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**FULTON COUNTY HEALTH DEPARTMENT**

An Equal Opportunity Employer and Provider

**Application for Temporary Food Service Permit**

Event Name: \_\_\_\_\_

Location: \_\_\_\_\_

Dates and Hours of Event: \_\_\_\_\_

Name of Facility/Operation: \_\_\_\_\_

Name of Operator/Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address of Operator/Owner: \_\_\_\_\_

On-site Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Permit Type and Duration (Circle one)**

**\*To avoid late fees, apply and pay at least 7 days prior to event.\***

Registration (no charge)  
 1 day event  
 Jan.-June  July-Dec.

1-2 day (\$35)  
 Late Fee (\$17.50)

3-14 day (\$50)  
 Late Fee (\$25)

Seasonal  
 7 months (\$150, \$250)

**Food Service Sanitation Manager Certificate (FSSMC) required for seasonal temporary permits only.**

Name: \_\_\_\_\_ I.D.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Food/Beverages to be Served**

**Where Food was Purchased**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is public water available on site?  Yes  No (If well water, provide most recent water test results.)

If No, identify the source and method of transport to site: \_\_\_\_\_

Describe how wastewater will be properly disposed of: \_\_\_\_\_

**I hereby certify that the above information is true and correct, and that I agree to abide by all applicable Fulton County Health Ordinances. I understand that fees are not refundable.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only:** Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Fee: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

# Food Safety Guidelines for Temporary Events

Fulton County Health Department ♦ 700 E. Oak Street, Canton, IL 61520 ♦ (309) 647-1134, Ext. 230

County fairs, hometown festivals, church socials, and other public events often have food vendors set up outdoors or in other locations where keeping food safe and sanitary becomes a real challenge. These guidelines will help you reduce the risk of foodborne illness at your temporary food event.

**PERMITS AND FEES** – Each vendor must submit a temporary food permit application and appropriate fee at least 7 days before the event to avoid a late fee. The permit fee for a 1-2 day event is \$35.00; a 3-14 day event is \$50.00. Groups may receive a 1-day permit every 6 months at no cost; however, an application still needs to be submitted. You will receive your permit after you pass an inspection performed by an inspector with the Fulton County Health Department. The temporary food permit shall be prominently posted by each food vendor.

**BOOTH** – Design your booth with food safety in mind. The ideal booth will have overhead covering, and be enclosed except for the serving window. Only food workers may be permitted inside the food preparation area.

**MENU** – Keep your menu simple. **All food must be prepared on-site on the day of the event, or in a licensed kitchen.** Home preparation of foods is only allowed for baked goods.

**TRANSPORTATION** – If foods are to be transported from one location to another, keep them well-covered and provide adequate temperature controls. Cold foods need to be kept at 41°F or colder. Hot foods cannot be transported -- they must be prepared on site.

**STORAGE** – All food and single-use items must be stored at least 6 inches off the ground. Store toxic materials (such as bleach and other chemicals) away from food.

**REFRIGERATION** - Mechanical refrigeration is required, and potentially hazardous foods must be stored at 41°F or lower. Provide thermometers in all cooling units.

**COOKING** – Poultry must be cooked to 165°F. Hamburger, other ground meat, and pork must be cooked to 155°F. Cook all other meats to 145°F. An accurate, sanitized, metal-stem thermometer must be available and used to check internal food temperatures.

**HOT HOLDING** – Electrical equipment is required to keep food hot if it is cooked and then held before serving. The hot holding temperature must be 135° F or higher.

**Fact:** Most illnesses from temporary events can be traced to improper temperatures during cooking and holding food.

**FOOD DISPLAY AND DISPENSING** - Keep foods and single use items covered to protect them from insects, dust, etc. Single use items that are not covered should be stored with the opening or food contact surface facing down.

**HEALTH AND HYGIENE** – Anyone with cramps, nausea, fever, vomiting, diarrhea, jaundice, open sores, or cuts on the hands must not be allowed in the food booth. Workers should wear clean outer garments, and an effective hair restraint. Workers must not smoke, eat, or drink in the booth.

**DISHWASHING** – Wash equipment and utensils in a 4-step process: 1) wash in hot, soapy water; 2) rinse in clean, warm water; 3) sanitize in a 50 ppm bleach solution for 1 minute; and 4) allow to air dry.

**HANDWASHING** –Set up a handwashing station which includes warm running water, hand soap (not dish soap), disposable paper towels, and a bucket to collect the dirty water. A container of warm water with a push button spigot or turn spout is acceptable. Hands must be washed prior to handling food, after using the toilet, and after touching raw meat or any other surface that may contaminate hands (including hair, face, money, etc.). **Hand sanitizer or sanitizing wipes cannot be used in place of handwashing.**



The use of disposable gloves can provide an additional barrier to prevent contamination, but hands must be washed before putting on gloves, and when changing gloves.

**ICE** – Ice used in beverage cups must be stored separately from ice used to cool cans and bottles. Dispense ice from a bag with a scoop, never with your hands.

**WIPING CLOTHS** – Rinse and store your wiping cloths in a bucket of sanitizer of the proper concentration (e.g., 100 ppm bleach) for wiping down surfaces. Use the appropriate sanitizer test strips. Test strips can be purchased at local health departments.

**NO LEFTOVERS** – Foods left at the end of the day may not be served the next day, and must be discarded. Plan accordingly.

**WATER SUPPLY** – Obtain your water from a potable (safe drinking) source. Any hoses used for dispensing water should be food grade (not garden hoses).

**REFUSE** – Two refuse containers should be available, one for your garbage and another for your customers' garbage. Keep garbage containers covered during periods of inactivity.

**LIQUID WASTE** – Wastewater cannot be dumped onto the ground, streets, or storm drains. Use containers to collect liquid waste and discard in a sanitary manner.

Please make sure your booth has all of the following before your inspection, or your permit may be delayed:

- Handwashing station with hand soap, paper towels, container of warm water, and a bucket to collect wastewater.
- Dishwashing station with three containers large enough to immerse your largest piece of equipment, warm water, dish soap, sanitizer, and test strips for sanitizer.
- Wiping cloth bucket, water, sanitizer, and wiping cloths.
- Metal-stemmed thermometers for checking cooking temperatures and hot holding temperatures.
- Mechanical refrigeration with a thermometer in each unit.
- Containers for trash.