



# DELAWARE COUNTY HEALTH DEPARTMENT

## APPLICATION FOR TEMPORARY FOOD LICENSE

*Application and fees for temporary events must be submitted 3 weeks prior to the scheduled event.*

<b>Event Name:</b>		
Event Street Address:	Event City, Zip Code:	Event Municipality:
Event Date(s):	Event Time(s):	Event Set-Up Time:
<b>Sponsor Organization:</b>		
Organizer Contact Person Name:	Contact Person Telephone:	Contact Person E-mail:
<b>Vendor Name:</b>	Vendor Owner Name:	Vendor E-mail:
Vendor Street Address:	Vendor City, Zip Code:	Vendor Telephone:
Vendor Food License Number:	Food License Regulatory Authority:	
<b>All Vendors Serving or selling food to the public are required to have a Person In Charge for the duration of the event that is a Certified Food Manager. Your application must include a copy of this person's Food Manager Certificate.</b>		
Name of Person In Charge During Event:		Person In Charge Phone Number:

**REQUIREMENTS:**

All Temporary Events shall have on site during the event:

- Thermometers (probe and in all refrigeration units)
- Proper hair restraints
- Certified food manager onsite
- Fully supplied handwash station
- Handling utensils/equipment for ready-to-eat food
- Sanitizer Station
- Include a Diagram of the entire event Lay Out and your Location on that lay out



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### OPERATION INFORMATION

Type of Facility

- Outside Tent
- Inside Booth
- Enclosed Trailer
- Mobile Food Facility (Food Truck)

Will any food be prepared off Site? Y/N \_\_\_\_\_

If Yes, what is the issuing authority, the license number and expiration date of the location where the food will be prepared? Please include a copy of the Food Preparation Location’s License with this application.

<u>Issuing Authority of License</u>	<u>License Number</u>	<u>License Expiration Date</u>

### HANDWASHING / WATER SUPPLY

Food handlers must wash their hands prior to handling food. A hand wash station must include: a water dispenser with a stay-on spigot, minimum of 5 gallons of warm potable water (Minimum 100° F), soap, single use paper towels, a wastewater container & a trash container. Additional water may be needed.

Water Source: \_\_\_\_\_

Wastewater Disposal: \_\_\_\_\_

Volume of water that will be available: \_\_\_\_\_

List all items water will be used for on-site: \_\_\_\_\_

### APPROVED SOURCE & HANDLING FOR ICE

All ice must come from an approved source. Ice for consumption shall be kept in original packaging with the manufacturer’s label.

Ice supplier: \_\_\_\_\_

Ice uses: \_\_\_\_\_

Ice storage: \_\_\_\_\_

### PROTECTING FOOD FROM CONTAMINATION

All fruits & vegetables must be cut and cleaned at an approved facility prior to service.

Unwrapped, displayed food is required to be covered, to minimize contamination.

How will unpackaged, ready-to-eat foods be distributed and protected from contamination?

\_\_\_\_\_

How will condiments be dispensed?

\_\_\_\_\_

Are you serving any fruit or vegetables? Where & how will foods be cleaned?

\_\_\_\_\_



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### FOOD STORAGE TEMPERATURE

Refrigeration and cold holding units must maintain 41° F or below and have an accurate thermometer.

All foods requiring temperature control must be delivered to the event below 41° F or above 135° F.

Temperatures must be maintained during the event.

Out of temperature foods are subject to immediate disposal and may prevent participation.

At what temperature will food be transported/stored? What equipment will be used to maintain these temperatures? **Provide cut-sheets, detailed descriptions, and/or photos.**

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How long will it take to transport the food to the event?

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If time will be used in lieu of temperature to maintain food safety, please describe monitoring process and record keeping policies:

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### COOKING, COOLING, & REHEATING FOODS

All food that is reheated must reach at least 165° F. **Chafing dishes may not be used for reheating.**

Foods made with ingredients at room temperature, such as cold sandwiches or salsa, must be properly cooled and stored at 41° F or below.

What raw animal products are you cooking at the event?

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To what temperature will raw animal products be cooked?

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What type of thermometer will be used? \_\_\_\_\_

Will any foods be cooked, then cooled prior to the event? Provide a detailed description.

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What foods will be reheated at the event? What reheating equipment will be used?

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FOOD EQUIPMENT DETAILS & MAINTENANCE

All equipment must be clean and in good repair when it arrives at the event.
Additional utensils must be available. Utensils must be cleaned and sanitized every 4 hours.
List all cooking equipment to be used on-site:

Three horizontal lines for listing cooking equipment.

Describe method of sanitization.

Three horizontal lines for describing sanitization method.

ELECTRICITY

How will equipment be powered on-site? \_\_\_\_\_

REQUIRED ENCLOSURE

Describe the type of overhead structure that will be used. Provide detailed description,
cutsheets and/or photos.

Two horizontal lines for describing overhead structure.

Describe the materials used for the ceiling, walls & flooring.

Two horizontal lines for describing materials used.

REQUIRED PRIOR APPROVALS:

All tents and enclosures are required to be permitted by the local code officer.

Name of Local Code Officer issuing Permit: \_\_\_\_\_

All temporary events are required to have a fire safety inspection by the local code officer or Fire
Marshal.

