



**Public Health**  
Prevent. Promote. Protect.

**Peoria City/County  
Health Department**  
Health Protection Division  
Environmental Health

# Temporary Food Stand Application

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

Location (Address of Event): \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_

Name of Food Stand/Organization: \_\_\_\_\_

Food Stand Licensee/Owner: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address (City, State, ZIP): \_\_\_\_\_

Email: \_\_\_\_\_ On-Site Contact Phone: \_\_\_\_\_

**Food and/or Beverages to Be Served** (if additional space is needed, please attach additional sheet)

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

Source of food and/or beverages: \_\_\_\_\_

Serving Time: \_\_\_\_\_ What time will you be ready for inspection and licensure? \_\_\_\_\_

Food prepared on site? .....  Yes....  No, where? \_\_\_\_\_

Electrical service\* at site? ..  Yes ...  No \*Mechanical refrigeration is required for potentially hazardous food

Source of water?...  City Water Supply ...  Commercially Bottled ...  Well (if checked, include current sample results)

Method for heating hot water for handwashing and 3 compartment set-up: \_\_\_\_\_

Type of sanitizer used? .....  Bleach .....  Quat .....  Other \_\_\_\_\_

Sanitizer test strips available? .....  Yes .....  No

Are proper backflow prevention devices in place? .....  Yes .....  No .....  N/A

Are food grade hoses being used? .....  Yes .....  No .....  N/A

Submitted Temporary Establishment Layout/Diagram? (maybe drawn on back side in box) .....  Yes .....  No

Do you have a copy of the Peoria City/County Temporary Event Rules? .....  Yes .....  No

Name of Event Coordinator: \_\_\_\_\_ Phone # \_\_\_\_\_

**Form continued on other side...**

## Temporary Establishment Layout/Diagram

**Note:** Include all hand washing stations, mechanical refrigeration, hot holding area, cooking area, ware washing area, and any other equipment.

**Additional Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### *License Requirement*

**It is unlawful for any person to operate a temporary establishment who does not possess a valid license issued by the Peoria City/County Health Department. This license is not transferable from person to person and it is valid only in the location for which it was issued.**

***A valid license must be posted in the stand in a location visible to customers.***

**License Fees:**     1-3 Day Event = \$55<sup>00</sup>                       4-14 Day Event = \$150<sup>00</sup>

**Late Fees:** Any temporary event application **NOT received at least five (5) business days prior** to the event will be charged an additional \$50<sup>00</sup>.

A completed application must be submitted in order to process your temporary establishment application.

**I affirm that the information above is true to the best of my knowledge.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Office Use Only**    Temp License # \_\_\_\_\_    Reviewer \_\_\_\_\_    Date \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

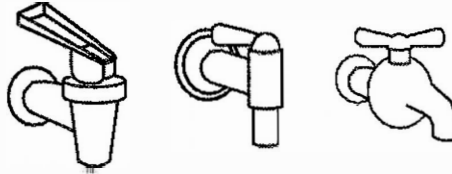
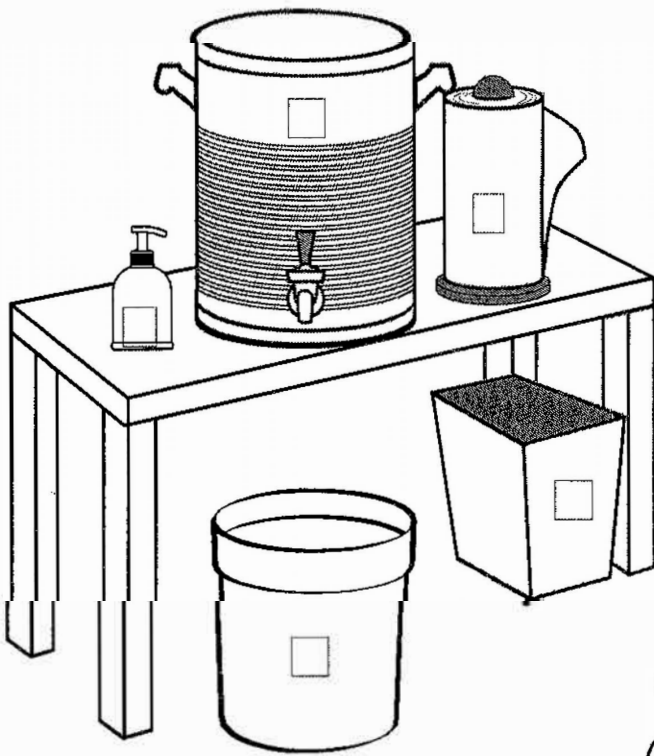
## Temporary Handwashing Station Set-up

A temporary handwashing station is required at all temporary food establishments. This must be set up **prior** to any food preparation or sales.

