



Farmington Valley Health District

95 River Road, Suite C ▪ Canton, CT 06019 ▪ Phone (860) 352-2333 ▪ Fax (860) 352-2542

Avon • Barkhamsted • Canton • Colebrook • East Granby • Farmington • Granby • Hartland • New Hartford • Simsbury

APPLICATION FOR TEMPORARY FOOD SERVICE PERMIT

Fee: \$50.00

Non-profit: \$0

All vendors serving food and/or beverages to the public on a temporary basis are required to have a food service permit. Temporary permits are valid for a maximum of two (2) consecutive weeks if you are set up at the same location/venue **and** serving the same menu. **Please complete the permit application and return to this office no later than 14 days prior to the event. Failure to submit a completed application, including payment on time, may result in exclusion from the event.**

Name of Event: _____

Event Location: _____ Town: _____

Event Date(s): _____ Hours of Event: _____

Date/Time of Set-Up: _____

Name of Event Coordinator: _____ Phone: _____

Name of Food Booth/Trailer/Truck: _____

Address: _____ Town: _____ Phone: _____

Applicants Name: _____ Phone: _____ Email: _____

LIST PRIMARY FOOD HANDLERS AT THE EVENT: (You must keep on file a list of employees who work in the food booth)

Name (Person in Charge of Booth Here)

Name

Name

Name

- ✓ Submit completed application (pages 1-4) and applicable payment.
- ✓ Submit Food Safety Manager's Certificate for Person(s) in Charge of Booth.
- ✓ Submit the attached Base of Operations Form and annual license and most recent inspection form if not permitted in a FVHD town.
- ✓ Submit a sketch layout of food booth/trailer/truck.

PROPOSED MENU – LIST MENU ITEMS BELOW

List all food and/or beverage items provided at the event

Approved Food Source(s) (Check all that apply)

- Meat and Poultry- USDA or CT Dept. of Ag Approved
- Dairy- USDA Approved
- Eggs- USDA or CT Dept. of Ag Approved
- Fish- Commercially Caught
- Shellfish FDA Approved- Shellfish Shippers Tag

Where Will Food Be Purchased?

- Grocery Store: _____
- Farmers Market/Local Farm: _____
- Restaurant: _____
- Other: _____

Food Booth/Concession Trailer/Truck

- Food Booth: Overhead Covering Flooring Enclosed Structure
- Concession Trailer/Truck
- Other: _____

Hand Washing Facilities

- Temporary Hand Wash Station Other: _____
- Commercial Portable Hand Wash Sink
- Hand Wash Sink Inside Concession Trailer/Truck

On-Site Temperature Control Methods (Check all that apply)

Cooking and/or Reheating	Hot Holding	Cold Holding	Transport
<input type="checkbox"/> Gas Grill <input type="checkbox"/> Fryolator <input type="checkbox"/> Stove/Oven <input type="checkbox"/> Propane Burner <input type="checkbox"/> Induction <input type="checkbox"/> Other: _____	<input type="checkbox"/> Electric Steam Table <input type="checkbox"/> Hot Holding Cabinet <input type="checkbox"/> Gas Grill <input type="checkbox"/> Sterno Chafing Dishes <input type="checkbox"/> Stove/Oven <input type="checkbox"/> Other: _____	<input type="checkbox"/> Refrigerators <input type="checkbox"/> Coolers and Ice <input type="checkbox"/> Freezer Chest <input type="checkbox"/> Refrigerated Truck <input type="checkbox"/> Other: _____	<input type="checkbox"/> Cambros <input type="checkbox"/> Coolers and Ice <input type="checkbox"/> Mobile Refrigeration <input type="checkbox"/> Other: _____

