

VILLAGE OF PALATINE TEMPORARY EVENT FOOD PERMIT APPLICATION

Environmental Health Division, 200 E. Wood St., Palatine, IL 60067 Phone: 847-359-9090 Fax: 847-776-4733

INSTRUCTIONS: APPLICATIONS MUST BE SUBMITTED 14 DAYS PRIOR TO EVENT.
PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SECTION 1 - GENERAL INFORMATION

EVENT INFORMATION

Name of Event	Date(s) of Event
Location of Event	Time(s) of Event

TEMPORARY EVENT FOOD COORDINATOR INFORMATION (If different from Main Event Organizer/Coordinator)

Name of Coordinator	Email	
Coordinator Address (No P.O. Boxes)	City	Zip
Phone Number	Cell Phone Number	Fax Number

APPLICANT INFORMATION

Name of Applicant	Email	
Business or Organization Name		
Applicant Address (No P.O. Boxes)	City	Zip
Phone Number	Cell Phone Number	Fax Number

ACKNOWLEDGEMENT/SIGNATURE

By signing this application, I certify that the information provided is correct and I acknowledge having read and understood the information contained in this application and in the Special Event Permit Application Packet. I agree to comply with all applicable codes, ordinances, laws and the conditions contained in the Temporary Food Permit approval.

Signature of Applicant _____ Date _____

FOR OFFICE USE ONLY

Menu Submitted: Yes No Booth Layout Submitted: Yes No
 Permit Issued Prior To Event: Yes No FSSM Info: NA Yes No Approved _____ Denied _____
 Sanitarian Signature _____ Date _____

VILLAGE OF PALATINE TEMPORARY EVENT FOOD PERMIT APPLICATION

Environmental Health Division, 200 E. Wood St., Palatine, IL 60067 Phone: 847-359-9090 Fax: 847-776-4733

INSTRUCTIONS: APPLICATIONS MUST BE SUBMITTED 14 DAYS PRIOR TO EVENT.
PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SECTION 2 - PRE-PACKAGED POTENTIALLY HAZARDOUS FOOD

Will commercially processed prepackaged potentially hazardous foods be sold? Yes No

If Yes – Complete Section 5 (page 3) and Section 7 (page 6)
If No – Skip to Section 3 (page 2)

Will commercially processed prepackaged potentially hazardous foods be sampled? Yes No

If Yes – Refer to food sampling requirements (page 11) and complete Section 7 (page 6)
If No – Skip to Section 3 (page 2)

SECTION 3 – REPACKAGED AND BULK FOODS

Will any commercially processed prepackaged foods be repackaged? Yes No

If Yes - Complete below location and describe method of repackaging.
If No – Skip to next question.

If Yes – List location and describe method of repackaging foods.

Will any commercially processed prepackaged foods be sold in bulk? Yes No

If Yes - Complete Section 5 (page 3) and Section 7 (page 6)
If No – Skip to Section 4 (Page 2)

SECTION 4 - PREPARED FOODS

Will foods be prepared in advance or on site? Yes No

If Yes - Complete Section 5 (page 3), Section 6 (page 4), and Section 7 (page 6)

If Yes, provide a copy of the IDPH Certified Food Service Sanitation Manager certificate with the application that will be overseeing the operation.

CERTIFIED FOOD SERVICE MANAGER

Name

IDPH Certificate Number

Expiration Date

VILLAGE OF PALATINE TEMPORARY EVENT FOOD PERMIT APPLICATION

Environmental Health Division, 200 E. Wood St., Palatine, IL 60067 Phone: 847-359-9090 Fax: 847-776-4733

INSTRUCTIONS: APPLICATIONS MUST BE SUBMITTED 14 DAYS PRIOR TO EVENT.
PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SEE ATTACHED GUIDELINES FOR FURTHER INFORMATION

SECTION 5 - FOOD ITEMS AND SOURCE

List all food items and the source/supplier/business to be served or sold at the event

Receipts or invoices must be retained for all food purchased and made available upon request

Food Item	Source of Food Item (Name and Address of Restaurant or Grocery Store)

VILLAGE OF PALATINE TEMPORARY EVENT FOOD PERMIT APPLICATION

Environmental Health Division, 200 E. Wood St., Palatine, IL 60067 Phone: 847-359-9090 Fax: 847-776-4733

