

Chesapeake Department of Public Health

TEMPORARY FOOD PERMIT APPLICATION

MUST BE SUBMITTED 14 DAYS PRIOR TO EVENT
A \$20.00 annual (1 Jan – 31 Dec) fee is required per event each year

PAID _____

DATE SUBMITTED _____

Name of Event _____ Event Date _____

Event Location _____ Hours of Operation _____

Event Coordinator if Applicable _____ Phone # _____

Business/Vendor Name _____ Phone # _____

Contact Person _____ Phone # _____

Sponsoring Organization _____ Phone # _____

Please complete the following information regarding FOODS and DRINKS.

NOTE: Food not listed on this menu will not be allowed

| FOOD / BEVERAGES | WHERE FOOD IS PREPARED (<u>NO HOME PREPARED FOOD</u>) i.e. On-site, restaurant, etc. | DESCRIBE FOOD PREPARATION METHODS: i.e. Prepared from scratch, commercial prepared, grill, bake, etc. | HOW FOOD WILL BE TRANSPORTED, i.e. Covered in single use pans, etc. and how food will be kept hot (135 or above) or cold (41 or below) |
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Facility Type: Mobile Unit___ Push Cart___ Stand___ Tent___ Other_____

- **Floors of booth must be concrete, asphalt, or completely covered with duckboards, mats or other approved materials, (flame retardant tarp under deep fryers)**
- **All food must be stored, prepared and served under an appropriate cover, i.e. tent, top to grill etc, not foil or plastic covers.**
- **Booth MUST be designed to restrict public from food preparation area.**
- **All food and boxes of single service items must be stored at least 6 inches off the ground.**

FOOD HOLDING: Check how COLD and HOT food Holding will be done.

COLD HOLDING METHOD: (ALL Cold Foods **MUST** be held at 41 degrees F. or below.)

_____ Ice Cooler (must be igloo-type that can be self draining – Styrofoam coolers are prohibited)

_____ Mechanical Refrigeration (thermometer required)

_____ Refrigerated Vehicle (thermometer required)

HOT HOLDING METHOD: (ALL Hot Foods **MUST** be held at 135 F. or above.)

_____ Steam Table

_____ Grill, **MUST** be covered

_____ Portable Warmer

_____ Sterno Heat Unit

_____ Other List _____

Utensils and equipment **MUST** be sufficient in number, clean, sanitized and in good repair. Single service equipment may not be reused.

****No bare hand contact with cooked or ready to eat foods. NO EXCEPTIONS****

_____ Can openers, choppers, dicers, peelers and slicers, all types of slicers, (must be disassembled, cleaned and sanitized every two hours)

_____ Deep Fat Fryer

_____ Cutting Boards (only NSF approved)

List all other Equipment:

Tables or other equipment used for food, dishwashing, etc. must be durable and cleanable.

SANITATION REQUIREMENTS:

POT AND PAN WASHING AND SANITIZING [see diagram]

- **MUST** have 3-compartments (often tubs) – Wash – Rinse – Sanitizing Rinse are required
- **MUST** have a Test kit that will test sanitizing agent used

HAND WASHING

- **MUST** have running water, Bottled water with Tap to provide uninterrupted running water / Cooler with same type of tap, or other approved handwashing facility
- **MUST** have liquid handwashing soap, paper towels
- **MUST** have a bucket, basin or other container to provide waste water retention

PERSONAL HYGIENE

- Hair Restraints **REQUIRED** for anyone preparing or serving food
- Employees must be free from disease or conditions that may be spread by food
- No jewelry except plain wedding band type when preparing food

SERVING LINE METHOD USED TO PROTECT FOOD FROM CONTAMINATION

_____ Sneeze Shield
 _____ Individually Wrapped
 _____ Other _____

WATER SYSTEM

Is approved water supply available? (city or non-community)? **Yes** **No**
 If answer is no, explain how water is going to be provided.

WASTE WATER DISPOSAL

_____ Fixed Bathroom Facilities
 _____ Port – a – Johns
 _____ Other _____

WASTE DISPOSAL

_____ Dumpster
 _____ Barrels with Lids
 _____ Other – explain _____

A \$20 permit fee will be charged to the temporary food establishment permit holder for the first FIVE permits he or she acquires, for a total for the year of \$100.00 in Virginia, during the calendar year. The permit holder should retain the receipt showing the fee has been paid and

show it to the local health departments when he or she applies for permits later in the year. If an applicant cannot produce a receipt, and the local health department cannot verify that a fee has been paid that fiscal year, then a fee will be charged.

