



Temporary Food Service Permit Application

Environmental Health Services www.dupagehealth.org/safefood

Application and fee* shall be received at least ten days in advance of the event. Sanitarian must approve menu and booth questionnaire before a permit can be issued.

Event Information

Event Name: Location: City: Set Up Date: Set Up Time: Event Times: Event Dates: Starting: Ending: Will be at this location for: days / dates. If not consecutive days list dates of business here:

This permit is only good for one location, for a maximum of the fourteen (14) days listed above.

Vendor Information

Organization/Business Name: Address: City: State: Zip Code: Phone: Fax: Onsite Contact Person: Phone Number:

Office Use Only: Permit Type: Food Festival School Other San ID # Risk Type Fee Type Fee Amount For vendors using multiple booths note: Booth # Tax Exempt Number Tax Exempt Expiration Date Permit issued prior to event Receipt #:

*Fee is payable by cash, cashiers check, money order or Visa/MasterCard at any Public Health Center Office. Applications received less than 10 days prior to the event opening date will be assessed a late fee equal to 25% of the fee. The fee is nonrefundable.

No preparation will be allowed onsite until a temporary permit is issued.

Menu and Procedure Review

Table with 3 columns: Food to be Prepared, Supplier Information, Process of Transportation & Preparation to Event. Includes examples like Hamburgers, Cooked Rice, Gordon's Food Service, Sysco.



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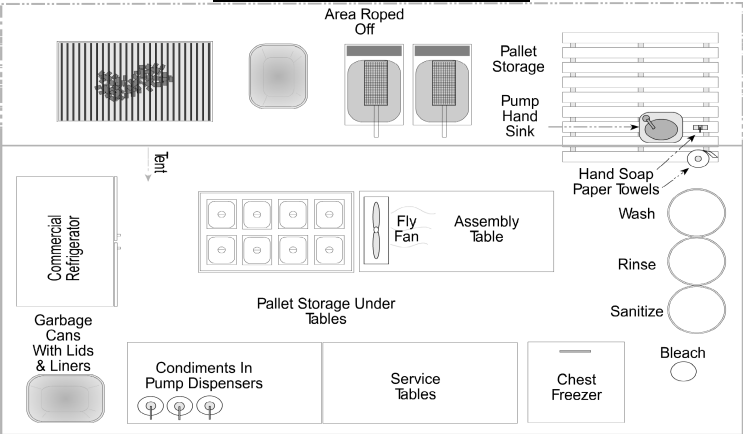
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Answer the following questions about what equipment will be provided at your booth:

Where will your booth be located? Indoor Outdoor

	Yes	N/A
• Approved transportation equipment for hot and cold foods.	<input type="checkbox"/>	<input type="checkbox"/>
• Mechanical hot holding equipment (i.e., no heat lamps or crockpots).	<input type="checkbox"/>	<input type="checkbox"/>
• Mechanical cold holding commercial refrigeration or freezers (i.e., no household refrigerators).	<input type="checkbox"/>	<input type="checkbox"/>
• Probe and equipment thermometers for checking food and equipment temperatures.	<input type="checkbox"/>	<input type="checkbox"/>
• Flooring and overhead cover, if not provided by the organizer.	<input type="checkbox"/>	<input type="checkbox"/>
• Dunnage racks or pallets to store all food and paper goods off the ground.	<input type="checkbox"/>	<input type="checkbox"/>
• Additional clean, wrapped cooking utensils.	<input type="checkbox"/>	<input type="checkbox"/>
• Dispensers for condiments (i.e., pre-packaged, squeeze bottles or hinged lid containers).	<input type="checkbox"/>	<input type="checkbox"/>
• Handwashing facilities with paper towels and liquid hand soap (i.e., a camp sink or a container with a hands free tap and a bucket to catch the waste water).	<input type="checkbox"/>	<input type="checkbox"/>
• Clean clothes and hair covering (i.e., cap, visor or bandana) for employees.	<input type="checkbox"/>	<input type="checkbox"/>
• Wash, rinse and sanitize containers that are large enough to hold soiled utensils.	<input type="checkbox"/>	<input type="checkbox"/>
• Cleaning supplies (i.e., dish soap, sanitizer, sanitizer test strips, brooms, trash bags and garbage cans with lids).	<input type="checkbox"/>	<input type="checkbox"/>
• Wiping cloths and extra buckets, fans, containers for used cooking oil and charcoal, extension cords, fire extinguishers and first aid kits.	<input type="checkbox"/>	<input type="checkbox"/>
• All food is obtained from approved commercial sources (i.e., local stores, distributors, or restaurants). Home-prepared food is prohibited.	<input type="checkbox"/>	<input type="checkbox"/>
• Vendor bringing prepared food from outside DuPage County – A current health inspection report for the facility where food was prepared is required.	<input type="checkbox"/>	<input type="checkbox"/>

Example Booth Layout



Applicant's Name Printed _____

Applicant's Signature _____

A permit will not be issued unless this application meets all applicable requirements of the risk category and has been signed and approved by the Sanitarian.

Sanitarian's Signature _____ **Date** _____

Public Health Centers

- | | | | |
|--|--|---|---|
| North
1111 W. Lake Street
Addison, IL 60101
Phone: 630-620-3325
Fax: 630-543-9276 | East
1111 E. Jackson Street
Lombard, IL 60148
Phone: 630-620-3350
Fax: 630-620-8660 | South East
422 N. Cass Avenue
Westmont, IL 60559
Phone: 630-969-7030
Fax: 630-969-6477 | West
111 N. County Farm Road
Wheaton, IL 60187
Phone: 630-682-7560
Fax: 630-462-7945 |
|--|--|---|---|

For additional food safety information, visit www.dupagehealth.org/safefood

"We promote health, prevent illness, and provide quality service"



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FEE INFORMATION & RISK CATEGORIES

FOR TEMPORARY FOOD SERVICE PERMITS

Fees and requirements for Temporary Food Service Permits are based on the type of menu items and amount of food preparation being done on site. We reserve the right to limit menu item to assure food safety. The following chart defines the fees and risk categories.

<u>FEE</u>	<u>RISK CATEGORY</u>	<u>DEFINITION</u>
\$ 65.00	1	Foods with minimal to no handling during preparation and service
\$110.00	2	Potentially hazardous foods that require limited handling and assembly on-site prior to cooking or serving OR non-potentially hazardous foods that require extensive on-site preparation.
\$185.00	3	Potentially hazardous foods that require extensive preparation or assembly on-site prior to cooking or serving.
Fee Exempt	Fee exempt organizations must still obtain a permit and are subject to all permit requirements.	A temporary event operator that has Illinois not-for-profit status that uses the event as a fundraising activity.

Determination of fee and risk type are made by the Area Sanitarian, an application including menu items must be submitted at least 10 days in advance of the event. If you have questions, or to obtain an application for a Temporary Food Service Permit, please contact the Area Sanitarian at one of the Public Health Centers Listed below.

Public Health Centers

NORTH

1111 W. Lake Street
Addison, IL 60101
phone 630.620.3325
fax 630.543.9276

SOUTHEAST

422 N. Cass Avenue
Westmont, IL 60559
phone 630.969.7030
fax 630.969.6477

EAST

1111 E. Jackson Street
Lombard, IL 60148
phone 630.620.3350
fax 630.620.8660

WEST

111 N. County Farm Road
Wheaton, IL 60187
phone 630.682.7560
fax 630.462.7945

TDD 630.932.1447

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