

Temporary Food Permit

Application & Guidelines



01.10

Introduction

This packet contains temporary food guidelines and a Temporary Food Application (pages 4 to 8). A Temporary Food Permit must be obtained from the Oak Park Department of Public Health before any person or group can serve food or beverages at a public event. The only exceptions are farmers selling whole fruits and vegetables they have grown or vendors who offer packaged beverages or food that is not perishable and has been obtained from a commercial, regulated source. The sale or distribution of food that is made in a private home or unlicensed business is not allowed.

In order to acquire a Temporary Food Permit please submit the following:

1. A fully completed Temporary Food Application (pages 4 - 8)
2. \$100 annual fee
 - a. make checks payable to *Village of Oak Park*
 - b. organizations that have Illinois not-for-profit status or are a federally recognized charitable organization that are using the event as a fund-raising activity are exempt from temporary permit fees. Fee-exempt organizations must still obtain a permit and comply with all requirements.
3. Only one fee is due per business per calendar year, but applications must be completed for each temporary event.
4. If using a commercial kitchen outside of Oak Park for food preparation, a copy of the last inspection report from the licensing health department will be required.
5. Application and fees not received seven business days prior to the event will be denied participation in the event.
6. Return all information to:
The Village of Oak Park
Department of Public Health
123 Madison St.
Oak Park, IL 60302

The Health Department will review your application and menu to ensure your set-up for the event meets food codes. You will receive a pre-operational inspection prior to the start of the event. You may not sell food or beverages until you pass your pre-operational inspection and receive a permit to operate.

Steps to Safe & Sanitary Food Service at Temporary Events

Booth: Design your booth with food safety in mind. The ideal booth will have an overhead covering and a level floor. No cooking equipment or food containers may be accessible to the public. Only food workers may be permitted inside – no animals or children.

Cold and Hot Storage: Foods that need refrigeration must be held at 41°F or less until ready to serve. Foods being held hot must be held at 135°F or more. Check foods frequently to ensure the proper holding temperature is being maintained.

Cooking: Use a NSF approved food thermometer to check cooking temperatures of all food. Hamburgers and other ground beef should be cooked to 155°F; poultry to 165°F; whole pork, whole beef and seafood to 145°F.

Dishwashing: Use disposable utensils for food service whenever possible. Wash equipment and utensils in a three step process – wash in hot, soapy water, rinse in hot water and submerge in chemical sanitizer for 60 seconds. All utensils and equipment must be air dried (see Diagram A).

Food Handling: Food employees must not touch ready-to-eat food with bare hands. Use single-use disposable gloves, tongs, napkins or other tools to handle food.

Handwashing: A hand washing facility must be available at all times. It must have warm running water under pressure, or gravity flow such as a large urn full of water for hand washing. Soap dispenser, a roll of paper towels and a bucket to collect waste water must also be provided (See Diagram B).

Health and Hygiene: Only healthy workers may prepare and serve food. Anyone who is ill is not allowed in the food booth. Workers must wear clean outer garments and hair restraints. Smoking is prohibited.

Ice: Ice used to cool cans and bottles cannot be used for human consumption. Ice used for drinks should be stored separately. Use a scoop with a handle to serve ice, never use hands or a cup.

Insect Control and Trash: Keep foods covered to protect from insects. Place garbage in a trash can with a tight fitting lid.

Menu: Keep menu simple and keep potentially hazardous foods such as meats, eggs, dairy products, potato salad, cut fruits and vegetables to a minimum. Cook to order to avoid the potential for food-borne illness. Use only foods from approved sources. Foods cannot be prepared at home.

Reheating: Reheat precooked food rapidly to a minimum of 165°F. Do not reheat foods in crock pots, steam tables, with sternos or other hot holding devices.

Source: All food must be purchased from a licensed wholesaler, grocery store or restaurant. All food must be prepared on site or in a licensed food service operation and transported to the temporary

food service location by a method approved by the Oak Park Department of Public Health. Food cannot be stored, prepared or cooked at home.

Support Facilities: The operator of a temporary food establishment must demonstrate to the satisfaction of the Health Department a safe water supply, a sanitary method of waste water disposal and a sanitary method of garbage disposal. List where safe water will be obtained, where waste water will be disposed of and how you will manage your refuse disposal.

Transportation: If food needs to be transported, use refrigerated trucks or insulated containers to keep hot foods at 135°F or more and cold foods at 41°F or less.