NOTE: *Food shall be in sound condition, free from spoilage, filth, or other contamination, and shall be safe for human consumption. Food shall be obtained from sources that comply with all laws relating to food and food labeling. Foods requiring only minimal handling may be prepared on site. Home-Prepared Food Items Are Prohibited!*

I have read the attached requirements, understand them, and will comply.

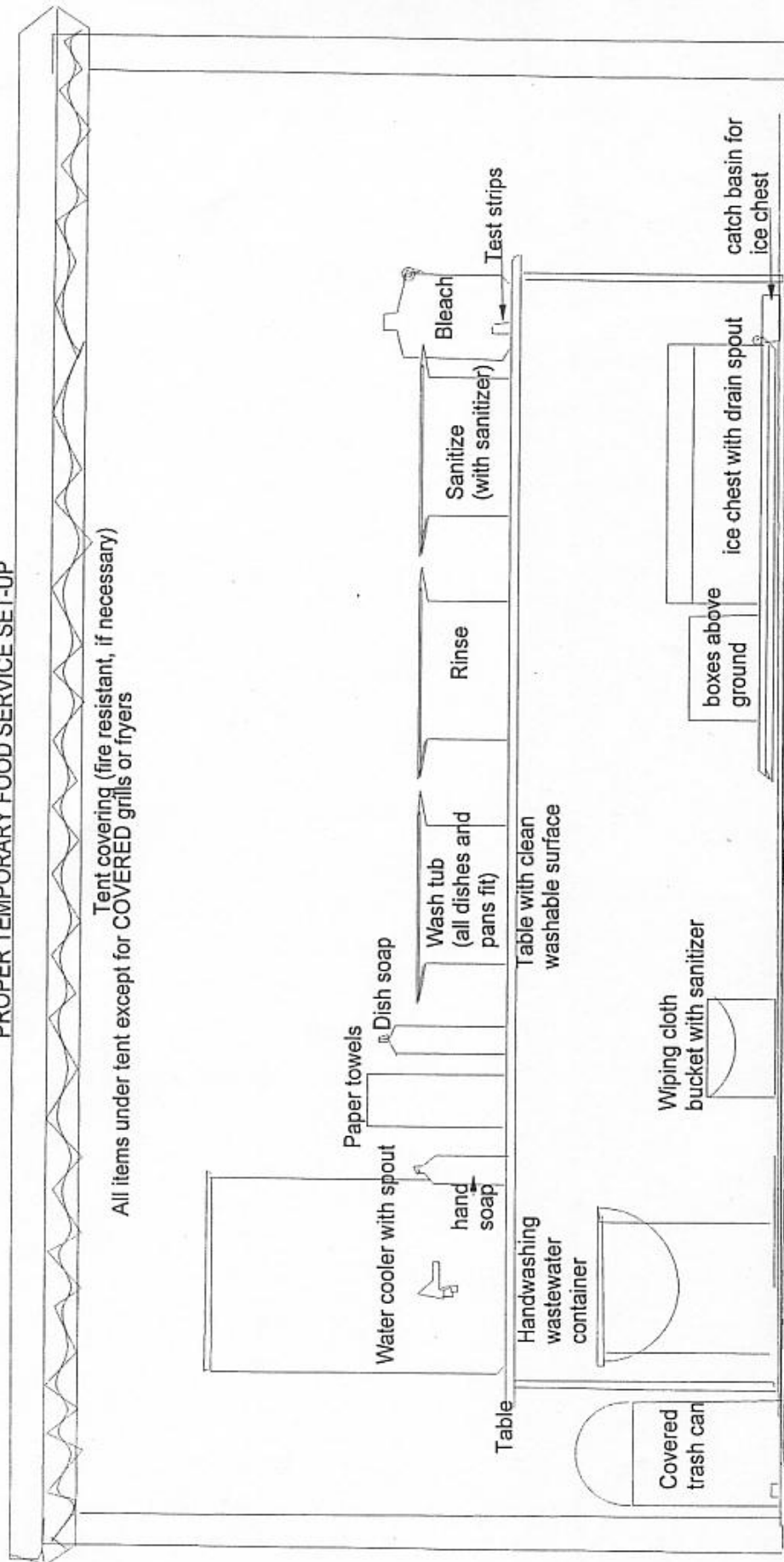
Operator

Date

DIAGRAM: ATTACH A PHOTOGRAPH OR DRAWING. PLEASE INDICATE THE PLACEMENT OF ALL EQUIPMENT AND FOOD PRODUCTS WITHIN THE DESIGNED AREA

