



Public Health
Prevent. Promote. Protect.

Clark County Health Department

Clark County Health Department

Environmental Health

217-967-2243

P.O. Box 266

977 North York Street Martinsville, IL 62442

www.clarkhd.org

TEMPORARY FOOD STAND APPLICATION

INSTRUCTIONS TO FOOD VENDORS

A Temporary Food License is required anytime food or mixed drinks are served at a special event, festival, fair or fundraiser that is open to the public, whether or not the food is sold or given away. Vendors providing draught or containerized beverages are not required to apply for a temporary food license. Additionally, persons who produce and package non-time/temperature controlled for safety baked goods for sale by a religious, charitable, or nonprofit organization for fundraising purposes, are exempt from licensure.

Each license is only valid for a single food stand. All temporary food applications and licenses must be associated with an event. If a vendor is operating more than one stand at an event, an application and fee must be submitted for each stand. If a vendor will be operating at more than one event in Clark County on the same day, each location must also be licensed separately.

APPLICATIONS

- Submit a complete Temporary Food Event License Application and applicable fees at least five (5) business days prior to your event. If received less than five (5) business days prior to the event, a \$50 late fee will apply. Business days are Monday-Friday but not observed holidays.
- Applications and fees can be mailed or submitted in person to Environmental Health at the Clark County Health Department. If mailed, the application **and** payment must be received at least five (5) business days prior to the event.
- If paying by check, make checks payable to **“Clark County Health Department”**.
- If paying by credit or debit card, please pay in person at the Clark County Health Department during business hours.
- If approved, the “Temporary Food Event License” will be issued by the Environmental Health Specialist/Practitioner, after an inspection, on the day of the event.

FEES

All fees are due with the submission of your application. **Any temporary event application and fee which is not received at least five business days prior to the event will be charged an additional \$, nonrefundable and nontransferable, late fee.**

1-3 Day Event = \$

4-14 Day Event = \$

CANCELLATIONS AND REFUNDS

- If an event is canceled, please notify Environmental Health as soon as possible, or at least 2 hours before the event.
 - If canceling during normal business hours (M-F 8-4:30) call 217-967-2243 and speak to an employee.
 - If canceling outside of normal business hours call 217-967-2243 and press 1.
 - You must speak to an employee to cancel the event; *do not leave a voicemail*.
- Permit fee refunds will only be issued if an event is properly canceled. If the vendor would like to transfer the permit fee to a future event (instead of a refund), they must request the transfer within 48 hours of the event cancellation. A permit refund check may take 4-6 weeks to be issued. Max 2 permit fee transfers per permit. ***Please note: late fees are not refundable or transferable.***

QUESTIONS

If you have questions regarding Temporary Events, contact Environmental Health at 217-967-2243



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Temporary Food License Rules

These rules have been adopted and implemented to comply with Section 10-31 Temporary Food Service Establishments, C, of Chapter 10 Food Safety of the Clark County Code. Other sections of this code may also apply to the Clark County Health Department Temporary Food Permit Rules.

Other agencies may also regulate temporary food events. Please contact the local municipality and fire departments for their regulations and permit requirements.

APPROVED SOURCE

Food items can not be prepared in a home. All food must be prepared on site, unless it is prepared in a licensed food establishment and transported properly according to code. If food will be prepared in an unlicensed commercial-type kitchen before the event is licensed, this must be noted on the application and a pre-service inspection may be required.

HOLDING TEMPERATURES FOR TIME/TEMPERATURE CONTROLLED FOR SAFETY (TCS) FOODS

TCS foods, consist of animal products including dairy products, eggs, meat, poultry, fish or shellfish, cooked vegetables, soups, potato salad, cut melon, cut tomatoes, cream and custard pies (including pumpkin), etc.

- TCS foods must be held cold at 41°F or less, or hot at 135°F or above.
- Mechanical refrigeration capable of keeping TCS foods at or below 41°F must be provided. The refrigerator must be plugged in prior to the event and must be holding at 41°F or less before food is stocked. Ice and/or ice coolers may not be used to hold TCS foods without prior approval.
- Steam tables, roasters, or other hot holding devices capable of maintaining all TCS foods at 135°F or above are required. Chafing dishes heated by chafing fuel cannot be used for outdoors events. Hot boxes heated by chafing fuel and insulated holding boxes/bags are also prohibited from use unless time only as a control is also used.
- If using time only as a control, written procedures must be submitted with the application. The TCS food must be labeled with the time it was removed from temperature control (hot or cold holding) and used or discarded within 4 hours.