Wiping Cloths: Store wiping cloths in a bucket of water/sanitizer solution that has a sanitizer concentration of 50-200 ppm chlorine or 200 ppm quat ammonia compound. Test strips must be provided to test the sanitizer concentration.

If you have any questions, or need assistance filling out your application for a temporary food permit, call the Oak Park Department of Public Health at 708.358.5480 or e-mail health@oak-park.us.



Diagram A

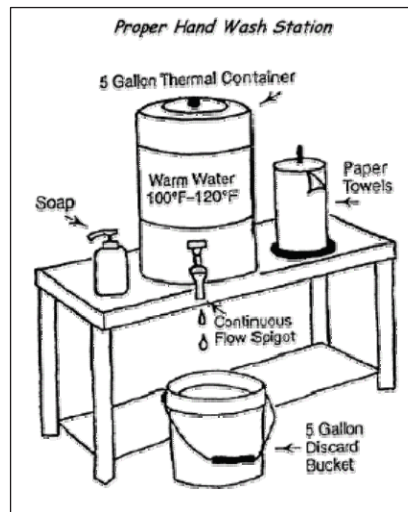


Diagram B

Temporary Food Vendor Checklist

The following checklist has been provided to help you prepare for the event.

Did you remember --

- To complete your application and submit a \$100 fee to the Oak Park Health Department seven days prior to the event.
- To determine your electrical needs. Verify with the event organizer that your booth will have the necessary power available.
- Determine if potable water is available at the site or provide prepackaged water from an approved source.
- Mechanical hot holding equipment
- Mechanical cold holding commercial refrigeration or freezers -- no household refrigerators.
- Probe and equipment thermometers for checking food and equipment temperatures.
- Flooring and overhead cover, if not provided by the organizer.
- Dunnage racks or pallets to store all food and paper goods off the ground.
- Additional clean, wrapped cooking utensils
- Dispensers for condiments, such as pre-packaged, squeeze bottles or hinged lid containers.
- Handwashing facilities with paper towels and liquid pump hand soap, such as a camp sink, coffee urn with a tap and a bucket to catch the wastewater. (refer to diagram A)
- Separate containers to wash vegetables
- Clean clothes and hair restraints for employees, such as caps, visors or bandanas.
- Wash, rinse and sanitize containers that are large enough to hold the largest piece of equipment to be cleaned (see Diagram A on page 2).
- Cleaning supplies such as dish soap, sanitizer, sanitizer test strips, brooms, trash bags and garbage cans with lids.
- Wiping cloths and extra buckets, single use gloves, containers for used cooking oil and charcoal, extension cords, fire extinguishers and first aid kits.

Application for a Temporary Food Event Permit

In order to acquire a Temporary Food Permit please submit the following:

1. A fully completed Temporary Food Application
2. \$100 annual fee
 - a. make checks payable to *Village of Oak Park*
 - b. organizations that have Illinois not-for-profit status or are a federally recognized charitable organization that are using the event as a fund-raising activity are exempt from temporary permit fees. Fee-exempt organizations still must obtain a permit and comply with all requirements.
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123 Madison St.
Oak Park, IL 60302