Name of Local Code Officer or Fire Marshal: \_\_\_\_\_

\*\* DCHD IS NOT RESPONSIBLE FOR TENT PERMITS OR FIRE SAFETY INSPECTIONS \*\*

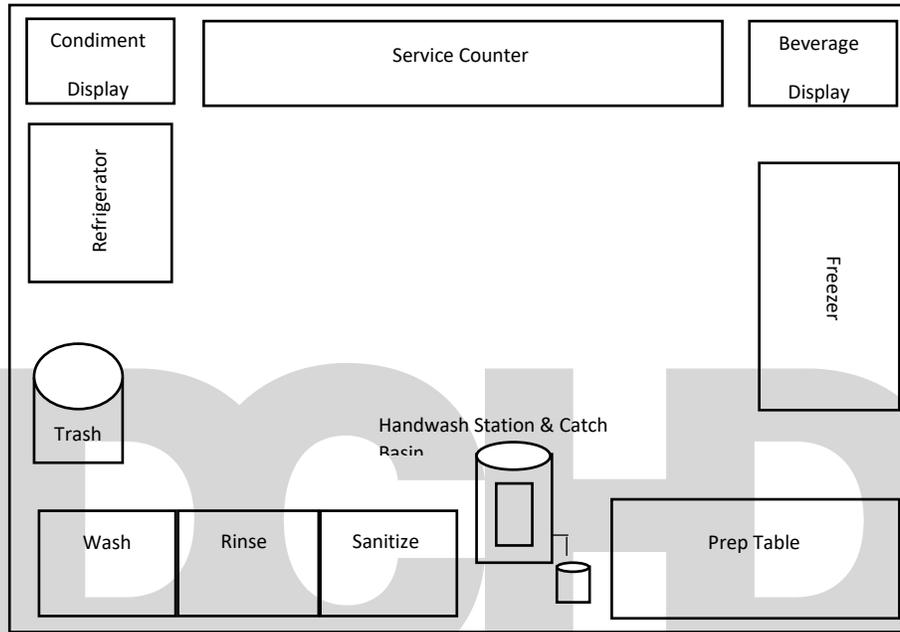
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### LAYOUT

Provide a drawing of the layout of the tent, booth, or Mobile Food Facility that will act as the Temporary Food Facility. Include the location of all food equipment, handwashing stations, utensil washing stations, and trash receptacles. See example below (not drawn to scale).

### EXAMPLE



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### MENU & PREP DESCRIPTION

Food preparation must be kept simple with minimal cutting or handling of food.

Provide a list of all food items and ingredients that will be served. Describe how they will be prepared and transported. This description should contain preparation, cooking, and reheating procedures. Food temperatures should be included. Facility contact info must be listed for all food prepared off-site.

Food Item	Ingredients	Food Preparation Location	Transportation Description	On-Site Preparation Description
<u>EXAMPLE</u> <i>Beef tacos</i>	<u>EXAMPLE</u> <i>Ground beef, taco seasoning, tortillas, cilantro, salsa, cheese</i>	<u>EXAMPLE</u> <i>Ollie's Commissary            123 West First St.            Dagtown, PA 19999</i>	<u>EXAMPLE</u> <i>Beef will be transported at 165° F in Cambro insulated containers and reheated if needed on-site. Toppings will be in transported at 41° F in insulated cooler with ice.</i>	<u>EXAMPLE</u> <i>Tortilla will be obtained with gloved hand. Beef placed on tortilla with scoop. Toppings added with individual tongs.</i>



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✓	<u>License Type</u>	<u>Fee</u>
	1-3 Day Food Event	\$57
	4-7 Day Food Event	\$90
	8-14 Day Food Event	\$142
	1-14 Day Food Event Tax Exempt	\$33

**Application fee \$\_\_\_\_\_** See fee schedule. Fee **MUST** be filed with application. All checks and money orders are made payable to **Delaware County Health Department.**

Application is hereby made for a Temporary Food License. By signing this application, you certify that the facts set forth on this application are true and correct, understanding that the submission of false or misleading information is grounds for suspension or revocation of License. Also, the undersigned agrees to operate this Temporary Food License in compliance with the Delaware County Health Code.

\_\_\_\_\_  
**Print Name of Vendor**

\_\_\_\_\_  
**Signature of Vendor**

\_\_\_\_\_  
**Date**



TO BE COMPLETED BY EHS ONLY		
<b>Fee Due:</b>	<b>Payment Method:</b>	<b>Payment Date:</b>
<b>EHS Approval Sign:</b>	<b>EHS Approval Name:</b>	<b>Approval Date:</b>



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### Checklist

1. Obtain an application from the Delaware County Health Department (DCHD) [website](https://www.delcopa.gov/health/environmentalhealth.html) (<https://www.delcopa.gov/health/environmentalhealth.html>)

Please use the Temporary Food Facility Application

2. Complete the application (please type or print legibly to prevent delays)
3. Provide supporting documentation:
  - Mobile Food Facilities must submit valid food license issued by regulating authority
  - Mobile Food Facilities must submit valid food license for commissary
  - Copy of Food Safety Manager Certificate
  - Layout of Temporary Food Facility
  - Layout of the entire event with the Vendor's Location Clearly labeled
  - Manufacturer's spec sheets and/or photos of enclosure, cooking equipment, refrigeration, and reheating equipment
  - Fee
4. Required fee- check, money order, or credit card payments are accepted
5. Submit application packet and fee **at least three weeks prior to event** to DCHD:
  - Hand-deliver Monday-Friday 8:30 AM - 4:30 PM:  
1510 Chester Pike, Baldwin Towers 7<sup>th</sup> Fl, Suite 700, Eddystone, PA 19022
  - Mail:  
Delaware County Health Department- Environmental Health Division  
1510 Chester Pike  
Baldwin Towers 7<sup>th</sup> Fl, Suite 700  
Eddystone, PA, 19022  
484-276-2100