

Multi-Event Temporary Food Service Establishment Plan Review Application Packet (non- packaged)



Public Health
Prevent. Promote. Protect.

**Peoria City/County
Health Department**

Environmental Health
309/679-6161

2116 N. Sheridan Rd.
Peoria, Illinois 61604

www.pcchd.org

Multi-Event Temporary Food Service Establishment License Requirements

What is a Temporary Food Service Establishment?

As defined in Chapter 10, Food Safety, of the Peoria County Code; a Temporary Food Service Establishment is a food service establishment that operates at a fixed location for a period of time not to exceed fourteen (14) consecutive days in conjunction with a single event or celebration.

When is a Temporary Food License Required?

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 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.

What types of licenses are available for Temporary Food Service Establishments?

There are two types of licenses available for Temporary Food Service Establishments:

- **Single-Event Temporary Food Licenses** – These licenses are valid for up to fourteen consecutive days at the same location in conjunction with a single event or celebration. A new application and fee must be submitted for each Single-Event Temporary Food License.
- **Multi-Event Temporary Food Service Establishment Licenses** – These licenses are valid for an unlimited number of 1-3-day events or celebrations, per vendor, per calendar year. Only one application and fee must be submitted for an annual Multi-Event Temporary Food Service Establishment License.

What are general requirements for a Multi-Event Temporary Food Service Establishment License?

- Temporary Food Vendors must have a history with the Peoria City/County Health Department (PCCHD) and remain in good standing (based on administrative and food safety compliance) in order to maintain eligibility for this license.
- All Multi-Event Temporary Food Service Establishment Vendors are required to operate in conjunction with a licensed commissary. The licensed commissary must be the same risk as the Multi-Event Temporary Food Service Establishment License, or higher. If the licensed commissary is not under the same ownership as the Multi-Event Temporary Food Service Establishment License holder, a Commissary Agreement must be submitted with this application. If the commissary is located outside of Peoria County, a copy of the current food license and most recent inspection report must be submitted.
- Multi-Event Temporary Food Service Establishment Licenses are only valid for one stand/location at a time. If multiple stands are set-up and operating simultaneously, each stand will need its own license.
- An Itinerary and Operating Schedule must be provided and updated as needed.
- A Person-in-Charge (PIC) must be present at the food stand at all times while operating under the Multi-Event Temporary Food Service Establishment License. This PIC must also be a Certified Food Protection Manager (CFPM). All other employees must have Food Handler Training.
- All Persons-in-Charge (PICS) must attend a PCCHD Temporary Food Event Training on an annual basis.
- PCCHD Food Safety Enforcement Procedures and Policies apply to this license, including, but not limited to, follow-up inspections and fees, license suspension and reinstatement fees, etc.
- All PCCHD Temporary Food License Rules apply and must be followed.

Multi-Event Temporary Food Service Establishment License Checklist

- Obtain a Multiple-Event Temporary Food License Application Packet:

*In person – 2116 North Sheridan Rd – Peoria – IL – 61604

*Email request – EH@peoriacounty.org

*Online download – www.pcchd.org/149/Forms - Food Safety Forms – “Multi-Event Temporary Food Service Establishment Plan Review Application Packet”

Submit all Required Documents as Outlined Below:

- A completed Multi-Event Temporary Food Service Establishment Plan Review Application Packet
- A labeled, scale drawing of your Temporary Food Stand showing the location of hot and cold holding units, cooking equipment, sinks, etc. Include additional pages for any other setup that may be used
- Information on your proposed menu including a list of which items will be prepared at the commissary and which items will be prepared on-site during events
- Proof of Certified Food Protection Manager
- Temporary Food Event Itinerary
- Commissary Agreement (if applicable)
- Copies of the Commissary’s current food license and most recent inspection report. (if applicable)
- Restroom Agreement (if applicable)
- Multi-Event Temporary Food Service Establishment License Fees

After Submittal of all Required Documents:

- The application will be reviewed **ONLY** after all the above required documents and fees have been submitted.
- All Multi-Event Temporary Food Service Establishment Plan Review Application Packets and any additional information or revisions will be reviewed in the order in which they are received.
- Please allow up to fifteen (15) business days to review the application packet once all required documents are received.
- When your application packet has been reviewed and all Persons-in-Charge (PICS) have attended the PCCHD Temporary Food Event Training, a final inspection of the Temporary Food Stand must be scheduled by calling 309-679-6161.
- A representative of this Department will conduct the final inspection to confirm compliance with the Multi-Event Temporary Food Service Establishment License rules. If the Temporary Food Stand meets the requirements of the license, final approval to operate will be given and the Multi-Event Temporary Food Service Establishment License will be provided to the Licensee/Owner.