THAWING OF TCS FOODS

Thawing of TCS foods must be done in one of the following ways:

- Under cool running water.
- In a refrigerator.
- As part of the cooking process.
- In a microwave immediately followed by cooking.

COOKING TEMPERATURES FOR TCS FOODS

- Cooking equipment capable of rapidly heating foods to proper temperatures is required.
- Food must be cooked to the following internal temperatures:
 - Fruits and vegetables for hot holding: 135°F.
 - Raw eggs for immediate service, fish, intact meat including beef and pork: 145°F for 15 seconds.
 - Raw eggs for hot holding; tenderized, mechanically injected, or ground fish or meats: 155°F for 17 seconds.
 - Poultry; stuffed poultry, fish, meats or pastas; wild game: 165°F.

COOLING AND REHEATING OF TCS FOODS

- TCS foods previously cooked at a licensed food establishment must be rapidly reheated to at least 165°F for 15 seconds in approved heating equipment.
- Steam tables, crock pots, chafing dishes, etc. cannot be used for reheating foods.
- Foods prepared on-site of the temporary event are prohibited from being cooled and reheated unless prior approval is granted.

TRANSPORTING OF FOOD

- Hot foods must be maintained at 135°F or above during transport.
- Cold foods must be maintained at 41°F or less during transport.
- **If transporting and set-up times are greater than thirty (30) minutes, a temperature log listing the time foods were removed from temperature control, and the starting temperature of foods (upon removal from temperature control), is required.**

WORKER HEALTH

- Workers who are sick or have vomiting, diarrhea, jaundice, or sore throat with fever are prohibited from working, which includes preparing for or setting up the event.

PERSONAL HYGIENE

- Bare hand contact is prohibited with ready to eat foods. Gloves, utensils, etc. must be provided to prevent bare hand contact.
- Workers must have their hair effectively restrained to prevent contamination of food and food contact surfaces.
- Smoking, eating, chewing gum, and drinking is prohibited within the food stand.

