



## **TEMPORARY FOOD EVENT PERMIT APPLICATION INSTRUCTIONS**

- A. Applications must be received at least 5 working days prior to the event.
- Events such as bake sales and distribution of prepackaged non-perishables, such as cookies, pop tarts, etc., may not require a permit or inspection. Please submit an application for EHS review.
  - Events requiring permits and inspections involve food being obtained from outside vendors (so as to confirm proper storage before and during the event) and food being prepared on campus by students, faculty, or staff (such as grilling food on the quad) and offered to the campus community and/or visitors.
  - Vendors or establishments with a current McLean County food service permit may not need to obtain an ISU Temporary Food Event Permit.
- B. The application must be read thoroughly and filled out completely to avoid complications with processing.
- C. Name and phone number of the person(s) supervising the temporary food event must be included with the application. **It is very important that a telephone number is included where a representative can be reached or contacted between 8:00 am and 4:30 pm Monday – Friday.** Upon receipt of the Temporary Food Event Permit Application, a representative from the ISU Office of Environmental Health and Safety will contact the individual listed in part 4 of the application.
- D. Each point on the Temporary Food Event Checklist, beginning on the bottom of page 2, must be read thoroughly. Please initial on the line provided to the right of each statement after it is read and understood. A representative from the ISU Office of Environmental Health and Safety is available to discuss these points with you prior to the temporary food event if necessary.
- E. Included at the end of this packet is an example of a temporary hand washing station and a temporary food booth layout. The booth layout

example is intended only as a guide when setting up or designing your booth.

F. All requirements must be met prior to the issuance of the temporary food event permit. Failure to comply with Illinois Department of Public Health Food Code will result in the suspension or revocation of the temporary food permit.

G. **\*Prohibited items** - (when not purchased by an approved outside source)

- No custard, cream or pudding based pies such as banana, chocolate, vanilla, pumpkin and/or meringues.
- No home canned food or condiments such as BBQ, salsa, salad dressings, jams, jells, pickled items, vegetables, etc...
- No homemade cheeses or yogurt.
- No meat from wild game or unapproved sources; meaning that a person or persons cannot sell meat that was caught or hunted in the wild. Additionally, all meat must come from locally or federally approved sources such as licensed butcher shops or grocery stores.
- No pre-diced or pre-washed produce, meaning all vegetables and fruits must be prepared onsite and kept cold or hot.
- No turnover food for multi day events or leftovers from home; meaning that if a permit is provided for an event lasting more than one day, any extra food must be disposed of properly and not reused for the next day of sales.

**\*Please note that these items are prohibited due to potential health risks associated with ingredients or preparation.**

H. Please mail the completed application to ISU EHS or email to [sysevenvironmental@exchange.ilstu.edu](mailto:sysevenvironmental@exchange.ilstu.edu).

## Illinois State University Temporary Food Service Permit Application

ISU Environmental Health and Safety 202 Nelson Smith Building Campus Box 1320 Normal, IL 61790-1320 Ph: (309) 438-8325 Fax: (309) 438-3086 Website: www.ehs.ilstu.edu Email: sysenvironmental@exchange.ilstu.edu	<b>FOR OFFICE USE ONLY</b>  App. Approved    YES        NO Permit # _____ Permit To Be Delivered _____ Picked Up _____ Mailed _____
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**APPLICATION MUST BE RECEIVED AT LEAST 5 WORKING DAYS PRIOR TO EVENT**