Multi-Event Temporary Food Service Establishment Plan Review Application

The undersigned hereby makes application for a permit to operate a temporary food stand in the County of Peoria.

Temporary Food Stand:

Food Stand Name (DBA): _____

Main Contact Phone Number: _____ Main Contact Person: _____

Type of Ownership: Sole Proprietorship

Partnership

Corporation *(provide additional information below)*

Other

Corporation Name: _____

Date of Incorporation: _____ State of Incorporation: _____

Address of Corporate Office: _____

City: _____ State: _____ Zip: _____

List Owner, Corporate Officers or General Partners *(use additional sheets if necessary):*

<i>Name</i>	<i>Title</i>	<i>Residential Address</i>

Licensee (Owner) of Temporary Food Stand:

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ FAX Number: _____

E-mail Address: _____

Send mailings to: Commissary..... Licensee (Owner)

Commissary Information:

Mobile Units, SSV, and Multi-Event Temporary Food Service Establishment Vendors must operate from a licensed commissary that is at least the same risk category or higher.

If the commissary is not located in Peoria County, a copy of the commissary's Food License and most recent inspection must be submitted with this application.

Commissary Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Phone Number: _____ FAX Number: _____

E-mail Address: _____

- The owner of the commissary is the same as the owner of the Mobile Unit or Multi-Event Temporary Food Service Establishment.
- The owner of the commissary is **DIFFERENT** than the owner of the Mobile/Multi-Event Temporary Food Service Establishment. *If the owners of the Mobile/Multi-Event Temporary Food Service Establishment and commissary are not the same, a commissary agreement must be submitted along with a copy of the commissary's Food License and most recent inspection.*

Please list the times that the Mobile or Multi-Event Temporary Food Service Establishment Vendor will be at the commissary:

	<i>Time(s)</i>
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Please mark the activities that will take place at the commissary:

- Dish or equipment washing..... Yes No Storing dry goods Yes No
- Dumping wastewater Yes No Preparation of food Yes No
- Receiving potable water Yes No Cooking and/or reheating of food Yes No
- Storing food (including ice and/or drinks) Yes.. No Throwing away of garbage Yes No

Will all foods and food equipment be stored at the commissary before and after events (no foods or food equipment will be stored in a private home)?..... Yes.... No

Is the water supply of the commissary:

- Public Name of District (as shown on bill) _____
- Well NCPWS# _____

Is the sewage disposal of the commissary:

