

# 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

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: <b>\$64.75</b>
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.



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

## TEMPORARY FOOD LICENSE – OPERATION REQUIREMENTS

**Note:** Authorization to conduct a food service operation will be issued upon inspection by Hamilton County Public Health. To prevent delays in opening your booth, it is suggested that you be completely operational at least one hour prior to event.

1. **FOODS** shall be obtained from approved sources only. Home-prepared foods are not permitted. All foods shall be prepared either at the temporary location or a licensed food facility in the State of Ohio.
2. **FOOD STORAGE** shall be in such a manner that all foods are protected at all times and kept a minimum of six inches off floor.
3. **HOT AND COLD** storage of foods:
  - a. All TCS/potentially hazardous foods must be stored below 41° F or above 135° F at all times; ex: Cold-hold in coolers with ice or refrigerators; Hot-hold on a grill-top or cook unit, chaffing dish, or steam table.
  - b. Food thermometer must be available to determine proper cooking and holding temperatures.
4. **THAWING** of frozen foods must be done in one of the following ways:
  - a. Under refrigeration below 41° F
  - b. As part of the cooking process (cook from frozen)
  - c. Microwave thaw, then immediately cook when thawed
  - d. Under cool, running water
5. **HAND WASHING** station shall be setup at each licensed temporary booth and must have:
  - a. Continuous running water (ex. cooler with spigot, coffee/tea urn, water jug with nozzle, etc.)
  - b. Hand soap & single-use towels – **hand sanitizer may only be used after washing hands with soap**
  - c. Catch basin or bucket
6. **WATER SUPPLY** shall be adequate, safe, and from approved drinkable water source
7. **FOOD PROTECTION** shall be accomplished by the use of single-use gloves while serving foods, and utensils such as tongs, scoops, spatulas while cooking or preparing foods.
8. **FOOD STORAGE** shall be in a manner that keeps food safe from contamination. During storage, foods must be covered and elevated off the ground.
9. **CONDIMENTS** must be stored in squeeze bottles, pump dispensers or individual packets
10. **UTENSIL WASHING FACILITIES** shall be provided when there are multi-use utensils or food storage containers.
  - a. Multi-use utensils are to be washed, rinsed and sanitized (in that order) as needed to prevent excess contamination. A 3-basin setup must be in place (can use clean buckets, pans, foil cooking trays, etc.)
  - b. Proper test strips must be available to check sanitizer concentration.
  - c. Proper sanitizer concentration is 50-100ppm chlorine, 12.5-25ppm iodine, or 150-400ppm quat.
11. **WIPING CLOTHS** shall be stored in sanitizer solution
12. **STRUCTURES** must be complete with flooring, walls and overhead covering. Canopies/Easy-Ups are permissible. Hard flooring shall be provided in all food preparation and serving areas on a soft surface such as grass or dirt.
13. **MATERIALS** for counters and tables shall be smooth and easily cleanable.
14. **LIGHTING** shall be provided if there is to be any cooking or service after sunset. Bulbs must be shatter-resistant.
15. **SMOKING, EATING, AND DRINKING** are not permitted within food booth.
16. **CLOTHING AND HAIR CONTROL** – Food workers must wear clean clothing and hair must be restrained
17. **WASTE STORAGE AND DISPOSAL**
  - a. Liquid wastes stored in water tight container until final disposal into sanitary sewer or sewage discharge system. No waste should be placed directly onto ground.
  - b. Garbage and refuse stored in metal or plastic containers with tight fitting lids.
18. **FIRE PROTECTION** – Always check with the local fire department to determine fire safety risks. Fire extinguishers may be required if grilling or frying. Grills and fryers may be required to be outside of a covered food booth.

**THE ABOVE ITEMS MUST BE ADHERED TO FOR ISSUANCE OF TEMPORARY LICENSE**



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## TEMPORARY FOOD OPERATION INFORMATION FORM

All information on this page must be **COMPLETELY FILLED OUT** or the application **WILL BE REJECTED**. All food for the temporary operation must be cooked on site or at a licensed facility. **FOOD COOKED AT HOME IS NOT PERMITTED AND CANNOT BE SOLD**. If you have any questions, please contact our office at (513) 946-7847. Thank you

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

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mandatory

How will you keep food hot? \_\_\_\_\_

How will you keep food cold? (Refrigerated truck, coolers, etc.) \_\_\_\_\_

Explain your utensil washing procedure: \_\_\_\_\_

Explain your hand washing setup: \_\_\_\_\_

Does your operation use supply trucks? \_\_\_\_\_

From what source is your food purchased or obtained? \_\_\_\_\_

What equipment will be used in this operation? \_\_\_\_\_

Does this operation use support facilities? (Licensed restaurant, retail food establishment, etc.) Explain: \_\_\_\_\_

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



Healthy choices. Healthy lives. Healthy communities.

**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 may 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:** \_\_\_\_\_