

# Temporary Food License Application Packet

A temporary food license is required for any individual that wishes to prepare and/or serve food for a cost or required donation at an event for no more than five consecutive days. You are limited to ten temporary food service licenses per person, per licensing period (March 1st – Last Day of February).

*Note: For full list of excluded operations and entities please read Ohio Revised Code 3717.22 and 3717.42.*

## Step 1 Application Process

- ☐ Carefully read and understand **Temporary Food License Requirements. Page #2.** (Note: Be aware that NCHD may make additional requirements beyond these guidelines.)
- ☐ Ensure that you meet all requirements. Applicants that do not meet all requirements will not be licensed.
- ☐ Complete and sign the **Application for a License to Conduct a Temporary FSO/RFE Page #3 - #5.**
- ☐ Submit the application and payment at least 2 days prior to the event at the Norwood City Health Department (NCHD) office **with the fee of \$69.00 for commercial and \$34.50 non commercial.**
- ☐ Upon successful completion of application review, NCHD Sanitarian will contact you to review the application and schedule a time for inspection.

## Step 2 On the Day of Event

- ☐ Set up your temporary food booth in accordance the submitted and approved plan.
- ☐ Meet with NCHD Sanitarian as scheduled. Upon successful completion of the inspection, NCHD Sanitarian will issue your license.
- ☐ Display your license in plain view for your customers.

**SPECIAL NOTE:** Temporary food licenses are non-transferable. Should your event be cancelled and need to be re-scheduled, it is **YOUR RESPONSIBILITY** to contact us at (513) 458- 4600 during office hours.

# Temporary Food License Requirement

- Food source:** All food must purchase from approved source, prepared onsite or in licensed kitchen. **FOOD PREPARED AT HOME WILL NOT BE PERMITTED.**
- Ice must be obtained from an approved source.** A scoop with a handle must be provided. Nothing can be stored in ice used for drinks or for other consumption. If ice is used to keep food and packaged drinks cold, it cannot be used for consumption.
- Potable water:** Sufficient approved potable water must be provided at all times of operation.
- Roof:** Some type of roof must be provided to protect the food during preparation and storage from possible overhead contamination (e.g. 10 x 10 pop up tent). *Note: Check with local fire authorities as cooking on an open flame under a tent is generally not permitted.*
- Storage:** Raw animal foods must be stored away from each other and ready-to-eat/cooked food. Store food and utensils including but not limited to drinks, oils, fruits, and vegetables off the ground. Pallets, crates and tables are acceptable.
- DO NOT thaw food at room temperature.** Thaw TCS food using one of the following methods: in refrigeration; under cool running water; as part of the cooking process or; in a microwave if cooking is to follow immediately.
- A calibrated food thermometer** accurate to +/-2°F with a range of 0-220°F is required to be onsite to ensure proper holding and cooking temperatures.
- Eating, drinking and smoking are not allowed** in food stands. A closed drink cup with a lid and a straw is allowed, if spilling or dripping onto exposed food, clean equipment, utensils, and linens, or single-use articles will not occur.

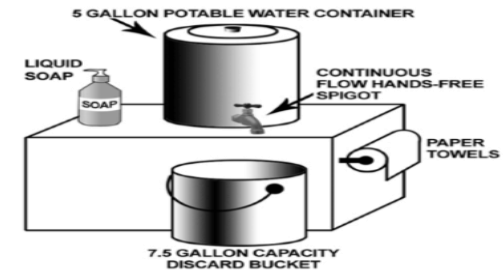
- Cooking temperature:** Foods must be cooked according to the proper temperatures below:

Product	Minimum Cooking Temperature/Time
Poultry and ground poultry	165°F for 15 seconds
Stuffing and casseroles with fish, meat, poultry or ratites	165°F for 15 seconds
Ground meats, fish and game animals	155° F for 15 seconds
Ratites, mechanically tenderized and Injected meats	155° F for 15 seconds
Pork, beef, veal, lamb, goat and other game animals	145°F for 15 sec; <i>roast 145°F for 3 min/150°F for 1 min/158°&lt;1min</i>
Fish	145°F for 15 seconds
Raw eggs broken and cooked for immediate service	145°F for 15 seconds
<ul style="list-style-type: none"> <li>If cooking whole meat roasts including beef, corned beef, lamb, pork and cured pork roasts follow the oven temperature specification outlined in Ohio Uniform Food Safety Code 3717-1-03.3 (A) (4).</li> <li>If using microwave for cooking raw animals, heat to a temperature of 165°F in all part of the food.</li> </ul>	

