



## **Temporary Food Facility Fact Sheet**

You must complete and submit the following to us prior to your event to complete the application process:

1. Temporary Food License Application
2. Supplemental Information Form
3. Payment

We would be happy to answer any questions you have about temporary food facility requirements! Please feel free to contact us by calling 740-349-6475.

### General Information

- A temporary food service license is required for any food service operation or retail food establishment that operates at an event and prepares/serves food for a charge.
- Your operation can receive a maximum of 10 temporary food licenses per licensing year.
- Review this fact sheet to complete supplemental information form and prepare for inspection at your event.
- An inspection will be conducted the day of your event to ensure compliance with food safety requirements. You can operate at your event prior to receiving your food inspection. Sometimes we have multiple events on the same day and can't always inspect your temporary food booth prior to your event start time.
- The temporary food license will be issued if the operation is in compliance. If your temporary food booth is not in compliance, you will not be issued a food license and you will not be permitted to sell food.
- Display your temporary food license at the event.

### Equipment Checklist

- Handwashing station requirements:
  - warm running water (coffee urn or container with spout is acceptable); bucket to catch waste water; soap; and disposable paper towels.
- Disposable Gloves
- Serving utensils
- A 3-compartment system setup for cleaning reusable utensils (3 large containers can be used)
- Sanitizer and sanitizer test kit
- Stem thermometer
- Food grade water hose and backflow prevention, if applicable
- Hot and cold holding equipment (crock pots can be used, but they must be able to properly hot hold food items 135°F or above). Ice scoop with handle, if applicable

### Handwashing

Handwashing is the single most effective means of preventing the spread of bacteria and viruses which can cause illness. Make sure to follow these proper procedures for hand washing.

When to wash hands:

- Before food preparation
  - After using the restroom
  - After handling raw food, dirty utensils, chemicals or garbage
  - After using tobacco or eating
- How to wash hands:
- Wet hands with warm running water
  - Apply soap
  - Scrub hands
  - Rinse
  - Dry with a single use paper towel

### Food Preparation & Food Temperatures

- **No bare hand contact with ready to eat foods!**
- Use disposable gloves, tongs or deli tissue to handle ready to eat foods.
- Food workers must restrain their hair.
- Food and utensils must be stored off of the ground. Pallets, crates and tables are appropriate ways to store these items off ground.
- All areas of food prep are required to be protected from the environment. Tents are acceptable.
- Raw foods should be thoroughly cooked to their proper internal cooking temperature prior to being served or being placed in hot holding.
- Raw chicken must be cooked to at least 165°F; raw ground meats must be cooked to at least 155°F; raw whole cut meats, eggs and fish must be cooked to at least 145°F.
- Foods in cold holding must be 41°F or below and foods in hot holding must be 135°F or above.

### Dishwashing

- Use separate containers to wash, rinse and sanitize.
- Warm water and detergent is required for wash container.
- Water is required for rinse container.
- Sanitizer tablets or unscented bleach with water is required in sanitizer container.
- **WASH, RINSE, then SANITIZE!**
- Use the correct sanitizer test strips to check the concentration or your sanitizer concentration.
- 100 ppm is required for bleach-based sanitizer.
- 200 ppm is required for quaternary ammonia-based sanitizer.

### Fresh Water Source & Waste Water Information

- All waste water must be disposed of properly – not on the ground, storm sewer or street.
- If fresh water is obtained from a private water system (ex: homeowner's well), a safe water sample must have been collected in the past year. Otherwise, all fresh water from private water system must be boiled in order to be used in temporary food facility.
- If using a hose for potable water, it must be a food grade hose. A backflow prevention device must be used to prevent back-siphonage into potable water system.

## Temporary Food Facility Supplemental Information Form

You must complete and submit this supplemental information form along with your temporary food license application and license fee payment prior to your event. Use the fact sheet for temporary food operations to assist you in completing this form.

Forms can be mailed to Licking County Health Department (675 Price Road, Newark OH 43055); or faxed to 740-349-6935; or emailed to [environmental@lickingcohealth.org](mailto:environmental@lickingcohealth.org). Payment can be made over the phone with credit or debit cards by calling 740-349-6475. A \$30 fee is required for facilities classified as tax-exempt non-profit [501(C)(3)], while a \$60 fee is required for all other facilities.

Your Temporary Facility Name: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Address of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Food Service Start/End Times: \_\_\_\_\_

Person-in-Charge Name & Phone Number: \_\_\_\_\_

Person-in-Charge Email Address: \_\_\_\_\_

**All food must be purchased from a licensed food facility. All food must be prepared on-site or in a licensed food facility and transported to the event by an approved method. Cooking and preparing food at home or an unlicensed facility is not permitted!**