Water Supply

Power Source

Waste Disposal

<input type="checkbox"/> Public Water <input type="checkbox"/> Private Well- Submit Analysis <input type="checkbox"/> Commercially Bottled Water <input type="checkbox"/> Other: _____	<input type="checkbox"/> Temporary Electrical Connection <input type="checkbox"/> Permanent Electrical Connection <input type="checkbox"/> Portable Generator <input type="checkbox"/> Other: _____	<input type="checkbox"/> Restrooms <input type="checkbox"/> Portable Toilets <input type="checkbox"/> Garbage Receptacle onsite <input type="checkbox"/> Garbage Receptacle on Trailer <input type="checkbox"/> Other: _____
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I acknowledge the following:

- The receipt and retention of this permit depends on compliance with the CT Public Health Code Regulations 19-13-B42.
- I have read the attached FVHD Temporary Food Service Permit Guidelines.
- **I attest that no food will be prepared, stored, or cooked at my home.**
- In the case that this application is completed for multiple events at the same location, **I attest that the menu offered for each of the listed dates is identical. There will be not additions or modifications without prior FVHD approval.** I am aware that if additional menu items are offered, the FVHD may require that an amended application and separate permit fee be submitted for that event.
- Failure to comply with the before mentioned may result in the revocation or the suspension of your food permit.

Signature of Applicant: _____ Date: _____

FOR OFFICAL USE ONLY- DO NOT WRITE BELOW THIS LINE

Application reviewed by: _____ Date: _____

Comments:

Provide Sketch of Food Booth/Trailer/Truck



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BASE OF OPERATION DECLARATION FORM

All Class 2 & 3 Itinerant OR Temporary Food Vending Establishments shall operate from a licensed commissary or other licensed fixed food establishment. Please use this form to provide the FVHD with required information on your base of operation.

Temporary Event & Farmers' Market Vendors- Use this form only if food is prepared off site.

Itinerant or Temporary Food Vending Establishment:

Name of Vending Establishment: _____

Name of Legal Owner: _____ Phone: _____

Mailing Address: _____ City/Town: _____

Email Address of Owner: _____ Cell Phone: _____

- Operating as a (check one):
- Licensed Itinerant Food Vending Operation (FVHD Annual License)
 - Temporary Food Event (1-14 day event fixed location)
 - Temporary Seasonal Food Service Permit (180 days same location/menu)
 - Farmers' Market Vendor

Base Operation/Commissary:

The Base of Operation facility shall be licensed and inspected by a Local Health Department/District or the CT Department of Consumer Protection in order to support your food service operation. **Please attach a copy of their current license and most recent inspection report AND a letter of use agreement from the Commissary Owner.**

Name of Base of Operation: _____

Street Address: _____ City/Town: _____

Name of Legal Owner, Base of Operation: _____ Phone: _____

This kitchen/facility will be used for the following: (Check all that apply)

- Cold food preparation
- Cold food storage
- Cooking or reheating
- Hot Holding
- Cooling
- Dry Food/Supply Storage
- Solid/Liquid Waste Disposal
- Ware washing
- Other: _____

Water Supply at Base Kitchen: Public Private Well (Provide recent water test analysis)

Liquid Waste Disposal at Base Kitchen: Public Sewer Private Septic

- The undersigned agrees to comply with all regulations enforced by the Farmington Valley Health District.
- I understand that no food can be prepared, or food/food equipment stored in my home.

Signature

Date



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FVHD TEMPORARY FOOD SERVICE PERMIT GUIDELINE

All applicants shall complete a temporary food service permits application and submit the proposed menu and applicable payment to the FVHD at least 14 days prior to the scheduled event. FVHD may deny the application if it is NOT complete OR if it is NOT submitted in the required time frame.

ITEMS REQUIRED AT A TEMPORARY EVENT

- Food contact surface Sanitizer solution (Chlorine bleach or Quaternary Ammonia)
- Chemical test strips (for measuring sanitizing solution)
- Digital thin probe thermometer
- Alcohol swabs (to clean/sanitizer thermometer probe)
- Hair restraints (hat, hairnet, etc.)
- Extra cooking/dispensing utensils
- Gloves
- Adequate supply of potable water
- Soap and paper towels
- Handwashing sink or temporary handwashing set up
- Adequate overhead protection
- Refuse container(s)
- Food temperature logs
- Refrigeration thermometers inside refrigeration and/or food coolers with ice
- Fire extinguisher (Class K required for cooking producing grease vapors)
- FVHD Food Handler Log Sheet

A FVHD Sanitarian may contact the applicant prior to the event to verify the information in the application and to discuss food handling procedures. The person in charge of the food booth/trailer/truck will be responsible for ensuring proper procedures are understood and followed by all on-site food workers, should be actively involved in the preparation of the food that will be served, and will be on-site for the event.