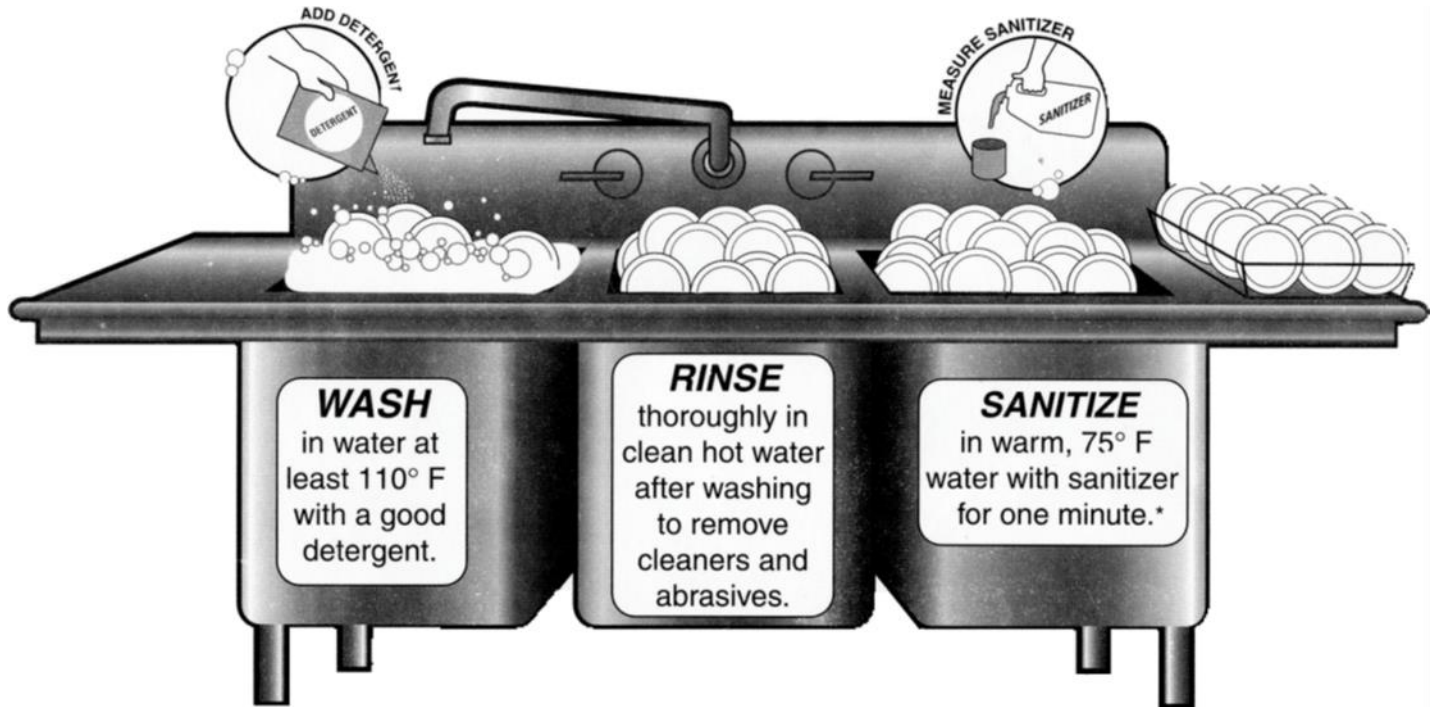
HANDWASHING FACILITIES

- Handwashing facilities must be provided in each food booth and must include the following:
 - A spigotted container with a “hands free” on/off valve that provides a continuous stream of warm water that leaves both hands free for vigorous rubbing.
 - Larger stands or areas with multiple food handling or ware washing areas will be required to have multiple hand washing stations.
 - A minimum of five (5) gallons of clean water per hand washing station or water service within 200 feet is required.
 - Warm water at a **temperature of 100°F**
 - A catch basin to collect wastewater (a high sided bucket is recommended), and properly dispose of all wastewater.
 - Soap in a pump and single-use sanitary towels in a dispenser.



WAREWASHING FACILITIES

- A covered WASH, RINSE, and SANITIZE set-up must be provided to properly wash and sanitize utensils and food equipment. Clean buckets or other containers with lids or other covers may be used for these compartments.
- Dish soap, an approved sanitizer, and test strips for the sanitizer must be provided.
- Use of extra utensils instead of a three-compartment sink set-up is prohibited unless prior approval is obtained.



CLEANING & SANITIZING

- A properly labeled bottle of approved sanitizing solution and disposable towels must be provided.
- Chlorine (bleach) is recommended. The bleach must be EPA registered (splash-less, scented, and concentrated bleaches are not EPA registered). The solution must be between 100-200ppm.
- Test strips for the sanitizer used must be provided and used.
- Premixed sprays and wipes are often not approved for use on food contact surfaces as sanitizers. It is not recommended that these products be purchased.

CONSUMER UTENSILS

- Provide only single-use utensils for customer use.

EQUIPMENT

- Accurate thermometers are required in all refrigeration units.
- Metal stem type thermometers (calibrated to $\pm 2^{\circ}\text{F}$) must be used to monitor food temperatures.
- Alcohol pads or sanitizer must be used to clean thermometers between uses.
- Equipment must be situated in a manner to prevent food contamination.
- Non-absorbent, durable, and easily cleanable covered garbage receptacles must be provided.

STORAGE OF FOOD, UTENSILS AND RELATED ITEMS

- Food and food items must be protected during preparation, storage, and display. This includes protection from pests by use of lids, screening, or other effective means.
- Store all foods and utensils at least 6 inches off the ground.
- Open grills and other open cooking or serving areas should not be located under trees or other bird perching areas.

TOILET FACILITIES

- There must be at least one toilet facility per 15 employees within 200 feet of the food stand.
- Toilet facility must have approved handwashing facilities.

WATER SUPPLY AND WASTE DISPOSAL

- Water must be from an approved source- public or commercially bottled. If water is from a private or semi-private water well, satisfactory coliform and nitrate samples, less than a year old, must be submitted with the application.
- Hoses used to provide water shall be food grade quality, and backflow and back siphonage devices shall be provided to protect the water supply.
- An approved toilet facility must be within 200 feet of the booth.
- At least 20 gallons of clean potable water shall be available per food stand per day of operation if the stand is not within 200 feet of water service. Potable water supply shall be protected with a backflow protection device, if applicable.
- Liquid waste must be drained or hauled to a public sewer or other regulated system. No wastewater (including handwashing water) may be discharged to ground or storm drains.
- If waste tanks are used, they must be serviced regularly to not overflow.

CONDITIONS NOT ADDRESSED

- These policies are intended to be administrative guidelines for Health Department personnel in the conduct of their duties. It is understood that, in the interest of protecting public health, Health Department staff may deviate from these guidelines based on their professional judgment. If a decision is made to not adhere to these guidelines, personnel shall document the conditions that necessitated the deviation and the underlying factors that influenced that finding.
- In order to protect the public and prevent against public health hazards or nuisances, the Health Department reserves the right to impose additional regulatory health protection requirements beyond those outlined in these guidelines if conditions warrant such action.



