

Chesapeake Department of Public Health TEMPORARY FOOD PERMIT APPLICATION

PAID _____
DATE SUBMITTED _____

Name of Event _____ Event Date _____

Event Location _____ Hours of Operation _____

Event Coordinator if Applicable _____ Phone # _____

Business/Vendor Name _____ Phone # _____

Contact Person _____ Phone # _____

Sponsoring Organization _____ Phone # _____

Please complete the following information regarding FOODS and DRINKS.
NOTE: Food not listed on this menu will not be allowed

FOOD / BEVERAGES	WHERE FOOD IS PREPARED (NO HOME PREPARED FOOD) is, on-site, restaurant	FOOD PREPARATION METHODS: DESCRIBE IE, PREPARE FROM SCRATCH, COMMERCIAL PREPARED, GRILL, BAKE ETC	HOW FOOD WILL BE TRANSPORTED, IE COVERED IN SINGLE USE PANS, HOW WILL EACH FOOD BE KEPT HOT (135 OR ABOVE OR COLD 41 OR BELOW)

Facility Type: Mobile Unit ___ Push Cart ___ Stand ___ Tent ___ Other _____

****Floors of booth must be concrete, asphalt, or completely covered with duckboards, mats or other approved materials, (flame retardant tarp under deep fryers)**

****All food must be stored, prepared and served under an appropriate cover, i.e. tent, top to grill etc, not foil or plastic covers.**

****Booth MUST be designed to restrict public from food preparation area.**

****All food and boxes of single service items must be stored at least 6 inches off the ground.**

FOOD HOLDING: Check how COLD and HOT food Holding will be done.

COLD HOLDING METHOD: ALL Cold Foods MUST be held at 41 degrees F. or below.

___ Ice Cooler (must be igloo-type that can be self draining – Styrofoam coolers are prohibited)

___ Mechanical Refrigeration (thermometer required)

___ Refrigerated Vehicle (thermometer required)

HOT HOLDING METHOD: ALL Hot Foods MUST be held at 135 F. or above.

___ Steam Table ___ Grill, MUST be covered

___ Portable Warmer ___ Sterno Heat Unit ___ Other List _____

UTENSILS AND EQUIPMENT MUST be sufficient in number, clean sanitized and in good repair. Single service equipment may not be reused.

****No bare hand contact with cooked or ready to eat foods. NO EXCEPTIONS****

___ Can openers, choppers, dicers, peelers and slicers, all types of slicers, (must be disassembled, cleaned and sanitized every two hours)

___ Deep Fat Fryer

___ Cutting Boards (only NSF approved)

List all other Equipment _____

TABLES OR OTHER EQUIPMENT USED FOR FOOD, DISHWASHING, ETC MUST BE DURABLE AND CLEANABLE

SANITATION REQUIREMENTS:

POT AND PAN WASHING AND SANITIZING [SEE DIAGRAM]

- **MUST** have 3-compartments (often tubs) – Wash – Rinse – Sanitizing Rinse are required
- **MUST** have a Test kit that will test sanitizing agent used

HAND WASHING

- **MUST** have running water, Bottled water with Tap to provide uninterrupted running water / Cooler with same type of tap, or other approved handwashing facility
- **MUST** have liquid handwashing soap, paper towels
- **MUST** have a bucket, basin or other container to provide waste water retention

PERSONAL HYGIENE

- Hair Restraints **REQUIRED** for anyone preparing or serving food
- Employees must be free from disease or conditions that may be spread by food
- No jewelry except plain wedding band type when preparing food

SERVING LINE METHOD USED TO PROTECT FOOD FROM CONTAMINATION

___ Sneeze Shield ___ Individually Wrapped ___ Other

WATER SYSTEM

Is approved water supply available? (city or non-community)? ___ yes ___ no
If answer is no, explain how water is going to be provided.

WASTE WATER DISPOSAL

___ Fixed Bathroom Facilities ___ Port – a – Johns ___ Other _____

WASTE DISPOSAL

___ Dumpster ___ Barrels with Lids ___ Other – explain _____

A \$20 permit fee will be charged to the temporary food establishment permit holder for the first FIVE permits he or she acquires, for a total for the year of \$100.00 in Virginia, during the calendar year. The permit holder should retain the receipt showing the fee has been paid and show it to the local health departments when he or she applies for permits later in the year. If an applicant cannot produce a receipt, and the local health department cannot verify that a fee has been paid that fiscal year, then a fee will be charged.

NOTE: *Food shall be in sound condition, free from spoilage, filth, or 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. Foods requiring only minimal handling may be prepared on site. **Home-Prepared Food Items Are Prohibited!***

REMOVE, READ, AND RETAIN THE LAST THREE PAGES.

I have read the attached requirements, understand them, and will comply.

Operator

Date

**DIAGRAM: ATTACH A PHOTOGRAPH OR DRAWING.
PLEASE INDICATE THE PLACEMENT OF ALL
EQUIPMENT/GOOD PRODUCTS WITHIN THE DESIGNATED**

PROPER TEMPORARY FOOD SERVICE SET-UP

All items under tent except for COVERED grills or fryers
Tent covering (fire resistant, if necessary)