- Cold holding:** All cold Temperature Controlled for Safety (TCS) foods such as meat, poultry, eggs, cut leafy greens, dairy products and other products containing these items must be maintained at 41°F or below.
- Hot holding:** All hot TCS foods must be maintained at an internal temperature of 135°F or above (with the exception of whole meat roasts).
- Dispensing:** Condiments such as cream, sugar, and ketchup must be served in single service packets or from a tightly covered dispenser or squeeze bottle. Single use straws & stirrers must be individually wrapped or served from a dispenser.
- No bare hand contact** with ready-to-eat foods is allowed. Plastic gloves, deli tissues, tongs or utensils must be used to handle ready-to-eat foods.

- Handwashing station:** must be provided and should consist of:

- Hot water in a dispenser with a spigot
- Hand soap
- Disposable towels
- Waste water container



- Food handlers must be healthy** and free of communicable disease, open sores or infected wounds.
- Wastewater** needs to be disposed of through an approved sanitary sewage system. Do not dump wastewater on the ground or in the street.
- Dishwashing facilities must be provided** to properly clean and sanitize dishes and utensils. Three compartments must be provided (for example, three tubs):
  - 1st compartment – wash in hot soapy water
  - 2nd compartment – rinse with clear, clean water
  - 3rd compartment – soak in approved sanitizer for at least ten seconds
  - Air dry
- Sanitizing solution:** Non scented chlorine bleach - 50 ppm (1 teaspoon per gallon of water)  
Iodine - minimum 12.5 ppm  
QUAT - As recommended by manufacturer  
**Appropriate test strips must be used to measure sanitizing solution concentration**



# 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: Norwood City Health Department
4. Return check and signed application **to:** Norwood City Health Department  
2059 Sherman Avenue  
Norwood, OH 45212

- ☐ Food Service Operation  
☐ Retail Food Establishment

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		
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<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:
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.

<b>Preferred inspection time</b>	
<b>License holder email address</b>	
<b>Name of sponsoring group (If applicable)</b>	
<b>Event organizer name</b>	<b>Event organizer phone number</b>
<b>Where will you purchase the food and or ingredients for the food items you will be selling at the event? List all vendors, suppliers and/or licensed facilities.</b>	
<b>What is the source of potable water used for the food event?</b>	
<b>How will liquid waste be disposed?</b>	
<b>How will solid waste be disposed?</b>	
<b>List all foods and beverages to be sold. Include condiments, toppings, ice, etc.</b>	
<b>Where will food be prepared?</b>	
<b>Will you be selling any cottage food items or bakery products produced at home? If so, please list the food items, and include if you have a home bakery license with Ohio Department of Agriculture.</b>	

**How will food be cooked to proper temperature and maintained at 135°F or above?**

*Grills, stoves and microwaves are acceptable for heating; crockpots and steam tables are not. After rapid heating, hot food can be placed in a crockpot or steam table for hot holding only.*

**How will cold foods be kept cold (below 41°F) or frozen?**

**Describe your handwashing station set up**

**Describe your dish washing station set up**

**Describe your procedure to avoid bare hand contact with ready to eat food.**

*Deli tissues, tongs, spoons, forks, spatulas shall be used.*

**How will hot water for handwashing and clean-up be provided?**

*When other facilities are not available a coffee pot can be used to heat water.*

**Draw overhead view of how you will set up your temporary food operation. Include your handwashing station, location(s) of food storage, food preparation, all cooking equipment and refrigerated units, shelving, dish washing station and serving area.**

FOR OFFICE USE ONLY		
Application Reviewed By:	Date	Application <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Time Arranged for Inspection		
Event Organizer Contacted	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Event cancelled	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, did the organizer request for refund/reschedule	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If requested for reschedule indicate the date the reschedule form was emailed _____		
Comments: (List any restrictions or conditions on the food license)		
Sanitarian Signature	Date	