

Multi-Event Temporary Food Service Establishment Plan Review Application

*(Pre-packaged Foods
ONLY)*



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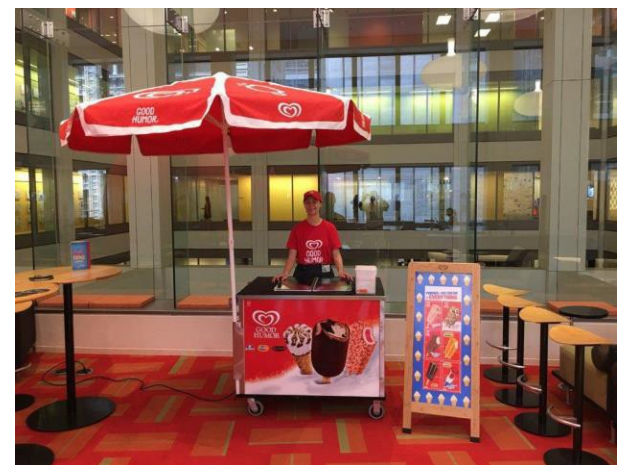
**Peoria City/County
Health Department**

Environmental Health

309/679-6161

2116 N. Sheridan Rd.
Peoria, Illinois 61604

www.pcchd.org



Multi-Event Temporary Food Service Establishment License Requirements (Pre-packaged Foods Only)

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 an 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 (Pre-Packaged Foods Only)?

General

- 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. **Please note: Farmer's Market vendors selling agricultural goods (meat, eggs, and/or poultry) are not required to operate out of a licensed commissary but shall submit a copy of current broker's license/s.**
- 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.
- The PIC (Person-in-Charge) of the (Pre-Packaged Only) Temporary Food Stand 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.

Continued

Multi-Event Temporary Food Service Establishment License Checklist (Pre-Packaged Foods)

- Obtain a Multi-Event Temporary Food Service Establishment Plan Review Application Packet (Pre-Packaged Foods Only):
 - In person - 2116 North Sheridan Road - 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 (Pre-Packaged Foods Only)"

Submit all Required Documents as Outlined Below:

- A completed Multi-Event Temporary Food Service Plan Review Application Packet (Pre-Packaged Foods Only)
- Proposed menu
- Itinerary and Operating Schedule
- Restroom agreement (if applicable)
- Copies of labels for prepackaged items
- Multi-Event Temporary Food Service Establishment License Fees
- Copy of broker's license/s (if applicable – for meat, eggs, poultry agricultural products)
- Commissary Agreement (if applicable – for non-agricultural products)
- Copies of the Commissary's current food license and most recent inspection report (if applicable – for non-agricultural products)

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
- When your application packet has been reviewed and all PIC (Persons-in-Charge) 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 a 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 will be given and the Multi-Event Temporary Food Service Establishment License (Pre-packaged Only) will be provided to the Licensee/Owner

Multi-Event Temporary Food Service Establishment Plan Review Application Packet (Pre-Packaged Only)

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):

Name	Title	Residential Address

Licensee (Owner) of Temporary Food Stand:

Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Phone Number: _____ FAX Number: _____

Email: _____

Send mailings to: Commissary Licensee (Owner)

Commissary Information:

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

Provide a copy of broker's license instead of a commissary agreement.

Mobile Units and Multi-Event Temporary Food Service Establishment Vendors 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 Mobile Unit or Multi-Event Temporary Food Service Establishment.
- The owner of the commissary is **DIFFERENT** than the owner of the Mobile Unit or 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 Unit or Multi-Event Temporary Food Service Establishment Vendor will be at the commissary:

	Time(s)
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# _____

Is the sewage disposal of the commissary:

Public Name of District (as shown on bill) _____

Septic System

I. General

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 12 months?..... Yes.... No

Will only single-service articles (paper plates, plastic utensils, to-go boxes, etc.) be provided for use by the consumer? 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 (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 and refrigeration available to store frozen and refrigerated foods at 41 degrees F and below (eggs 45 degrees F and below)? Yes No..... N/A

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

Number of refrigeration units: _____ Number of freezer 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)

Quat _____ppm

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

Chlorine _____ppm

Other _____, _____ppm

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

Restrooms:

Will the Temporary Food Service Establishment be at the same location for more than 2 hours for any event?* Yes..... No

If the Temporary Food Service Establishment 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.**
- **Multi-Event Temporary Food Service Plan Review Application Packet approval and the Multi-Event Temporary Food Service Establishment License must be obtained from the Peoria City/County Health Department prior to operation.**
- **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

Itinerary and Operating Schedule

I plan on operating ONLY at Farmer's Markets (please indicate which farmer's markets you plan to operate at below)

I agree to submit notification of all events at which I intend to operate, including notification of event cancellation, changes in event date/time/location, etc., to the Peoria City/County Health Department by calling 309-679-6161 during normal business hours, 309-679-6000 after normal business hours, or by emailing EH@peoriacounty.org (email option is only available for Multiple-Event Temporary Food and Mobile Unit Licensees)

Operating Location	Approximate Time (Dates/Days) at Location

If your operating location(s) or route changes, an updated Itinerary and Restroom Agreements for each location must be submitted to the Peoria City/County Health Department.

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 Licensee: _____

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 _____
(establishment address) hereby agrees to

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

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

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>
Saturday	
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

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 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