

COUNTY

**TEMPORARY
FOOD ESTABLISHMENT
Health Permit Application**



**Champaign County Public Health Department
201 W. Kenyon Road, Champaign, IL 61820
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Email: eh@c-uphd.org ♦ www.c-uphd.org**

If approved, a temporary health permit will be issued for a specific number of days, to operate at a fixed location, with a fixed menu, at a special event (i.e., festival, fair, fundraiser, auto show). Note: Special event means a unique event which is advertised to the public by the use of flyers, banners, newspaper articles, television, or by other means.

All portions of this application must be completed, legible, signed, and submitted at least 14 days prior to the special event. **Applications received 72 hours or less prior to the day of the event will be charged a late fee of \$25.00.**

Temporary Health Permit Fees (non-refundable)

1 day – \$50.00

2-14 consecutive days – \$75.00

Note: City food license fee may also apply

Illinois sales tax exempt (must provide proof) – \$0

For Office Use Only

Permit fee paid _____

City license paid _____

Cash/Credit/Check # _____

Approved by (EHS) _____

Date permit issued _____

On-site / Mail / Pick-up

THE PERSON IN CHARGE (PIC) THAT IS RESPONSIBLE FOR FOOD PREPARATION AND SERVICE SHOULD COMPLETE THIS APPLICATION:

Organization/business name (if applicable): _____

PIC name: _____

PIC mailing address: _____

City: _____ State: _____ Zip: _____

PIC phone: _____ Cell phone: _____

PIC e-mail address: _____

Proof of the PIC's food safety training is attached/enclosed (see guidelines for more information).

Payment or proof of an Illinois sales tax exemption is attached/enclosed (see guidelines for more information).

SPECIAL EVENT INFORMATION (where temporary food service will be set up):

Name of special event: _____

Date(s) the temporary food service will operate: _____

Hour(s) the temporary food service will operate: _____

Event location (street address & city): _____

Name of building/park/area (if applicable): _____

I understand that by receipt of a temporary food health permit to operate, I am agreeing to comply with all temporary food requirements. I understand that if I don't meet the requirements for temporary food establishments, my establishment will have its temporary health permit suspended and may be closed by CCPHD.

PIC Signature: _____ Date: _____

(over) →

DESCRIBE THE PROCESS FOR PREPARING YOUR MENU ITEMS

<p>List all food and beverage items (including ice and condiments) and their retail source(s). Use a separate row for each food or beverage item.</p> <p><i>No home-prepared items allowed!</i></p>	<p>How will the listed food item be transported to the event?</p>	<p>Describe how each menu item will be cooked and/or assembled (washing vegetables, chopping, reheating, steaming, grilling, sautéing, etc.).</p>	<p>How will food be held hot or held cold?</p> <p><i>Hot = 135°F or above</i> <i>Cold = 41°F or below</i></p> <p><i>Foods <u>cannot</u> be cooked ahead of time and cooled down!</i></p>	<p>How will each menu item be assembled and served to the customers?</p>
<p>Example: <i>Pre-portioned, frozen hamburger patties & buns from Tons of Food Grocery Store</i></p>	<p><i>Ice chest with ice; no direct contact with ice or ice water.</i></p>	<p><i>Cook hamb. patties on grill to 155°F./15 sec. Toast buns on grill to order. Place patties on buns.</i></p>	<p><i>Chafing dish used to hold cooked extra hamburger patties hot at 135°F or above.</i></p>	<p><i>Using single-use gloves, each sandwich is foil-wrapped and served.</i></p>
<p>Example: <i>Cheese slices from Tons of Food</i></p>	<p><i>Ice chest with ice; protected from ice water</i></p>	<p><i>Add cheese slice to hamburger if requested.</i></p>	<p><i>Ice chest used to hold cheese slices cold at 41°F or below.</i></p>	<p><i>Tongs</i></p>
<p>Item 1</p> <p>Source:</p>				
<p>Item 2</p> <p>Source:</p>				
<p>Item 3</p> <p>Source:</p>				
<p>Item 4</p> <p>Source:</p>				
<p>Item 5</p> <p>Source:</p>				
<p>Item 6</p> <p>Source:</p>				

Only the food items listed will be evaluated for approval. For any subsequent menu changes, contact this office prior to the event. If needed, use additional sheets.

MPLETE ALL APPLICABLE INFORMATION:

Please check or write applicable responses. If other, please explain.

Hot holding equipment: Steam table Grill Chafing dish Oven Roaster
 Other: _____

Cold holding equipment: Refrigerator Freezer Ice chest with ice
 Other: _____

Transport equipment: Refrigerated vehicle Ice chest with ice Insulated boxes
 Other: _____

Extra food storage method: Approved kitchen Support trailer Food purchased on day of event
 Other: _____

Water supply: Potable water hoses (if transported) Jugs (if transported)
Source: _____

Wastewater disposal: Municipal sewer Commissary/service area
 Provided by event coordinator on-site Trailer (use of holding tank)
Note: The storm drain is not a sanitary sewer!

Handwashing sink: Using kitchen with approved handwashing sink
 Using temporary handwash system with WARM water (86°-110°F) (see guidelines)
 Other: _____

Thermometer: Yes, I have an accurate food thermometer with 0°– 220°F range.
 No, I do not have a food thermometer.

Bare hand barrier: Single-use gloves Tongs Deli paper
 Other _____

Customer barrier: Sneeze guards Table
 Other: _____

Warewashing equipment: Using kitchen facility with approved three-compartment sink
 Using kitchen facility with two-compartment sink – using container/tub for 3rd sink
 Will provide three portable containers or tubs to wash, rinse, and sanitize
 Will provide extra utensils / no equipment washing required for operation

Overhead protection: Describe the type of overhead protection over food preparation & service area:

Sanitizer: Chlorine Quaternary ammonium Yes, I have test strips
 Other _____

Toilet facilities: Within 200 feet Same building as the event Trailer – self contained
 Portable toilets with handwash stations provided by event coordinator

Garbage disposal: Provided by event coordinator Dumpster located on-site
 Will collect and haul away

Off-site preparation of food: Yes If yes, where? _____
 No

DRAW A LAYOUT DIAGRAM OF YOUR TEMPORARY FOOD SERVICE

Using the grid below, draw a diagram of the layout of your temporary booth/trailer/kitchen as seen from above. Please draw and label all equipment to be used, such as handsink, tables, refrigerators, grills, hot holding equipment, service area, warewashing area, food storage areas, etc. The food preparation area shall have a booth designed to protect food from dirt and inclement weather, including but not limited to, adequate overhead protection. This overhead protection must be large enough to accommodate all food activities and storage.

***DIAGRAM NEEDS TO BE EASILY READABLE. PLEASE LABEL ALL EQUIPMENT AND AREAS.
Don't forget to include your handwashing station or handsink!***