INSTRUCTIONS: APPLICATIONS MUST BE SUBMITTED 14 DAYS PRIOR TO EVENT.
PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SEE ATTACHED GUIDELINES FOR FURTHER INFORMATION

SECTION 6 - PREPARATION OF FOODS

List all food items and how they will be prepared, transported, and held before and during the event

Food Item	Food Item Details
Example: Chicken Tacos	<u>Preparation</u> Chicken, lettuce, onions and tomatoes cut at restaurant. Stored under refrigeration after preparation
	<u>Transportation</u> Above items transported in insulated containers or refrigerated truck to event.
	<u>Holding Procedures</u> Above items held under mechanical refrigeration at the event. Chicken cooked on grill and held on the steam table. Tacos assembled as ordered.
	<u>Preparation</u>
	<u>Transportation</u>
	<u>Holding Procedures</u>
	<u>Preparation</u>
	<u>Transportation</u>
	<u>Holding Procedures</u>
	<u>Preparation</u>
	<u>Transportation</u>
	<u>Holding Procedures</u>

VILLAGE OF PALATINE TEMPORARY EVENT FOOD PERMIT APPLICATION

Environmental Health Division, 200 E. Wood St., Palatine, IL 60067 Phone: 847-359-9090 Fax: 847-776-4733

INSTRUCTIONS: APPLICATIONS MUST BE SUBMITTED 14 DAYS PRIOR TO EVENT.
PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SEE ATTACHED GUIDELINES FOR FURTHER INFORMATION

SECTION 6 - PREPARATION OF FOODS (Continued)

List all food items and how they will be prepared, transported and held before and during the event

Food Item	Food Item Details
	<u>Preparation</u>
	<u>Transportation</u>
	<u>Holding Procedures</u>
	<u>Preparation</u>
	<u>Transportation</u>
	<u>Holding Procedures</u>
	<u>Preparation</u>
	<u>Transportation</u>
	<u>Holding Procedures</u>
	<u>Preparation</u>
	<u>Transportation</u>
	<u>Holding Procedures</u>

VILLAGE OF PALATINE TEMPORARY EVENT FOOD PERMIT APPLICATION

Environmental Health Division, 200 E. Wood St., Palatine, IL 60067 Phone: 847-359-9090 Fax: 847-776-4733

INSTRUCTIONS: APPLICATIONS MUST BE SUBMITTED 14 DAYS PRIOR TO EVENT.
PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SEE ATTACHED GUIDELINES FOR FURTHER INFORMATION

SECTION 7 - FOOD SERVICE LAYOUT

A large grid for drawing the food service layout. The grid consists of 20 columns and 20 rows of small squares, providing a space for applicants to draw and label their food service equipment and layout.

Identify the location of the following food service equipment

- Handwashing Station
- Bucket Washstation
- Mechanical Refrigeration/Freezers
- Hot Holding Equipment
- Garbage Cans
- Prep Tables
- Service Counter
- Cooking Equipment
- Single Service and Supplies
- Insect Fan
- Tent Outline

VILLAGE OF PALATINE

TEMPORARY EVENT FOOD PERMIT APPLICATION

Environmental Health Division, 200 E. Wood St., Palatine, IL 60067 Phone: 847-359-9090 Fax: 847-776-4733

INSTRUCTIONS: APPLICATIONS MUST BE SUBMITTED 14 DAYS PRIOR TO EVENT.
PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

PERMIT GUIDELINES

A temporary food service event is defined by the Illinois Department of Public Health (IDPH) Food Service Sanitation Code as any food vendor that serves or sells food at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event.

Permits are required for the service or sale of any of the following foods: 1) pre-packaged, potentially hazardous food, 2) any sampling of potentially hazardous foods, 3) any repackaged foods, 4) any bulk sales of foods, and 5) any prepared foods.

Permit applications shall be submitted 14 days in advance of any event. Food vendors may not prepare, process, dispense, store or deliver food until a permit has been approved and issued by the Environmental Health Division.

Food vendors shall comply with the IDPH Food Service Sanitation Code (<http://www.ilga.gov/commission/jcar/admincode/077/07700750sections.html>) as adopted by the Palatine Code of Ordinances.