Name of Facility

Name of Operator/Owner

Address

City

State

ZIP

Business Phone #

Cell Phone #

E-mail

Date(s) of Event

Start/End Times

Sponsoring Organization

Telephone Number

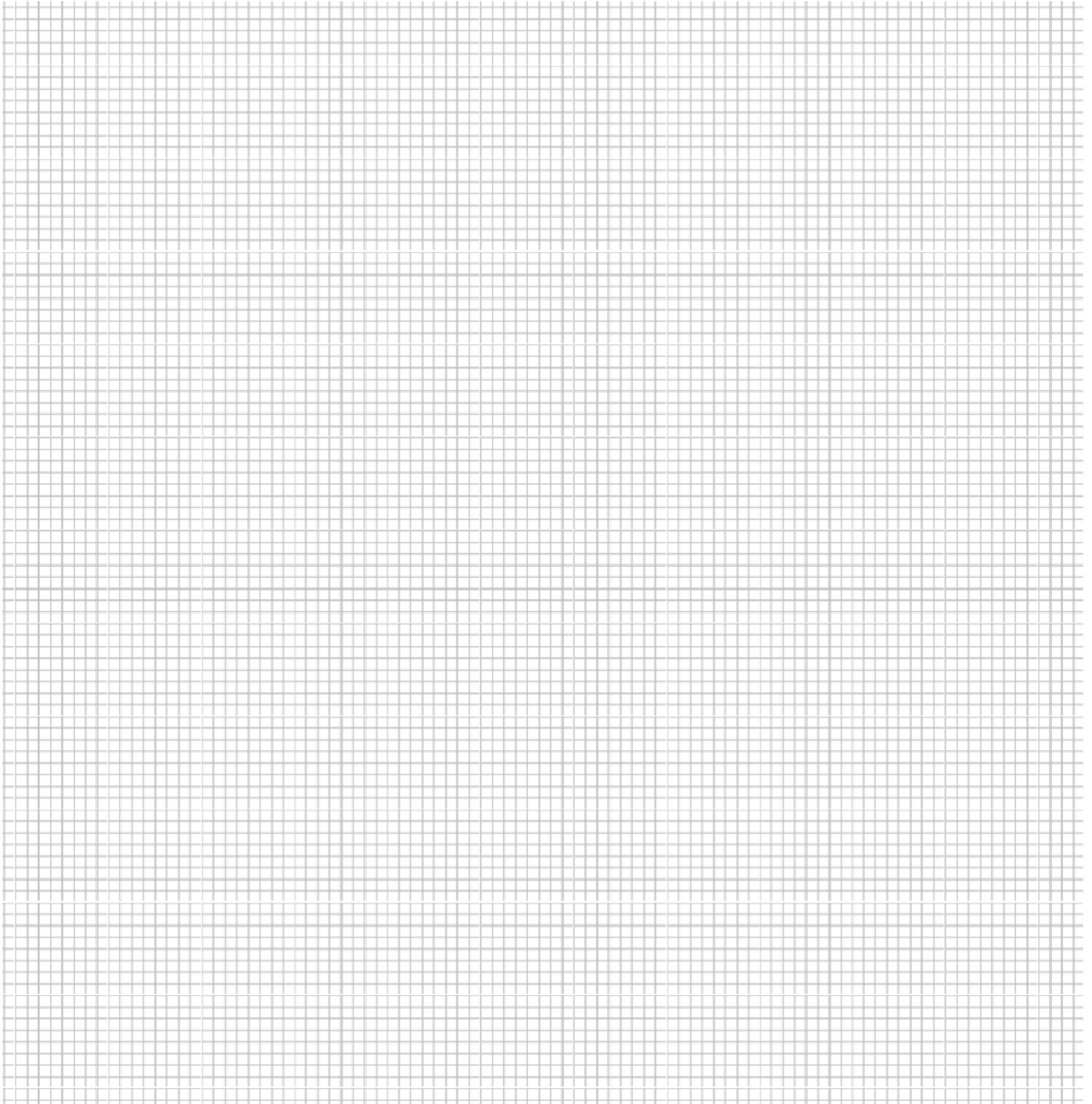
I hereby agree to comply with all applicable food service rules and regulations. When my food operation is inspected by the Oak Park Department of Public Health and found to be in violation of any food service rules and regulations, I will immediately correct all noted violations as specified or will cease food service operations as directed. I will not resume food service operations until I am authorized to do so by the Oak Park Department of Public Health.

