

Farmers' Market Permit Application

(Farmers' Market ONLY)



Public Health
Prevent. Promote. Protect.

**Peoria City/County
Health Department**

Environmental Health

www.pcchd.org

309/679-6161
2116 N. Sheridan Rd.
Peoria, Illinois 61604

Farmers' Market Permit Requirements

What is a Farmer's Market Permit?

As defined in Chapter 10 Food Safety, of the Peoria County Code; a permit issued to Farmers who meet the definition of farmer and other requirements under the Illinois Food Handling Regulation and Enforcement Act wishing to retail sell packaged time and temperature controlled frozen meat and poultry, eggs, dairy, and frozen foods.

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. This may be required when the farmers' market permit is not applicable. 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, but have other requirements to meet, such as labeling.

What types of permits are available?

There are two types of permits available under the Farmers' Market Permit:

- **Egg Only Permit** – This permit is for farmers who which to only sell eggs at a farmers' market. The permit fee for this is \$75.00 annually.
- **Full Famers' Market Permit** – This permit is for farmers who which to sell any combinations of Meat, Poultry, Dairy, Eggs, or frozen foods. The permit fee for this is \$175.00 annually.

What are requirements for a Farmers' Market Permit?

General

- A completed application must be submitted by the farmer wishing to obtain a permit to the Peoria City/County Health Department for permit approval.
- All foods must be pre-packaged at a licensed, inspected, or approved facility or location.
- All meats and poultry pre-packed in a licensed facility must be kept frozen or below using at minimum a clean hard sided cooler capable of holding proper temperature for the duration of the event, including the time transporting to and from the market.
- All other pre-packaged products must meet requirements of "Main Ingredient", which means an agricultural product that has been grown or raised on the farmer's farm and is the defining or distinctive ingredient in a product, though not necessarily by predominance of weight. These items must be prepackaged in a licensed facility and kept frozen using at minimum a clean hard sided cooler capable of holding proper temperature for the duration of the event, including the time transporting to and from the market.
- Eggs must be held at 45F or below using at minimum a clean hard sided cooler capable of holding proper temperature for the duration of the event, including the time transporting to and from the market. A valid egg license issued by Illinois Department of Agriculture must be provided with the permit application.
- Dairy products must meet requirements under the Grade A Pasteurized Milk and Milk Products Act and be held at 41F or below using at minimum a clean hard sided cooler capable of holding proper temperature for the duration of the event, including the time transporting to and from the market.
- Any hard sided cooler, refrigeration unit, or freezer unit, must have a thermometer that is accurate to plus or minus 3° F
- Farmers' Market Permits must be displayed and in public view during the Farmers' Market.
- A copy of the commissary license and/or inspection must be available when operating in Peoria County.

Continued

Farmers Market Permit Checklist

- Obtain a Farmers' Market Permit Plan Review Application Packet:
 - In person – 6915 W Plank Rd, Peoria, IL 61604
 - Email Request - EH@peoriacounty.org
 - Online Download - www.pcchd.org/149/Forms - Food Safety Forms - "Farmers' Market Permit Application"

Submit all Required Documents as Outlined Below:

- A completed Farmers' Market Permit Plan Review Application Packet
- Proposed menu
- Itinerary and Operating Schedule
- Restroom agreement (if applicable)
- Copies of labels for prepackaged items
- Farmers Market Permit Establishment Permit Fee
- Copy of Meat and Poultry broker's license/s (if applicable – only applies for wholesale meat and poultry agricultural products)
- Copy of Egg License (If applicable)
- Copy of the Dairy License (If applicable)
- Commissary Agreement (if applicable)
- Copies of the Commissary's current food license and most recent inspection report (if applicable)

After Submittal of all Required Documents:

- The application packet will be reviewed ONLY after all the above required documents and fees have been submitted
- All 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
- A representative of this Department will conduct a final inspection at the first scheduled event to confirm compliance with the Farmers Market Permit rules
- If the establishment meets the requirements of the permit, final approval will be given, and the Farmers' Market Permit will be provided to the Permittee/Owner

Farmers' Market Permit Plan Review Application Packet

Permit type:

Egg Only (\$75.00) Full Farmers' Market Permit (\$175.00)

Farmers' Market Stand:

Farm 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*):

Name	Title	Residential Address

Permittee (Owner) of Farmers' Market Stand:

Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Phone Number: _____ FAX Number: _____

Email: _____

Send mailings to: Commissary Permittee (Owner)

Commissary Information:

Check here if you are selling agricultural products only (Dairy, eggs, meat, and/or poultry).