Food vendors participating in farmers markets shall comply with the IDPH Sanitation Guidelines for Farmers Markets effective May 16, 2013. (http://www.palatine.il.us/assets/1/special_events_applications/IDPH_FDD_TIB30_Farmers_Markets_051613.pdf)

Cottage Food Operators at farmers markets shall register with the local health department where the cottage food operation resides. A copy of the approved cottage food industry registration from the local health department shall be attached to the permit application.

These guidelines have been prepared to assist you with the application process and to minimize the risk of food borne illness incidents at temporary food service events. This information is not a complete statement of all laws and should not be a substitute for them.

SECTION 2 - PRE-PACKAGED POTENTIALLY HAZARDOUS FOODS

This information is generally intended for commercially processed pre-packaged potentially hazardous foods sold at farmers markets, fairs, flea markets or other similar events.

Items pre-packaged in advance of retail sale shall be labeled with the following information in English: 1) The common and/or usual name of the product; 2) The name, address and zip code of the manufacturer, processor, packer, preparer or distributor; 3) The net contents of the package; 4) A list of ingredients in the order of their predominance by weight with ingredients shown by their common or usual name; and 5) A list of any artificial color, artificial flavor or preservative used.

SECTION 3 – REPACKAGED AND BULK FOODS

This information is generally intended for: 1) commercially processed packaged foods that are then repackaged into smaller quantities in advance of sale or 2) commercially processed packaged foods sold in bulk (scooped and weighed) at farmers markets, fairs, flea markets or other similar events.

SECTION 4 - PREPARED FOODS

This information is generally intended for foods that are prepared, cooked, assembled and served in advance or during the event. Some examples include festivals, fundraisers and sporting events.

VILLAGE OF PALATINE TEMPORARY EVENT FOOD PERMIT APPLICATION

Environmental Health Division, 200 E. Wood St., Palatine, IL 60067 Phone: 847-359-9090 Fax: 847-776-4733

INSTRUCTIONS: APPLICATIONS MUST BE SUBMITTED 14 DAYS PRIOR TO EVENT.
PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SECTION 5 - FOOD ITEMS AND SOURCE

Food shall be in sound condition, free from spoilage, filth, and 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. Use of home prepared or hermetically sealed food is prohibited.

Some examples of approved food sources include food service establishments, retail food stores or commissaries. List all food items to be sold or served at the event and the source of the food. Receipts or invoices must be retained for all food purchased and made available upon request.

Any advance food preparation must be conducted at a regulated and inspected food service establishment, retail food store or commissary. Submit a copy of a current food permit/license of the food service establishment, retail food store or commissary where foods will be prepared in advance of the event.

SECTION 6 - PREPARATION OF FOODS

To help us better understand your food operation and ensure that food safety is the priority, an explanation of how each menu item is transported, stored, prepared and served before and during the event is required.

Menu items are subject to the review and approval of the Environmental Health Division. This Division may impose additional requirements to protect against health hazards and may prohibit the sale of some or all potentially hazardous foods.

Only those foods requiring limited preparation shall be prepared or served at the event. Complex preparation, including the practice of cooling of potentially hazardous foods, shall be done in advance at an approved food service establishment.

Food vendors that are preparing and cooking potentially hazardous foods on site shall be under the operational supervision of an IDPH Food Service Sanitation Manager. A copy of the certificate shall be provided with the application.

SECTION 7 - FOOD SERVICE LAYOUT

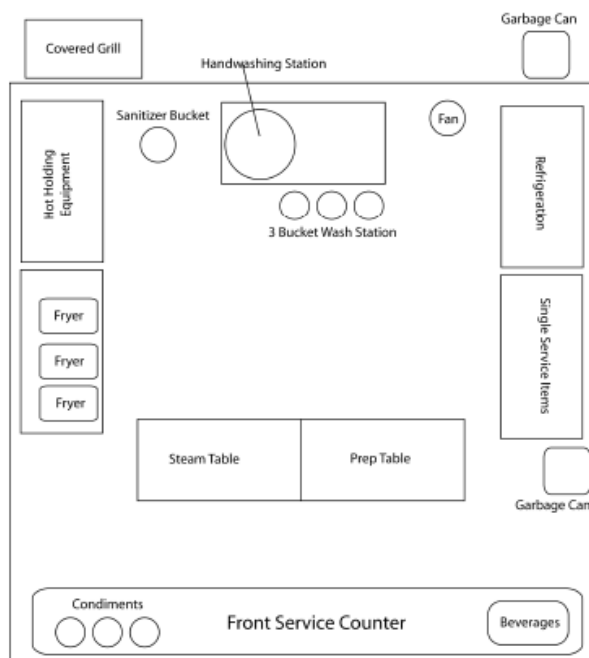
Complete the food service layout to show the location of all food service equipment that will be used at the event. Identify equipment such as a hand washing station, mechanical refrigeration, grills, hot holding boxes, and a dish washing station. You can identify these by labeled boxes. Refer to Diagram 1.

