Address: _____ City: _____ Zip: _____

Contact Telephone Number: () _____ - _____ Alternate Telephone Number: () _____ - _____

Food Preparation Location: _____
(if different from serving location, you will need a separate inspection with this Department)

If food will be transported after preparation, list method of transport: _____

Date(s) of Operation: _____

Set-up Time: _____ Starting Serving Time: _____ Ending Serving Time: _____

Date(s) of Preparation: _____
(if different from operation date(s), you will need a separate inspection with this Department)

*If foods will be cooked and cooled before the event, applicant must request, sign, and submit the Sangamon County Department of Public Health Cooling and Reheating Procedures document. **If this document is not signed, any previously cooked, cooled and reheated food will be discarded.***

Method of hand washing available (see back of application): _____

Menu Items	Source (where menu items/ingredients are purchased)

****Food shall be prepared on site or in a facility pre-approved by this Department. Food shall not be prepared in residential kitchen facilities.**

If any Certified Service Sanitation Managers (not required) will be present on site, please list their information:

Name	ID Number	Expiration Number

LICENSE FEE

These prices are for 1 day. Add \$26.00 for each consecutive day after, up to 14 days total.

Class V	High Risk	\$77.00
Class V-B	Medium Risk	\$52.00
Class V-C	Low Risk	\$41.00
Class XI	Not-for-Profit	\$0.00 Tax Exempt Number: _____

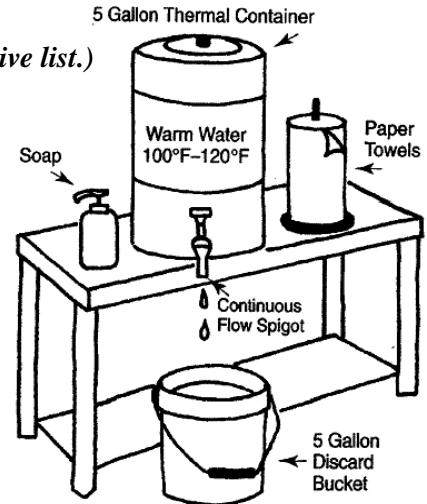
Make check payable to Sangamon County Department of Public Health.

To assure permit processing, please submit permit application and payment at least **2 weeks** before the event. There will be a late fee of **\$31.00**, in addition to the permit fee, if you are not licensed before the event.

TURN FORM OVER TO COMPLETE → →

Temporary Food Event Checklist for Safe Food Handling

(See *Temporary Stand Guidelines for a comprehensive list.*)



Check each box to verify you have read each action...

- Hand washing facilities – A hand washing station as illustrated or a sink (not in a restroom) will be provided. Either must be within 20 feet of the place where food is being handled. Either must have running water, soap in a dispenser, and paper towels. (Note: Portable water supply must have spigot to allow water to flow freely – no push buttons allowed).
- Cold food will be kept at **41 degrees** or less while in storage – describe below how food will be kept cold.

- Hot food will be kept at **135 degrees** or more after cooking – describe below how food will be kept hot.

- A stem thermometer will be available for checking the temperature of hot food and a thermometer will be placed in all cold holding equipment.
- Food will only be prepared on-site or at an off-site location approved in advance of the event by the SCDPH. There will be no home preparation of food.
- All food preparation, cooking, service, and grills will be under a tent or roof. If the event is two or more days in length, the preparation and service areas will have floors, back, sides, and fans to provide an air curtain at the front opening. All mobile units will have screens and/or working air curtains (fans) at all open windows and doors.
- Three pans will be provided (or a three compartment sink) to **wash, rinse, and sanitize** food handling utensils. Utensils will be air dried. Type of sanitizer to be used: _____
- A bucket or spray bottles containing sanitizer solution will be provided to clean food preparation counters.
- Gloves will be worn by all people handling ready-to-eat food.

I have read the checklist above for safe food handling and agree to implement these practices at the temporary event. If I am not responsible for food handling at the event, I will provide this checklist to the person who is responsible for food handling and will make sure they agree to abide by these practices. If you have questions, or the event is cancelled, call the SCDPH (217-535-3145) between 8:00 a.m. – 4:30 p.m. Monday – Friday. After those hours, call the Sangamon County Sheriffs Department non-emergency number (217-753-6666) and ask the dispatcher to contact the County Health Department.

Signature **X** _____ Date _____

Printed Name _____

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For Office Use Only

Inspection Date

Director of Environmental Health

Approval Date

Director of Public Health