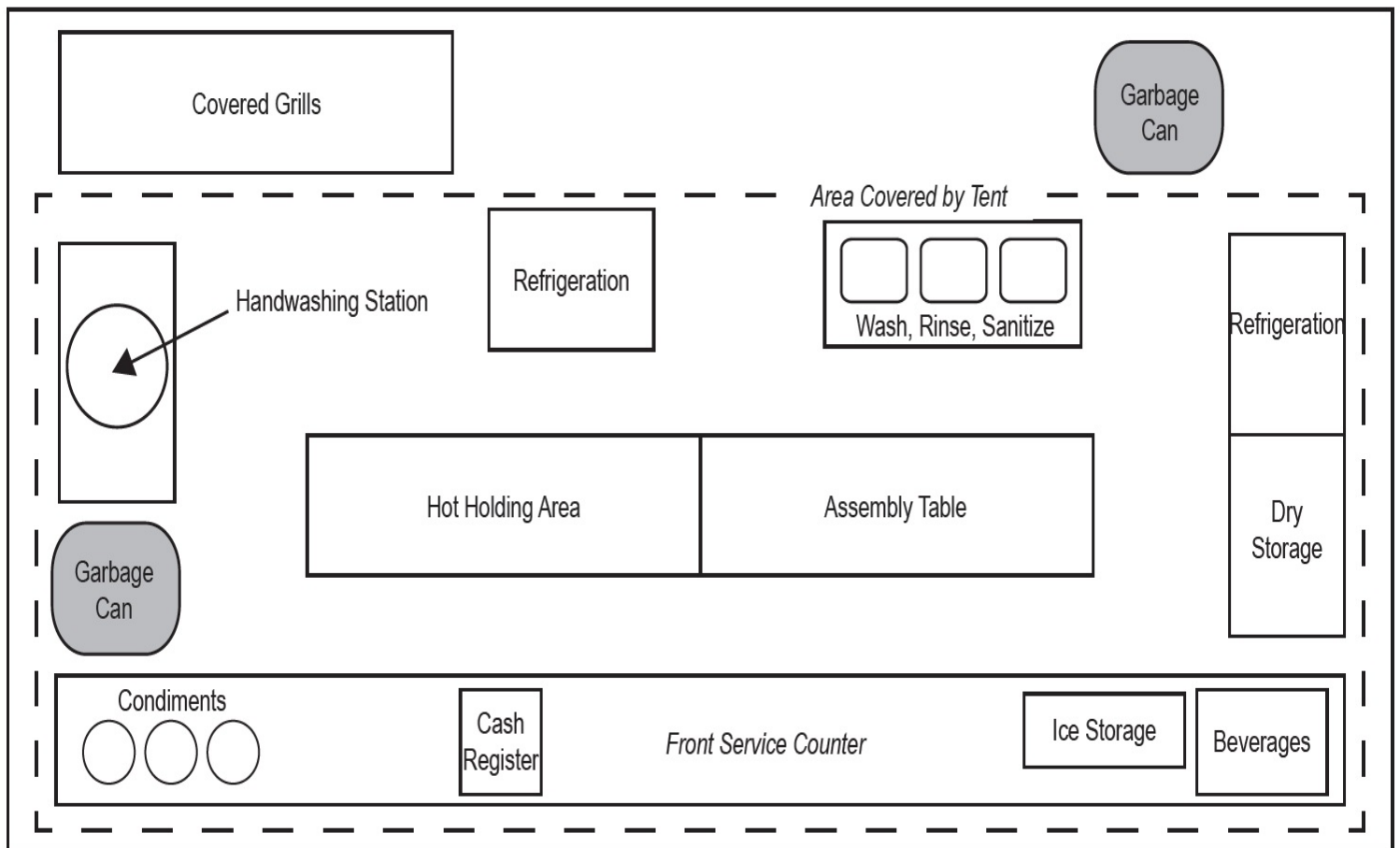
- Public Name of District (as shown on bill) _____
- Septic System

Please be advised, cooked and prepared foods must be consumed or discarded at the end of each event. Cooked and prepared foods cannot be returned to the commissary for re-service at a later date.

EXAMPLE

Temporary Food Vendor Layout

Please include (at minimum): hand-washing sinks, three-compartment sinks, cold and/or hot holding equipment, food prep and cooking equipment, & type of overhead protection.



Reminder: Additional handwashing sinks may be required for larger stands or stands with multiple food handler or ware washing areas.

ACTUAL

Temporary Food Vendor Layout

Please include (at minimum): hand-washing sinks, three-compartment sinks, cold and/or hot holding equipment, food prep and cooking equipment, & type of overhead protection.

A separate sheet with the food vendor layout may be submitted with this application if preferred. *EACH FOOD STAND LAYOUT NEEDS ITS OWN PAGE.*

Multi-Event Temporary Food Service Establishment Menu

Please provide a menu or list of items to be served at Temporary Food Events.

List all food items which will be prepared and/or cooked at the commissary:

List all food items which will be prepared and/or cooked on-site at events:

Unless otherwise indicated, all questions apply to the Temporary Food Establishment ONLY

I. Multi-Event Temporary Food Service Establishment License Specific Requirements

Projected first day of operation: _____

Has the temporary food establishment operated in Peoria County in the past 12 months?..... Yes.... No

Has the temporary food establishment and/or licensed commissary been required to attend a compliance conference with the local health department in the past twelve (12) months? Yes.... No

II. Food

Are all food supplies from inspected and approved sources? Yes.... No

Where are supplies (produce, meat, beverages, etc.) purchased for the temporary food stand?