Signature

Date

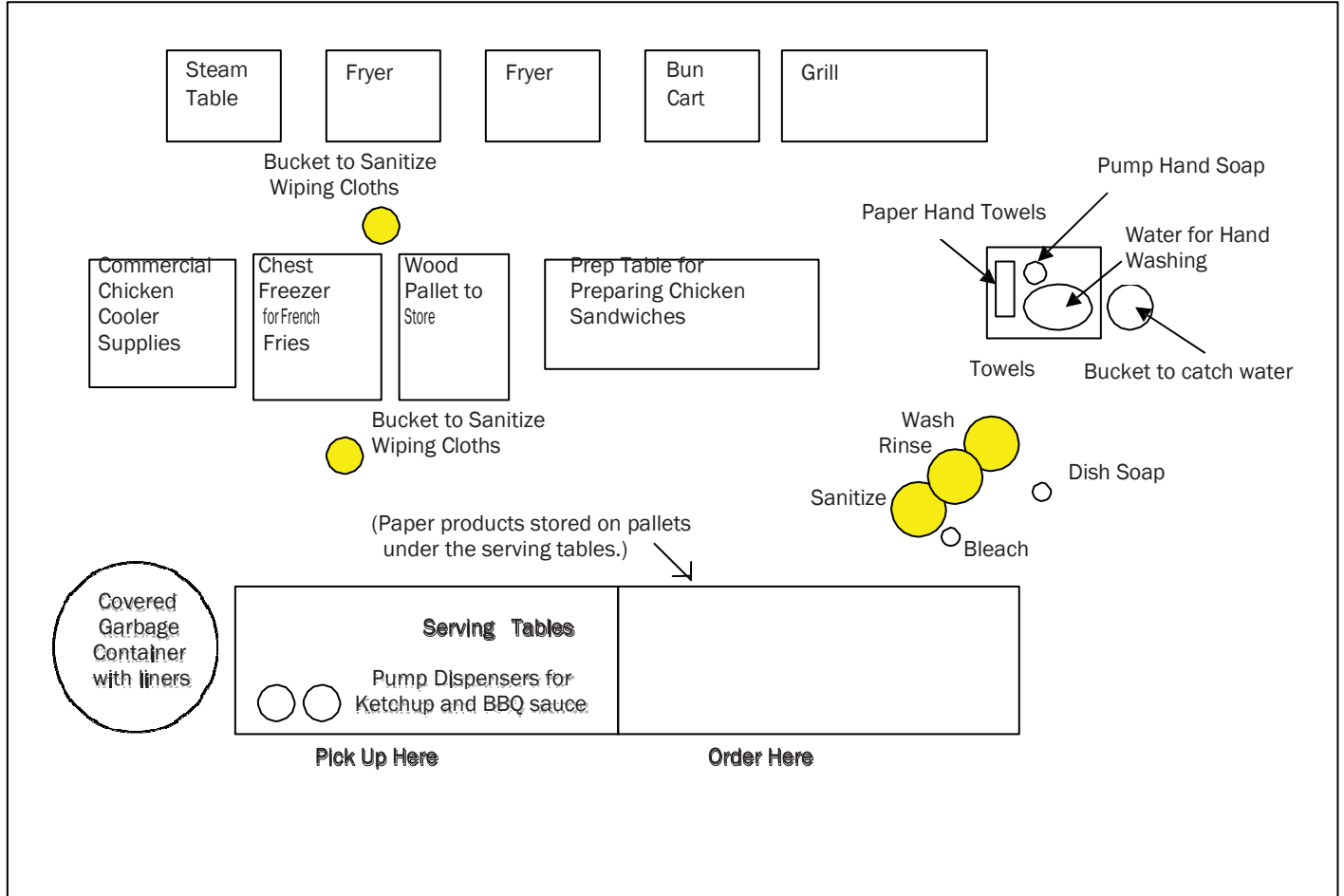
Temporary Food Establishment Drawing

In the following space, provide a drawing of the entire temporary event establishment including locations of the garbage containers, cooking equipment, cold holding equipment, hot holding equipment, handwashing set-up, dishwashing set-up, storage of foods and dry goods. See the example on page 7 for help completing the drawing.



Sample Temporary Food Establishment Drawing

The following is a SAMPLE temporary food establishment drawing showing locations of the garbage containers, cooking equipment, cooking equipment, cold holding equipment, hot holding equipment, handwashing set-up, dishwashing set-up, storage of foods and dry goods.



Commissary Agreement

If preparing, storing or cooking foods off site, this form must be completed by the owner or manager of the approved off-site licensed food establishment.

Name of business applying for food permit

Name of off-site food establishment

Food establishment address

City

State

ZIP

Food establishment Telephone Number

If the food establishment is located outside of Oak Park, Illinois, attach a copy of the food permit and the most recent routine food inspection report for that establishment.

The operations conducted off-site in the food establishment will include (check all that apply):

- Cold storage of food products
- Dry storage of food products
- Food preparation (preparing, cutting, cooking, cooling, reheating, etc.)
- Cleaning/Sanitizing of equipment and utensils
- Servicing water system (filling potable water and disposal of wastewater)
- Other (list): _____

As the owner of the above approved food facility/commissary, I have given my permission for the business known as

_____ to use my facility for for the dates of _____

for the operations indicated, and know that I am ultimately responsible for the maintenance and sanitation of this food facility.

Owner of approved facility/commissary (please print)

Telephone Number

Signature of approved facility/commissary owner/manager

Date

If you have any questions, or need assistance filling out your application for a temporary food license, call the Oak Park Department of Public Health at 708.358.5480 or e-mail health@oak-park.us.