1. Please list all food sources and menu items that will be served:

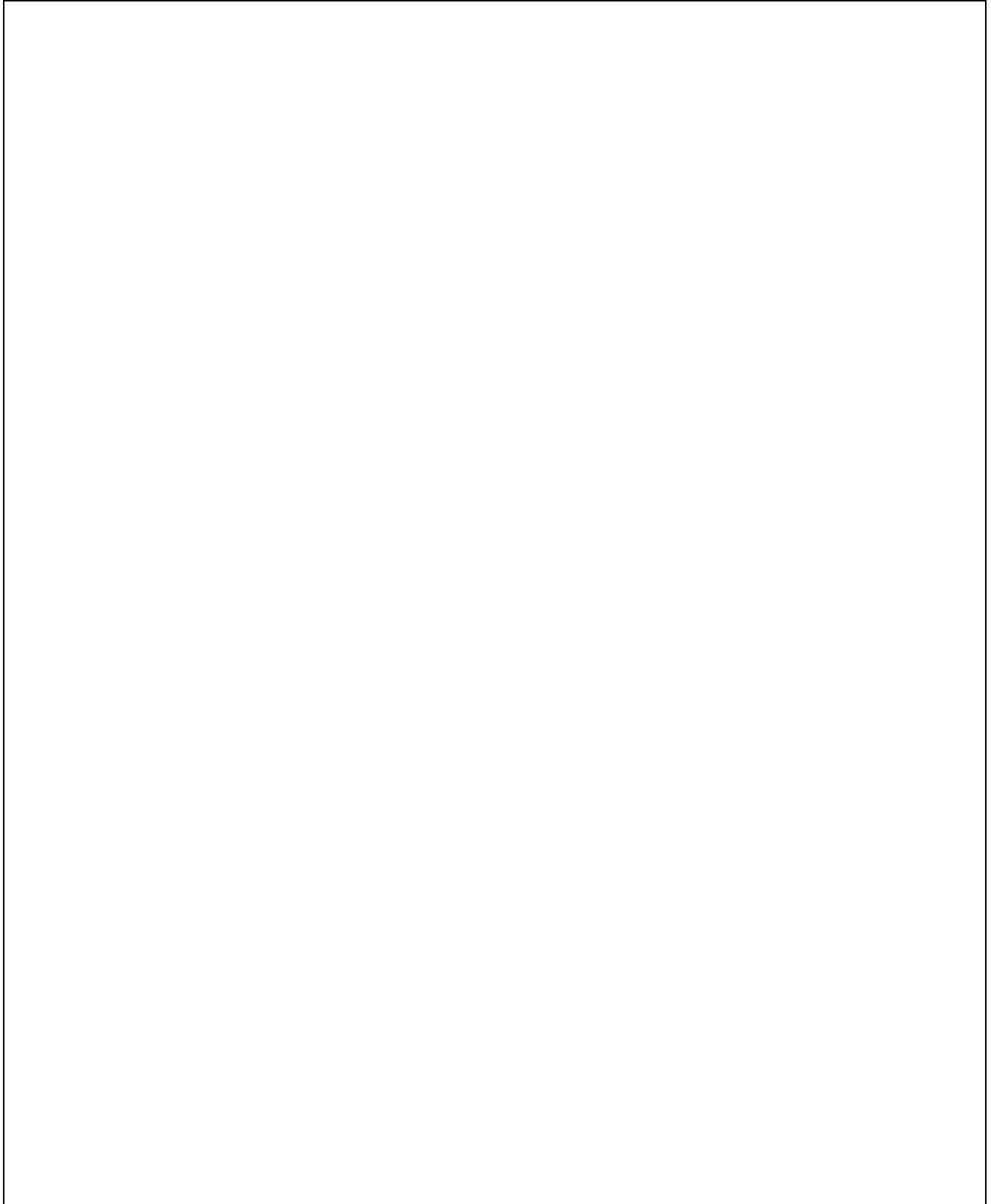
- Revised 5/2021

5. List the equipment and utensils you will be using on-site.

6. List the following support facilities, if applicable to your operation, in space provided below:

- Source of your water:
  
- Waste water disposal site:
  
- Flooring material for outdoor events:
  
- Describe how you will cover your food preparation areas if outdoors (ex: tent):

Please create a diagram of your temporary food booth below with locations of the following items: hand washing station, 3-compartment dish washing system, cold holding equipment, hot holding equipment, food preparation tables, serving areas and trash cans.

A large, empty rectangular box with a thin black border, intended for a hand-drawn diagram of a temporary food booth layout. The box is oriented vertically and occupies most of the lower half of the page.

**Instruction:**

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to:
4. Return check and signed application to:

- ☐ Food Service Operation  
☐ Retail Food Establishment

**Licking County Health Department**  
**675 Price Rd.**  
**Newark, OH 43055**

Before the license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of Temporary food facility:			
Location of event:			
Address of event			
City	State	Zip	Email
Start date: / /	End date: / /	Operation time(s): to	
Name of license holder:			Phone number:
Address of License holder			
City	State	Zip	Email
List all foods being served/sold  			

*I herby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:*

Signature	Date
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**Licensors to complete below**

Valid date(s):	License fee: standard 60.00
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.

**Instruction:**

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Name of Temporary food facility:			
Location of event:			
Address of event			
City	State	Zip	Email
Start date: / /	End date: / /	Operation time(s): to	
Name of license holder:			Phone number:
Address of License holder			
City	State	Zip	Email
List all foods being served/sold  			

*I hereby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:*

Signature	Date
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**Licensors to complete below**

Valid date(s):	License fee: non-profit      30.00      501 (C) (3)
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.