Will any food preparation take place at the licensed commissary? Yes No

If yes, which foods will be prepared at the commissary? _____

Will time only as a control be used instead of proper hot and cold holding? Yes No

IF YES, written procedures for each food item that you plan to hold under time as a control must be submitted with this application and the food item must be labeled properly

Will all produce be washed prior to use? Yes..... No N/A

If YES, where?..... Commissary On-Site

Will disposable gloves and/or utensils be used to prevent bare hand contact with ready-to-eat foods? Yes..... No N/A

Storage:

Is adequate and approved mechanical hot and cold holding equipment provided to maintain the proper temperatures of all time/ temperature controlled for safety foods (41 degrees F and below, or 135 degrees F and above)? Yes No

Number of mechanical hot holding units: _____ Number of mechanical cold holding units: _____

List the equipment that will be used to maintain a temperature of 135°F or above for all time/temperature control for safety foods being hot held during service: _____

List the equipment that will be used to maintain a temperature of 41°F or less for all time/temperature control for safety foods being cold held during service: _____

How will cross-contamination be prevented during storage and transportation?

Will all foods, dry goods, and single use items be stored at least 6 inches off the ground?..... Yes.... No

Will only single-service articles (paper plates, plastic utensils, to-go boxes, etc.) be provided for use by the consumer? Yes.... No

Cooking:

Check here if all cooking of foods will occur at the commissary.

Will food thermometers be used to measure the final cooking and reheating temperatures?..... Yes.... No

Is a probe thermometer for checking internal food temperatures available in the food stand?..... Yes.... No

II. Personnel

Food handlers must receive ANSI approved food handler training within thirty (30) days of hire. Proof of food handler training must be available for review at all times. Will all employees have food handler training?..... Yes.... No

A Person-in-Charge (PIC) who is a Certified Food Protection Manager (CFPM) must be present at all times that the stand is operating. Will a PIC that is CFPM be present at all events?..... Yes.... No

Copies of certificates for all Certified Food Protection Managers (CFPM'S) must be provided with this application in order for it to be considered complete

Will all employees who are sick with vomiting, diarrhea, sore throat with fever, or have exposed, infected lesions, be excluded from working in the food stand and commissary in all capacities, i.e. set up, cash handling, and prep? Yes.... No

Will employees be excluded from eating, drinking, using electronic-cigarettes, and using tobacco products in the food stand?..... Yes.... No

IV. Structure

Overhead Protection:

Are all foods and food contact surfaces protected from overhead sources of contamination,

i.e., bird droppings?..... Yes.... No

Sinks:

How will water be heated for handwashing sinks and three-compartment sink? _____

Is there a hand washing sink in each food preparation and ware washing area?..... Yes.... No

Do all hand washing sinks have a spigot or hands-free on/off valve (no push button)?..... Yes No

Is soap available at all hand sinks? Yes No

Are paper towels available at all hand sinks? Yes No

Are waste receptacles provided at each hand sink? Yes No

Does the largest pot/pan/utensil fit into each compartment of the three compartment sink?..... Yes.... No

IF NO, what are the plans for washing these items, etc.? _____

Water Supply, Sewage Disposal, Access to Restrooms:

Where will potable water for the food stand be obtained? _____ Will

you be able to transport and provide enough potable water to meet the needs of the temporary food

stand if a potable water source is not available?..... Yes.... No

Where will wastewater created by the temporary food service establishment be disposed? _____

Will the Temporary Food Service Establishment be at the same location for more than 2 hours

for any event?*** Yes.... No

If a Temporary Food Vendor will be at the same location for more than 2 hours, and a public restroom is not located within 200' of the stand, a **Restroom Agreement must be signed for EACH location where the vendor is operating*

V. Miscellaneous

Sanitizing: (PPM = parts per million)

How will utensils and equipment be sanitized (list the concentration) in the **three compartment sink**?