Provide a sink with potable hot and cold water under pressure OR

- a warm water container with a free flowing spigot (NO push button containers!)
- pump type soap dispenser
- single use/disposable paper towels, and
- a waste paper receptacle.

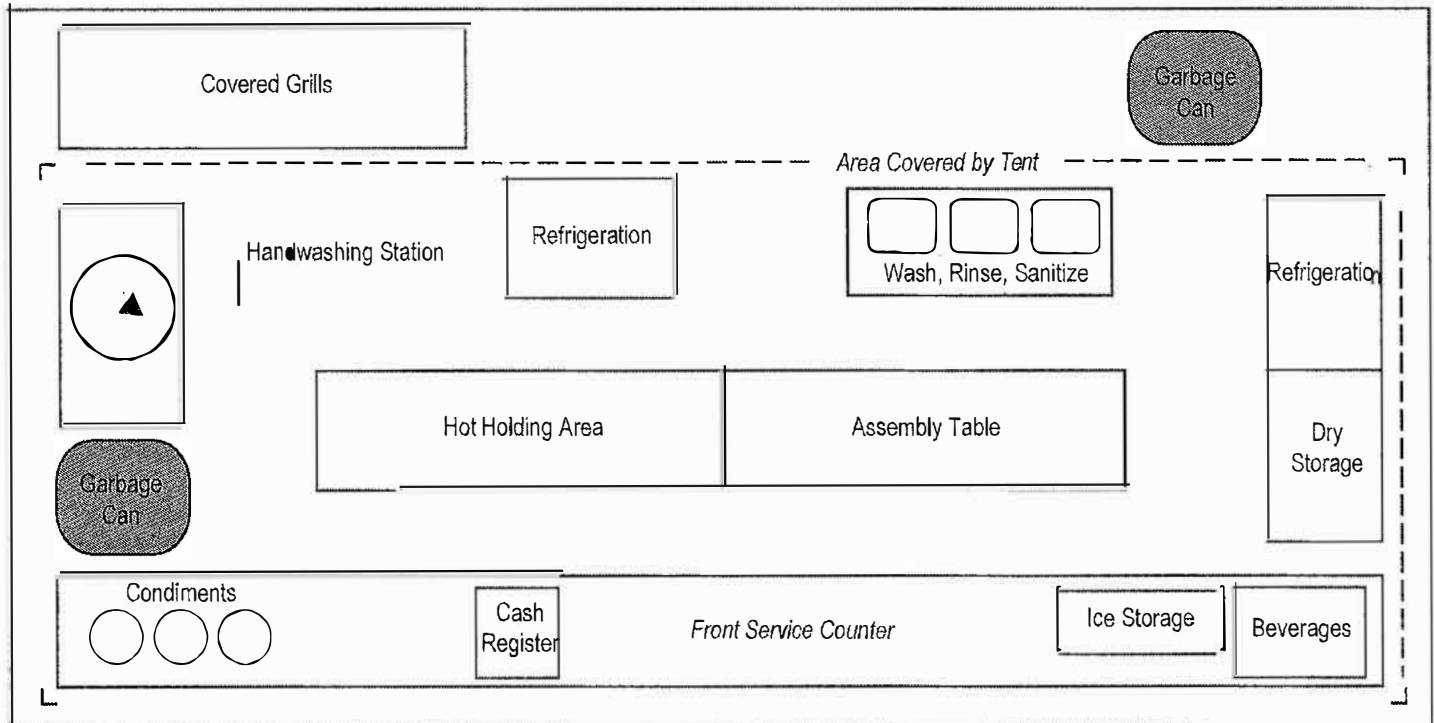
Additional handwashing stations may be required for larger stands or stands with multiple food handling or ware washing areas. All food workers must wash their hands when they return to the temporary establishment after using the restroom, eating, smoking, handling unclean items, changing tasks, or handling money.



Any of these types of spigots are allowed. They can be turned on, and will continue to provide a free flow of water until turned off.

Push button spigots are NOT free flow. NOT ALLOWED.

## Example Booth Layout





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## Peoria City/County Health Department Temporary Food Permit Rules

These rules have been adopted and implemented to comply with Section 10-31 Temporary Food Service Establishments, C, of Chapter 10 Food Safety of the Peoria County Code. Other sections of this Code may also apply to the Peoria City/County Health Department Temporary Food Permit Rules.