- The FVHD has the right to limit, restrict, or modify menu items offered at the temporary event and may also restrict or modify preparation methods. On-site food preparation in the food booth shall be minimal.
- Foods shall be from an approved source. Receipts and invoices shall be retained and may be requested by a FVHD Sanitarian.
- All foods must be prepared either in a licensed kitchen or on-site at the food booth/trailer/truck.
- Home cooking/preparation/canning of foods is NOT permitted.
- **Food service establishments located outside of the FVHD jurisdiction applying for a temporary food permit shall submit the following:**
 - ✓ A Base of Operations Form & applicable documents.
 - ✓ A Certified Food Projection Manager's certification for the food handler overseeing food preparation on-site.

HAND WASHING

Hand washing is your first line of defense against food-borne illness. A temporary hand washing station can be used. They must have warm water in a jug or other container with a free-flowing spigot, soap, and paper towels. A waste bucket is also needed to catch the wastewater.

Remember to wash your hands for at least 20 seconds with warm water and soap. Always wash your hands prior to handling food and when working with raw foods. Also wash your hands:

- ✓ Before starting work
- ✓ After using the bathroom
- ✓ After coughing or sneezing
- ✓ After smoking or using a cell phone
- ✓ Whenever hands become contaminated or soiled

BARE HAND FOOT CONTACT OF READY TO EAT FOOD IS PROHIBITED

PROPER TEMPERATURES

All meat and poultry must be cooked thoroughly to their proper cooking temperatures before being served.

The proper cooking temperatures are:

- Whole Roasts - 145°F (for 3 minutes)
- Ground Beef - 155°F
- Shell Eggs, Meat, Pork - 145°F
- Poultry - 165°F
- Fish/Seafood - 145°F
- Reheating food items - 165°F

Hot Foods must be held at 135°F or higher in hot holding units after cooking.

Keep cold food in the refrigerator, in coolers, or on ice at 41°F or less. During transportation, required food temperatures must be maintained. Hot food must be 135°F or higher and cold foods must be 41°F or colder. Temperature logs are STRONGLY recommended.

CLEANING AND SANITIZING

If you are serving hazardous foods such as dairy products, eggs, poultry, seafood, beef, pork, rice, pasta, potatoes, cooked vegetables, cut melon, sprouts, gravies, sauces, and stuffing, you are required to clean and sanitize utensils, equipment, and all workstations using the three-step process listed below.

1. Wash all utensils in the 1st basin containing soap and water.
2. Rinse the utensils in the 2nd basin containing clean water.
3. Sanitize the utensils, etc., in the 3rd basin containing water and an approved food contact sanitizer (Chlorine or Quaternary Ammonia). It is important to test the third basin with chlorine or Quat test strips. The test strips should read either 50 or 100 ppm for chlorine or 200-400ppm Quat. Always read the manufacturers label for mixing and testing instructions. Test strips can be purchased from a restaurant supplier

ILL FOOD SERVICE WORKERS

Ill food service workers should never be allowed to work in a food booth. These workers can easily transmit disease-causing organisms to food, drink, and items such as utensils that customers use. Ill food workers are a significant cause of foodborne illness. Any person recently having diarrhea, vomiting, fever with sore throat, jaundice, cuts or burns on hands should not be allowed to work in a food booth.

GROUND STORAGE

Food, beverages, or related items such as napkins, cups, and ice, shall not be stored on the ground because of possible insect or other contamination. You must provide tables that will elevate these items at least 12 inches off the ground.