Chlorine _____ppm Quat _____ppm Other _____, _____ ppm

How will cutting boards, counter tops, and other **food contact surfaces** which cannot be submerged in sinks be sanitized?

Chlorine _____ppm Quat _____ppm Other _____, _____ ppm

Will test strips be provided to measure the concentration strength? Yes No

If using chlorine bleach as a sanitizer, is the bleach EPA-registered and approved for use on food contact surfaces?..... Yes.... No

Toxics:

Are all containers of toxics, including spray bottles of sanitizer, clearly labeled?..... Yes.... No

By signing, I certify that the above information is correct, and I fully understand the following:

- **Any changes or alterations to menu, layout, etc., must have prior approval by the Peoria City/County Health Department.**
- **Approval of these plans by the Peoria City/County Health Department does not indicate compliance= with any other applicable local or state ordinances or codes, including City or Township ordinances,= Zoning Codes, Plumbing Code, Fire Code, etc.**
- **Multi-Event Temporary Food Service Establishment Plan Review Application approval and the Multi-Event Temporary Food Service Establishment License must be obtained from the Peoria City/County Health Department prior to operation.**
- **Copies of Food Protection Manager certificates (CFPM) and proof of Food Handler Training for all food handlers must be available for review at all events in which the temporary food vendor is operating under the Multi-Event Temporary Food Service Establishment License.**
- **The Multi-Event Temporary Food Service Establishment License shall be displayed at all events under which the licensee is operating.**
- **I have read the Temporary Food Event Rules and agree to adhere to all of the requirements of this license.**

Owner Printed Name

Date

Owner Signature

Restroom Agreement

*A non-permanent food unit that operates at the same location for two (2) or more hours, MUST have restroom facilities within 200 feet of the food stand/unit. The restroom must be available during all hours of operation, including set up times. Restroom access may be public restrooms or an agreement with a private business owner. **Failure to have restroom access may result in the closure of the food unit.***

*This agreement must be submitted for **EACH** location listed on the **Itinerary and Operating Schedule***

Name of Food Operation (DBA): _____

Operation Location: _____

Street Address

City

Operation Hours and Days (at above location): _____

Signature of Licensee: _____

Restroom Facility Location

Business Name: _____

Physical Address: _____

Street Address

City

Business Phone Number: _____ Business Hours/Days: _____

Approximate distance from the food operation to the restroom (in feet): _____

Authorization to Use Restroom Facilities:

(Not needed for Public Restrooms)

(Printed Name of Person Authorizing Food Unit to Utilize Restroom Facilities)

(Signature of Person Authorizing Food Unit to Utilize Restroom Facilities)

Date

Commissary Agreement

This agreement shall be used when the owner of a Food Unit is not the same as the owner of the licensed commissary.

If the licensed commissary is not in Peoria County, a copy of the Food License and a copy of the most recent inspection must be submitted with this agreement.

The Licensed Food Service Establishment known as _____
 located at _____
 (establishment name)
 (establishment address) hereby agrees to
 provide access for usage as a commissary to _____ to operate a
 (owner of Food Unit)
 Food Unit known as _____. The licensee of the
 (Name of Food Unit)

commissary is responsible for all food service operations conducted on the commissary premises.

The owner of the commissary agrees to allow the owner of the Food Unit access to the commissary for storage, ware washing, food preparation, receiving of potable water, dumping of waste water, and any other use as required during the following hours:

Additionally, the owner of the commissary agrees to allow the owner of the Food Unit to use the following equipment at the commissary (include sinks):

	<i>Time</i>
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

The agreement between the above-mentioned two parties is valid for license year _____ and may be renewed in writing after that date. This agreement expires December 31st of the year issued. However, in the event this agreement is terminated, the Licensed Food Service Establishment and the Food Unit Licensee shall notify the Peoria City/County Health Department. All parties also agree that, in the event of the termination of this agreement, all food service operations must immediately discontinue until the food unit owner secures the services of an approved commissary and provides another Commissary Agreement to the Peoria City/County Health Department. This agreement terminates if the Food Service Establishment does not have a current license to operate.

Signature of Owner or Food Service Establishment Owner

Date

Signature of Food Unit Operator

Date