Outside booths must have overhead covers, such as tents or canopies, to protect food from contamination and poor weather conditions.

As a reminder, open flamed grills shall not be located under the tent for fire prevention requirements.

Example of Booth Layout

Diagram 1



VILLAGE OF PALATINE

TEMPORARY EVENT FOOD PERMIT APPLICATION

Environmental Health Division, 200 E. Wood St., Palatine, IL 60067 Phone: 847-359-9090 Fax: 847-776-4733

INSTRUCTIONS: APPLICATIONS MUST BE SUBMITTED 14 DAYS PRIOR TO EVENT.
PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Food Safety Requirements

A. Temperature Control

Potentially hazardous foods shall be maintained at 41°F or below or 135°F and above at all times during transportation, storage, preparation, display and service. A potentially hazardous food is defined as any food that requires time/temperature control for food safety that consists in whole or in part of:

- Meat, poultry and eggs
- Milk and dairy products
- Baked potatoes
- Raw seed sprouts
- Cut tomatoes and cut melons
- Fish, shell fish and crustaceans
- Heat-treated plant food (cooked rice, beans or vegetables)
- Tofu and soy-protein foods
- Non-commercially prepared garlic and oil mixtures

The use of temperature logs is strongly recommended to verify maintenance of required temperatures.
(http://www.palatine.il.us/assets/1/environmental_health/Temperature_Log.pdf)

Potentially hazardous foods not maintained at required temperatures will be subject to destruction.

B. Cold Foods

Food vendors are required to provide mechanical refrigeration for the cold storage of all potentially hazardous foods. The use of insulated facilities, coolers or ice for transporting potentially hazardous foods to temporary food service events shall be permitted. Cold potentially hazardous foods shall be maintained at 41°F or below at all times.

C. Hot Foods

Hot potentially hazardous foods shall be maintained at 135°F or above at all times after cooking. Mechanical hot holding equipment is strongly recommended to maintain at required temperatures.

Hot Holding Options:

- Grills
- Ovens
- Warmers*
- Chafing dishes with sternos*
- Steam tables*

* Warmers, steam tables and chafing dishes may not be used to reheat potentially hazardous foods.

D. Food Protection

At all times, including while being stored, prepared, displayed, served, or transported, food shall be protected from potential contamination, including dust, insects, rodents, unclean equipment and utensils, unnecessary handling, coughs and sneezes, flooding, drainage, and overhead leakage or overhead drippage from condensation.

To protect food from contamination, follow these guidelines:

- All food, single service items, equipment and utensils shall be stored at least 6 inches off the ground and shall be covered to prevent contamination.
- Employees shall utilize utensils, gloves or other barriers to avoid bare hand contact with ready to eat foods.
- Oscillating fans shall be used at outside events for flying insect control.
- Only single service articles shall be provided for use by the consumer.
- Raw foods must be stored properly to avoid cross contamination of ready to eat foods.
- Condiments should be dispensed from pumps or squeeze bottles, prepackaged, or served from containers with hinged lids.
- Bulk foods for retail sale shall be stored in approved containers with handled scoops.

Food and Single Service Storage Options:

- Dunnage Racks
- Pallets
- Bread Racks
- Tables
- Crates

VILLAGE OF PALATINE

TEMPORARY EVENT FOOD PERMIT APPLICATION

Environmental Health Division, 200 E. Wood St., Palatine, IL 60067 Phone: 847-359-9090 Fax: 847-776-4733

INSTRUCTIONS: APPLICATIONS MUST BE SUBMITTED 14 DAYS PRIOR TO EVENT.
PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

E. Temporary Dish Washing Station

Three containers large enough to wash, rinse and sanitize all food service equipment and utensils shall be provided. See Diagram 2. An additional bucket shall be provided for the storage of wet wiping cloths in an approved sanitizer solution. It is recommended to bring extra clean equipment and utensils so dish washing on site is limited.