REMOVE, READ, AND RETAIN THE LAST THREE PAGES.

PROPER TEMPORARY FOOD SERVICE SET-UP



Tent covering (fire resistant, if necessary)
 All items under tent except for COVERED grills or fryers

Pallet (6 inches above the ground)

Sturdy floor covering
 all of the FS area

CHESAPEAKE HEALTH DEPARTMENT

Abbreviated Public Health Requirements for Temporary Food Service Establishments

1. The vendor is responsible for obtaining a Health Department Permit. Each concession must have a valid permit. Permits cannot be transferred. **PERMIT MUST BE POSTED IN VIEW OF THE PUBLIC.**
2. Physical facilities shall be constructed to minimize food contamination by dust, flies, insects, patrons etc. A floor covering to encompass the entire food service ground area is required
3. Store all food, drinks and single service items at least 6 inches off the ground (even those items in boxes, buckets, or other containers).
4. Food, drink and utensils shall be stored, displayed and served to prevent contamination. Sneeze shields shall be used where necessary.
5. Foods on display must be in an enclosed case or be individually wrapped.
6. **NO HOME PREPARED FOODS.** All food must come from an approved source. Foods requiring only minimal handling may be prepared on site. Only food items listed on application can be served
7. Such as meat, fish, poultry, dairy products, and eggs, must be kept colder than 41 degrees F., or hotter than 135 degrees F. Any previously cooked or re-heated food item such as commercial chili or BBQ must be reheated to 165 degrees F. and then held at 135 degrees F. or higher. (Thermometers must be provided for all refrigerator/freezer and hot holding units.) List as separate item.
8. Coolers must be self-draining, and easily cleanable. Styrofoam coolers are prohibited.
9. A metal stem or digital food thermometer (+/- 2 degree increments) must be provided if serving heated or chilled products.
10. Ice used in foods and beverages must come from an approved source, and be handled, transported and stored in an approved manner. Proper scoops with handles shall be provided and handles shall be kept up out of the ice
11. Beverages must be in individual containers or spout type dispensers. Pouring from open pitchers or dipping from "tubs" is prohibited. Pouring from multiple serving milk cartons is prohibited.
12. All persons preparing and serving food or drink must be free of any communicable disease, practice good hygiene, wear a hair restraint and remove jewelry.
13. Provide a means for handwashing. A self-contained, portable lavatory is best with liquid soap and single service disposable towels. [See attached diagram]
14. Disposable food handlers gloves must be worn whenever handling any ready to eat (RTE) food. (RTE food will not reach 165 degrees F. after contact.)
15. Only single service utensils (i. e. plastic-ware) are authorized for public use.
16. Single service cups must be in dispensers or in their original containers.
17. Bowls of condiments are prohibited for customer service

18. Provide 3 containers for washing, rinsing, and sanitizing utensils and containers. Provide the appropriate sanitizer test kit (test strips).
[See attached diagram]
19. No liquid waste shall drain on floors or ground surface.
20. Keep work areas free of all rubbish. Store in a closed (approved material) container and remove as necessary – at least daily.
21. Toilet facilities must be provided in adequate numbers for the food service workers and the public when required.
22. Only potable water from an approved source with an adequate supply and properly handled can be used. If water is obtained from a hose, the following must be complied with:
 - * Only a FDA approved (or equivalent) “drinking water only” hose may be used. This type of hose is nylon, reinforced hose, white in color with a blue stripe. There are approved H2O hoses of different colors and they state right on the hose “Potable H2O”.
 - * This hose may not be used for any other purpose.
 - * The hose must be flushed with a sanitizing solution of 100 PPM chlorine solution then flushed with fresh water prior to use.