### Food Safety

- All food must be **prepared on site, unless it is prepared at a licensed establishment** and transported properly according to code. **NO** food prepared from **HOME!**
- Food and food items must be protected during preparation, storage, and display. All items must be elevated above the ground/floor at least six (6) inches.
- Potentially hazardous foods previously cooked at a licensed food establishment must be rapidly reheated to at least 165°F for 15 seconds in approved heating equipment.
- Food prepared on site is prohibited from being cooled and reheated.
- All potentially hazardous foods must be maintained at 41°F or below or 135°F or above.
- Thawing of potentially hazardous foods must be done in the following manner:
  - Under cool running water;
  - In a refrigeration unit;
  - As a part of the cooking process; or
  - In a microwave immediately followed by cooking.
- Food must be cooked to proper internal temperatures:
  - Fruits and vegetables for hot holding: 135°F;
  - Fish, meat, and shell eggs for immediate service: 145°F for 15 seconds;
  - Pork, game animals, comminuted fish and meats, injected meats, shell eggs *not* prepared for immediate service: 155°F for 15 seconds;
  - Poultry, stuffed meats, field-dressed wild game animals, stuffed pasta, and foods reheated for hot holding: 165°F for 15 seconds.
- Potentially hazardous salads, cream pies, or similar foods **must be approved prior to the event.**

### Hand Washing and Personal Hygiene

- At least one free flowing spigotted container of warm water with a “hands free” on/off valve and a waste water catch container, hand soap, and disposable towels must be provided to properly wash hands.
- Additional hand washing stations may be required for larger stands or areas with multiple food handling or ware washing areas.
- Employees must have their hair effectively restrained to prevent contamination of food and food contact surfaces.
- Smoking, eating, chewing gum, and drinking is prohibited within the food service area, including the ware washing area.
- Bare hand contact is prohibited with ready to eat foods.
- Employees who are sick, especially with active diarrhea or vomiting are prohibited from working with food operations.

*Continued...*

## Water and Wastewater

- Water must be from an approved source: public or commercially bottled. If water is from a private or semi-private well it must have satisfactory Total coliform and nitrate sample results.
- Hoses used to provide water shall be food grade quality, and backflow and back siphonage devices shall be provided to protect the water supply.
- All liquid waste shall be disposed into public sewers or approved location by regulating authority (mobile units must provide a holding tank for waste). Discharging to the ground surface is NOT allowed.

## Equipment

- Mechanical refrigeration capable of keeping all potentially hazardous foods **at or below 41°F** must be provided. **Ice and ice coolers may NOT** be used to store potentially hazardous foods without prior approval from the Assistant Director and/or Director of Environmental Health.
- Accurate and conspicuous thermometers are required in all refrigerators and freezers containing potentially hazardous foods.
- Metal stem-type thermometers (calibrated to  $\pm 2^{\circ}\text{F}$ ) must be also provided to monitor food temperatures.
- Alcohol pads or sanitizer must be used to clean thermometers between uses.
- Cooking equipment **capable of rapidly heating** potentially hazardous foods to proper temperatures is required. Steam tables, crock pots, chafing dishes, etc. **cannot** be used for cooking or reheating food.
- Steam tables, roasters, or other hot holding devices capable of maintaining all potentially hazardous foods **at 135°F or above** are required. (Chafing dishes heated by chafing fuel **cannot be used for outdoor events**).
- Non-absorbent, durable and easily cleanable covered garbage receptacles must be provided.

## Utensils, Ware Washing, and Sanitizer

- A covered **WASH, RINSE, and SANITIZE** set-up must be provided to properly wash and sanitize utensils and food equipment. Clean buckets or other containers with lids or other covers may be used for these compartments.
- Dish soap, an approved sanitizer, and test strips for that sanitizer must be provided.
- **A properly labeled bottle of approved sanitizing solution and disposable towels must be provided.** Chlorine (bleach) is recommended, and the solution must be 100-200 ppm. Prepare a new solution at least once daily, but check concentration between use throughout the day. Change as needed.
- Only single-service articles may be used by customers, unless discussed and approved by Assistant and/or Director of Environmental Health prior to event. If the event is in a church or other type of building, and is NOT a festival type event, provisions may be made to use silverware and other dishes.

## Conditions Not Addressed

- These policies are intended to be administrative guidelines for Health department personnel in the conduct of their duties. It is understood that, in the interest of protecting the public's health, Health Department staff may deviate from these guidelines based on their professional judgment. If a decision is made to not adhere to these guidelines, personnel shall document the conditions that necessitated the deviation and the underlying factors that influenced that finding.
- In order to protect the public's health, the Health Department reserves the right to impose additional regulatory health protection requirements beyond those outlined in these guidelines if conditions warrant such action.

This policy was adopted by the Peoria County Board of Health on 12th day of December, 2011.