



# HAMILTON COUNTY HEALTH DEPARTMENT

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CHARLES HARRIS, M.D. • HEALTH OFFICER

Dear: Temporary Food Establishments

Temporary establishments are issued permits within two operational category types: Temporary or Annual Temporary food establishment. Provided is a brief description of the Hamilton County Health Department permitting requirements and checklist for operating a temporary food operation. Food permits must be displayed at all times during an event, or the establishment/unit is subject to food license fee at the time of inspection. Non-profit food events where 100% of all food and proceeds are donated to benefit a non-profit organization are exempt from food licensing requirements, but may be reviewed for food safety due to the menu items being served.

**Temporary Establishments** are temporary food establishments in which all food is prepared on-site in conjunction with a single event or festival not exceeding fourteen (14) consecutive days. Temporary applications will be accepted ten to thirty (10 to 30) days in advance of an event. Vendors must apply for a food service permit per each temporary unit operated at each festival or event. Temporary fees are \$20 for the first day of the event plus \$10 for each additional day, not to exceed 14 days.

**Annual Temporary Establishments** are temporary establishments that operate routinely in the county throughout the entire year. An annual temporary permit will allow the vendor to move between event locations under the same permit within Hamilton County and minimize the need for obtaining individual temporary event permits. The fee for an annual temporary permit is \$100.

Per Hamilton County Ordinance 16-20-7, each location utilized for food handling and preparation activities is required to be separately permitted per each business establishment and inspected within Hamilton County. If preparation, handling, packaging, etc of food products occurs in another county, proof of permit from that county must be provided prior to being issued a temporary permit. Retail food preparation may not occur in a private residence.

Temporary vendors utilizing leased commercial kitchen space to prepare food prior to a food event must obtain a separate “Food Service” operating permit for that food preparation location. The fees for a food service operating permit are based on numbers of employees. The fee for 1-9 employees is \$200 and the permits are valid from Jan 1<sup>st</sup> to Dec 31<sup>st</sup> of the permitted year. The food service permit also allows for retailing food products from the preparation location. The food service application is available on the county website.

All temporary food vendors must have a certified food handler, unless exempted by food type per IC 16-42-5.2. A list of training providers is available through the Hamilton County website.

Additional information is included on the Hamilton County web site at [www.hamiltoncounty.in.gov](http://www.hamiltoncounty.in.gov). Also located on the Food Safety Program page of the web site is a frequently asked questions page for temporary events as well as many other food safety related documents.



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## CHECKLIST FOR TEMPORARY EVENTS

### **FACILITIES**

- ▽ Each vendor must have an overhead covering (except for grills and fryers).
- ▽ Potable water from an acceptable source must be accessible for the entire event.
- ▽ If water is obtained from a hose, it must be of food grade quality.
- ▽ Hand washing stations must be set up and properly functioning prior to any food preparation. Soap and paper towels must be provided at hand washing station as well as a bucket to catch the wastewater.
- ▽ Hand sanitizers and gloves are **NOT** a substitute for hand washing.
- ▽ A 3-compartment sink or equivalent must be provided to properly wash, rinse, and sanitize utensils and equipment.
- ▽ Light bulbs must be properly shielded using plastic sleeves and end caps or rubber coated bulbs.
- ▽ Non-chemical fly strips are allowed if properly located away from storage and food preparation areas.
- ▽ Tobacco use and eating are not allowed inside the stand. Drinks must have a lid and straw and be properly located away from food preparation areas.
- ▽ Covered trash receptacles must be provided.
- ▽ Grease, wastewater, and food must be disposed of according to all applicable laws. Wastewater may be disposed of in sanitary sewers but NEVER in storm sewers.

### **FOOD HANDLING**

- ▽ There is to be no bare hand contact with ready to eat food items. Gloves or utensils must be worn.
- ▽ Only foods requiring limited preparation are allowed.
- ▽ Food, utensils, and single service items must be stored at least 6" off the floor or ground.
- ▽ A thermometer (0° - 220°F) must be provided to monitor food temperatures.
- ▽ All hot foods must be maintained above 135°F.
- ▽ All cold foods must be maintained below 41°F.
- ▽ Do not store food or any other items in ice that will be used for consumption.
- ▽ Foods must be protected from consumer contamination at all times.
- ▽ Food transported from the licensed establishment to the event site shall be maintained above 135°F (hot foods) or below 41°F (cold foods). Foods shall be protected from contamination during transport.
- ▽ All employees must wear hair restraints including hats, nets, visors, or scarves.
- ▽ Employees must wash hands at regular intervals.

### **SANITIZING**

- ▽ Sanitizer buckets or spray bottles must be available.
- ▽ 2 teaspoons of chlorine bleach to 1 gallon of water = 100 ppm or quaternary ammonia per directions on container.
- ▽ Chemical test strips must be provided to monitor sanitizer strength.



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## TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION

- APPLICATIONS MUST BE SUBMITTED 3-30 DAYS PRIOR TO THE EVENT
- PERMIT FEE MUST BE PAID PRIOR TO EVENT AS PERMITS WILL NO LONGER BE ISSUED ON-SITE
- VENDORS WHO HAVE NOT OBTAINED A PERMIT PRIOR TO AN EVENT WILL BE ASKED TO LEAVE
- VENDORS WHO HAVE MORE THAN ONE BOOTH AT AN EVENT (NOT CONNECTED SIDE-BY-SIDE) MUST OBTAIN A PERMIT FOR EACH BOOTH

Business Name: \_\_\_\_\_

Menu Items: \_\_\_\_\_

(PLEASE CHECK ONE)

\*\*Prepared prior to event \_\_\_\_\_ Prepared at event \_\_\_\_\_ Location: \_\_\_\_\_

**\*\*Per Hamilton County Ordinance 16-20-7, each location utilized for food handling and preparation is required to be separately permitted and inspected per each business utilizing the location in Hamilton County. If product is prepared in another county a copy of the permit for that facility and proof of inspection must be provided.**

Person in Charge: \_\_\_\_\_

Certified Food Handler (provide a copy of certification): \_\_\_\_\_

Name of Owner/ Co.: \_\_\_\_\_

Address of Owner/ Co.: \_\_\_\_\_

Owner's Phone #: \_\_\_\_\_ Owner's Fax #: \_\_\_\_\_

Owner's e-mail \_\_\_\_\_

Type of Facility (check one): Mobile Unit \_\_\_\_\_ Stand/Tent \_\_\_\_\_ Building \_\_\_\_\_

Duration of operation, # of days at event \_\_\_\_\_

Permit Fee is \$20 (first day) + \$10 each additional day = \_\_\_\_\_

*Food Service Establishment without a permanent location; operating no more than 14 consecutive days in conjunction with an event or celebration where preparation occurs at event (ref. 410 IAC7-24-98)*

Festival **name, location**, specific **dates**, and **starting times** of events:

The undersigned applies for a license to operate a temporary food service establishment pursuant to retail food establishment sanitation requirements in 410 IAC 7-24. The undersigned certifies receipt of the guidelines for operation, and that the establishment will be operated and maintained in accordance with these conditions.

Owner or Operator's Signature: \_\_\_\_\_

Please enclose this application and a check or money order made payable to the Hamilton County Health Department. Submit an application and fee for each temporary food establishment per event.