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APPLICATION FOR TEMPORARY FOOD STAND

(All Fields Required)

1. CONTACT INFORMATION:

- a) Name of Food Stand: _____
- b) Licensee/Owner: _____
- c) Owner Mailing Address: _____
Street City State Zip
- d) Owner Email Address: _____
- e) Owner Phone Number: _____
- f) Onsite Person in Charge (if different than owner): _____
- g) Onsite Person in Charge Cell Phone: _____
- h) Onsite Person in Charge Email: _____

2. EVENT INFORMATION:

- a) Name of Event: _____
- b) Location of Event: _____
Street City
- c) Date(s) of Event: _____ Serving Time at the Event: _____
- d) Time you will be ready for inspection: _____
- e) Is this a large event with multiple vendors? Yes No Event Contact: _____
Name Phone

3. FEES:

All fees are due with the submission of your application. Any temporary event application and fee which is not received at least five business days prior to the event will be charged an additional \$, nonrefundable/transferrable, late fee.

- 1-3 Day Event = \$ 4-14 Day Event = \$

4. FOOD PREPARATION:

- a) Will any food preparation take place off-site? Yes No
 Name and address of off-site location: _____
- b) Will food preparation occur prior to the day of the event in an unlicensed establishment? Yes No
 Date, Time, and Location of prior food preparation: _____
- c) Will time only as a control be used instead of proper hot and cold holding? Yes No
 If yes, written procedures must be submitted with this application and the food item must be labeled properly.

5. MENU (List all food items, attach additional pages if necessary):

Food Item	How Served		Made to Order		Off-site Prep		On-site Prep		Describe Preparation Method
	Hot	Cold	Yes	No	Yes	No	Yes	No	
Example: brats	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cooked on grill, placed in bun and wrapped in foil, hot held in roaster
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Statements

Initial next to the statements below, indicating that you understand and will abide by them.

<input type="checkbox"/>	I will prepare on-site or at a licensed food establishment. No food prepared from home are allowed, except for pre-packaged, non-Time/Temperature Controlled for Safety (TCS) bake sale items.
<input type="checkbox"/>	I will provide a handwashing station with warm water, soap, and paper towels, prior to any food preparation and will maintain it supplied throughout the event. A temporary handwashing station must have a hands free on/off valve and a waste water catch container.
<input type="checkbox"/>	I will ensure all Time/Temperature Controlled for Safety Foods (TCS) are cold held at 41°F or below at all times , including transportation. The use of mechanical refrigeration is required and coolers with ice are not allowed.
<input type="checkbox"/>	I will ensure all TCS foods are hot held at 135°F or above at all times , including transportation. Hot-holding devices must be capable of holding foods hot for extended periods of time. The use of insulated boxes for hot holding other than during transportation and the use of chafing dishes for hot holding outside are prohibited. The use of temperature logs are highly recommended .
<input type="checkbox"/>	I will provide rapid reheating/cooking devices (ex. oven, grill, microwave) for foods that will be reheated. All foods must be reheated to 165°F within 2 hours. Steam tables, heat lamps, and crock-pots are not designed to reheat foods.
<input type="checkbox"/>	I have and will use a probe thermometer for checking internal food temperatures.
<input type="checkbox"/>	I will provide a covered wash, rinse, sanitize three compartment sink set up for the cleaning of utensils and equipment. A spray bottle of sanitizer must be provided for surfaces like tables and countertops. Appropriate test strips for the sanitizer must be available.
<input type="checkbox"/>	I understand that this application must be submitted, with fees, at least five (5) business days prior to the event or a \$50 late fee will be assessed.
<input type="checkbox"/>	I agree to cancel my event, as soon as possible, or at least two hours prior to the event, by contacting the Health Department at (309)679-6161 during normal business hours, or (309)679-6000 (press 1, follow prompts) after normal business hours. You must speak to an employee; leaving a voicemail is not proper cancellation. Permit fee refunds or transfers will not be issued for events which are not cancelled properly. Max 2 transfers per permit fee; requested within 48 hours of cancellation. Late fees are nonrefundable/transferable.
<input type="checkbox"/>	I have read, understood, and will abide by all the Temporary Event Rules. If, for any reason, I do not feel I can abide by the Temporary Event Rules, I will request permission, in writing, from the Health Department prior to the event.

I declare under penalty of perjury that to the best of my knowledge and belief, the statements made herein are correct and true. I hereby consent to all necessary inspections made pursuant to law and incidental to the issuance of this license and the operation of this business.

X

Applicant/Organizer Signature

Date

Office use only: Payment amount \$ _____ Cash Credit Check # _____

License # _____ Reviewer _____ Date Reviewed _____