This agreement is for farmers who are creating value added products from the farm in a licensed food establishment.

Retail foods must operate from a licensed commissary that is at least the same risk 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 farmers' market stand.
- The owner of the commissary is **DIFFERENT** than the owner of the farmers' market stand. *If the owners of the farmers' market stand 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 farmer 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 <input type="checkbox"/> Yes <input type="checkbox"/> No | Storing dry goods <input type="checkbox"/> Yes..... <input type="checkbox"/> No |
| Dumping wastewater <input type="checkbox"/> Yes <input type="checkbox"/> No | Preparation of food..... <input type="checkbox"/> Yes..... <input type="checkbox"/> No |
| Receiving potable water <input type="checkbox"/> Yes <input type="checkbox"/> No | Cooking and/or reheating of food <input type="checkbox"/> Yes..... <input type="checkbox"/> No |
| Washing the outside of the vehicle..... <input type="checkbox"/> Yes..... <input type="checkbox"/> No | Cooling of food <input type="checkbox"/> Yes..... <input type="checkbox"/> No |
| Storing food (including ice and/or drinks) <input type="checkbox"/> Yes..... <input type="checkbox"/> No | Throwing away of garbage <input type="checkbox"/> Yes..... <input type="checkbox"/> No |

Is the water supply of the commissary:

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

Is the sewage disposal of the commissary:

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

Unless otherwise indicated, all questions apply to the farmers market stand **ONLY**

I. General

Projected first day of operation: _____

What markets do you plan on attending: _____

Has the farmers' market stand operated in Peoria County in the past 12 months? Yes..... No

Will all items provided to the consumer be pre-packaged and properly labeled?..... Yes..... No

II. Food

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

Will all food for sale be pre-packaged? Yes..... No

Is the food: Commercially Pre-Packaged

Packaged for sale at the Commissary or farm (*if packaged for sale at the commissary, please provide copies of all labels used*)

List all food items for sale: _____

Storage and Cold Holding:

Is adequate and approved freezer, refrigeration, or other means of proper temperature control available to store frozen and refrigerated foods at 41 degrees F and below (eggs 45 degrees F or below) Yes No..... N/A

Does each unit have a thermometer?..... Yes..... No..... N/A

Method of cold holding: _____

Number of cold holding units: _____ Number of frozen holding units: _____

Will dry goods and single use items be stored at least 6 inches off the floor? Yes..... No..... N/A

III. Structure

Overhead Protection:

Are all food and food contact surfaces protected from overhead contamination, i.e. bird droppings?..... Yes..... No

Sanitizing: (PPM = parts per million)

How will food contact surfaces, such as the interior of refrigerators, freezers, coolers, and equipment, be sanitized (list the concentration)?

Quat _____ppm

Chlorine _____ppm

Other _____, _____ ppm

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

Restrooms:

Will the farm stand be at the same location for more than 2 hours for any event?* Yes..... No

If the farm stand will be at the same location for more than 2 hours, a **Restroom Agreement must be signed for EACH location where the vendor is operating.*

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.**
- **Farmers’ Market Permit Plan Review Application Packet approval and the Farmers’ Market Permit must be obtained from the Peoria City/County Health Department prior to operation.**
- **The Farmers’ Market Permit shall be displayed at all events under which the Permittee is operating in Peoria County.**
- **I have read the Farmers’ Market Permit Rules and agree to adhere to all of the requirements.**

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 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 businessowner.

Failure to have restroom access may result in the closure of the stand/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 Permittee: _____

Restroom Facility

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 _____
(Establishment name)

located at _____ hereby agrees to
(Establishment address)

provide access for usage as a commissary to _____ to operate a
(Food unit owner)

Food Unit known as _____ . The licensee of the
(Food unit name)

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 wastewater, and any other use as required during the following hours:

	Time
Saturday	
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

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):

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 Permittee agree to 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