Proper set up of a temporary dish washing station:

- Wash (clean soapy water)
- Rinse (clean rinse water)
- Sanitize (water and sanitizer)



Diagram 2

All food service equipment shall be fully immersed for one minute in the sanitizer solution and allowed to air dry. Always measure the level of sanitizer by using chemical test strips to check the solution. Water shall be changed often.

Sanitizer Options:

Chlorine bleach -- 50 to 100 ppm or per manufacturer's specifications.
Quaternary ammonium -- 200 ppm or per manufacturer's specifications.
Test strips are required to monitor sanitizer concentration.

F. Personal Hygiene

Employees shall only consume food in designated areas away from food and food preparation areas. Do not use tobacco in any form while preparing or serving food. Employees shall use effective hair restraints when working with food and wear clean clothes and aprons.

Wash hands prior to handling food, and always:

- Before using single use gloves;
- After coughing, sneezing, eating, drinking, or using tobacco;
- After using the restroom;
- After working with raw foods;
- During food preparation and between tasks;
- Touching or engaging in any activity that may have contaminated your hands.

G. Temporary Hand Washing Station

A temporary hand washing station for employees shall be provided for all events where food is being sampled or prepared. See Diagram 3. The set up shall include:

- Hand soap
- A container of water with a free flowing spigot
- A waste water discard bucket
- Paper towels
- Wastepaper basket

Each of these components must be present and set up at all times while food is being prepared or sampled. Hand sanitizer shall not be used in place of soap. The use of hand sanitizer is not a substitute for proper hand washing.

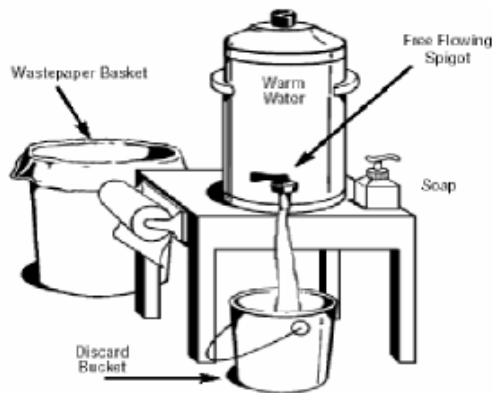


Diagram 3

VILLAGE OF PALATINE

TEMPORARY EVENT FOOD PERMIT APPLICATION

Environmental Health Division, 200 E. Wood St., Palatine, IL 60067 Phone: 847-359-9090 Fax: 847-776-4733

INSTRUCTIONS: APPLICATIONS MUST BE SUBMITTED 14 DAYS PRIOR TO EVENT.
PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

H. Food Sampling Requirements

Food vendors conducting sampling of potentially hazardous foods are required provide a temporary hand washing station and a temporary dish washing station.

Hand Washing

Frequent and thorough hand washing remains the first line of defense in preventing food borne illness. Foods for sampling must not be handled with bare hands. To prevent contact with bare hands, use deli tissue, tongs or single use gloves. Hands must always be washed first before using single use gloves. When washing hands, rub hands together for at least 20 seconds. See Diagram 3 (page 10) for the temporary hand washing set up.

Cutting and Dispensing

It is recommended that foods for sampling are prepared, cut and portioned in advance at an approved food service establishment. If this is not possible, a clean cutting board shall be used for the cutting of any foods. Food should be protected from customers sneezing or coughing by means of a cover, dome or sneeze guard. For those foods requiring refrigeration, only put out small amounts of food at a time, for example, limit each batch to 15 minutes worth of samples.

All potentially hazardous foods shall be maintained at 41° F and below or 135° F and above at all times. To prevent contact with the customer's hands, directly dispense food samples to customers with single service cups, tooth picks or other single service items.

Dish Washing

If foods are to be cut or dispensed with utensils, a temporary dish washing station must be provided. See Diagram 2 (page 10) for the temporary dish washing set up.

**Should you have any questions about the Temporary Event Food Permit Application
please contact the Environmental Health Division at (847) 359-9090**