

Application for a License to Conduct a Temporary: (check only one)

Instructions:

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to:
4. Return check and signed application **to:**

- Food Service Operation
 Retail Food Establishment

Hamilton County Public Health
 250 William Howard Taft Road
 2nd Floor
 Cincinnati Ohio 45219

Before license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of temporary food facility		
Location of event		
Address of event		
City		State ZIP
Start date	End date	Operation time(s)
Name of license holder		Phone number
Address of license holder		
City		State ZIP
List all foods being served/sold		

<i>I hereby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:</i>	
Signature	Date

Licensors to complete below

Valid date(s)	License fee: \$23.60
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.



HAMILTON COUNTY PUBLIC HEALTH

250 William Howard Taft Road, 2nd Floor
Cincinnati, OH 45219 • 513.946.7800
hamiltoncountyhealth.org

TEMPORARY FOOD OPERATION INFORMATION FORM

Name of Event: _____

Contact Person: _____ Phone #: _____

Mandatory

How will you keep food hot? _____

How will you keep food cold? _____

Explain your utensil washing procedure: _____

Explain your hand washing setup: _____

Prior to opening, an inspection will occur to ensure that your operation meets the required standards. Upon completion of a passing inspection, your operation will be issued a TEMP License. What time will your operation be setup and ready for an inspection? **MUST BE PRIOR TO OPERATION.**

Date: _____

Time: _____ AM PM

Diagram of Operations

Issuance of a temporary food operations license requires final approval of Hamilton County Public Health. License fees must accompany this application with payment made to Hamilton County Public Health. This application must be received at least 10 days prior to the event. Late applications WILL be rejected. A signature acknowledges acceptance of all requirements listed and the temporary food service operation will meet all requirements in the Ohio Revised Code Chapter 3717.

SIGNATURE: _____ Date: _____

GUIDELINES FOR OPERATING A TEMPORARY FOOD SERVICE

Note: Authorization to conduct a food operation will be issued upon inspection of your food booth by Health District personnel. To prevent delays in opening your booth it is suggested that you be completely operational at least one hour prior to the events starting time.

1. **STRUCTURES** must be complete with flooring, walls and overhead covering. Tents are permissible but a minimum of hard flooring shall be provided in all food preparation and serving areas.
2. **MATERIALS** for counters and tables shall be smooth and easily cleanable.
3. **LIGHTING** shall be provided on all working surfaces such as sinks, counters, and cooking equipment.
4. **FOODS** shall be purchased only from approved sources. The use of home canned or other home prepared foods is not permitted. All foods must be prepared at the temporary location or at a licensed food service establishment.
5. **FOOD STORAGE** shall be in such a manner that all foods are protected at all times and kept a minimum of 6 inches off floor.
6. **HOT AND COLD** storage and thawing of foods :
 - (A) All potentially hazardous foods must be stored at less than 45 degrees or 140 degrees or above at all times.
 - (B) Cold storage will be accomplished by means of mechanical refrigeration.
 - (C) Hot storage may be accomplished by means of warming ovens or hot food warming equipment.
 - (D) Metal food thermometer (probe thermometer) must be available to determine that proper temperatures are being maintained.
 - (E) A household refrigerator thermometer may be used for cold storage facilities.
 - (F) Frozen foods must be thawed by any of the following methods:
 - (1) under refrigeration of 45 degrees or below.
 - (2) as part of the cooking process.
 - (3) microwave.
 - (4) under cold running water.
 - (G) Ice to be used for drinks must be stored in a container which is self draining.
7. **SMOKING, EATING, AND DRINKING** are not permitted within the food booth.
8. **CLOTHING & HAIR CONTROL** – Food Service personnel must wear clean clothing and hair must be controlled to prevent contact with food.
9. **INSECTS** may be controlled by the use of fans.
10. **WATER SUPPLY** shall be adequate, of safe quality, and from an approved source.
11. **UTENSIL WASHING FACILITIES** shall be provided. All eating and multi-use utensils are to be washed and sanitized in at least three containers. Test papers shall be used to determine the concentration.
12. **HAND WASHING FACILITIES** must be available at each food operation.
13. **WASTE STORAGE & DISPOSAL:** Disposal of liquids and wastes shall be in the following manner:
 - (A) liquid wastes shall be held in water tight containers until final disposal in a sanitary sewer or sewage treatment system; such wastes shall not be discharged onto the surface of the ground.
 - (B) Garbage and refuse shall be stored in metal or plastic containers with plastic liners and tight fitting lids. These containers shall be emptied and cleaned daily.
14. **CONDIMENTS** must be stored in squeeze bottles, pump dispensers or individual packets.
15. **WIPING CLOTHS** - must be stored in sanitizing solution of 50 PPM to 100 PPM of chlorine or 200 PPM of ammonia quaternary.
16. **FOOD PROTECTION** - Foods on display to the public must be protected by food shields or packaging.

FAILURE TO FOLLOW GUIDELINES CAN RESULT IN INVALIDATING LICENSE TO OPERATE