1. Name of Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
2. Name Of Special Event or Celebration: \_\_\_\_\_  
 Location(s) of Food Preparation: \_\_\_\_\_  
 Location(s) of Food Service: \_\_\_\_\_  
 Date(s) of Food Service: \_\_\_\_\_  
 Time(s) of Food Service: \_\_\_\_\_  
 Approximate Time Food Service will be set up and ready for operation: \_\_\_\_\_  
 Is the event closed or open to the campus community?        CLOSED        OPEN
3. Will an open flame be used for food preparation?        YES        NO (if applicable, complete question 3)  
 Name of individual responsible for open flame device \_\_\_\_\_  
 Exact location where open flame will be used \_\_\_\_\_  
 Approximate length of time of open flame usage \_\_\_\_\_  
 Will fire extinguishers be provided within the immediate vicinity?        YES        NO  
 List any fire safety precautions \_\_\_\_\_
4. Please indicate the type of environment for the temporary food service event (check one):  
                     INDOOR                      OUTDOOR                      MOBILE FOOD TRAILER
5. **The representative listed in this section must be an individual who will be in charge or will be supervising this temporary food facility.** If the permit is to be mailed, it will be sent to the address given below. Note: this address will not be used for any other purpose than official use only.  
  
 Name of Representative Supervising Temporary Food Service: \_\_\_\_\_



- Proper cold (<41<sup>0</sup>F) and hot (>135<sup>0</sup>F) holding temperatures must be maintained during transportation. \_\_\_\_\_
- When preparing food products that require a minimum cooking temperature, a metal-stemmed thermometer must be provided ranging from 0<sup>0</sup>F-220<sup>0</sup>F for monitoring internal cooking and holding temperatures. Thermometer must be accurate to +/- 2<sup>0</sup>F. The thermometer must be cleaned and sanitized before and after use. \_\_\_\_\_
- A temporary hand washing station is required for most food events. An example would be a hands-free flowing type container with spout, warm water, liquid soap, single use/disposable paper towels, and a container for catching waste water. Hand sanitizer is not an acceptable substitute for hand washing in most cases. Avoid direct hand contact with ready-to-eat foods by providing gloves, tongs, deli tissue, etc. \_\_\_\_\_
- An approved water source must be provided for consumption, washing, rinsing, sanitizing, and hand washing. \_\_\_\_\_
- Dishwashing facilities may be required, such as a 3 basin set up to wash, rinse, and sanitize equipment and utensils. Sanitizer concentration must be 50 ppm chlorine or equivalent (approximately 1 tablespoon or capful of bleach per gallon of water). \_\_\_\_\_
- Wiping cloth bucket must be provided with 100 ppm chlorine concentration or equivalent to sanitize all food contact surfaces. \_\_\_\_\_
- All liquid wastewater must be disposed of into public sewers or in a manner approved by ISU Environmental Health & Safety. Adequate waste receptacles must be provided on site. \_\_\_\_\_
- Some temporary food stands may need to provide an overhead cover to protect the interior of the stand from the weather. Covers must be provided over all cooking equipment. A physical separation between food preparation and customers should be provided, such as a sneeze guard. \_\_\_\_\_
- Effective hair restraints must be provided and used by those involved in the preparation and distribution of food (i.e. hats, hairnets, etc.). Only single-service utensils shall be used (forks, knives, spoons, cups, and plates) and shall be stored and dispensed in a way to prevent contamination. \_\_\_\_\_
- Condiments (i.e. sugar, sauces, etc.) must be dispensed from approved, covered containers or single-serve packets (i.e. pump dispenser, “squeeze” type bottle, containers with self-closing lids, etc.). \_\_\_\_\_
- Hot foods that create grease laden vapors and odors shall not be prepared indoors, under roof extensions or awnings, or within 25 feet of any building. Open flame cooking must have pre-approval from Environmental Health and Safety. \_\_\_\_\_

**NOTE: Any questions about this checklist can be directed to ISU Environmental Health Officer Adam McCrary (309) 438-8039 or ISU Sanitarian Christy Bazan (309) 438-7122.**

I certify that I have reviewed this permit application and completed it to the best of my knowledge. I agree to be onsite at the time of the event and will comply with all the rules and regulations of ISU Environmental Health and Safety's Revised Code for Food Service and the Illinois Department of Public Health Food Code.

\_\_\_\_\_  
Printed Name & Signature of Person Submitting Application

\_\_\_\_\_  
Date

FOR EHS OFFICE USE ONLY

Application Received By:

Application Approved: Yes      No

Signature of Sanitarian: *Christy N. Bajan*

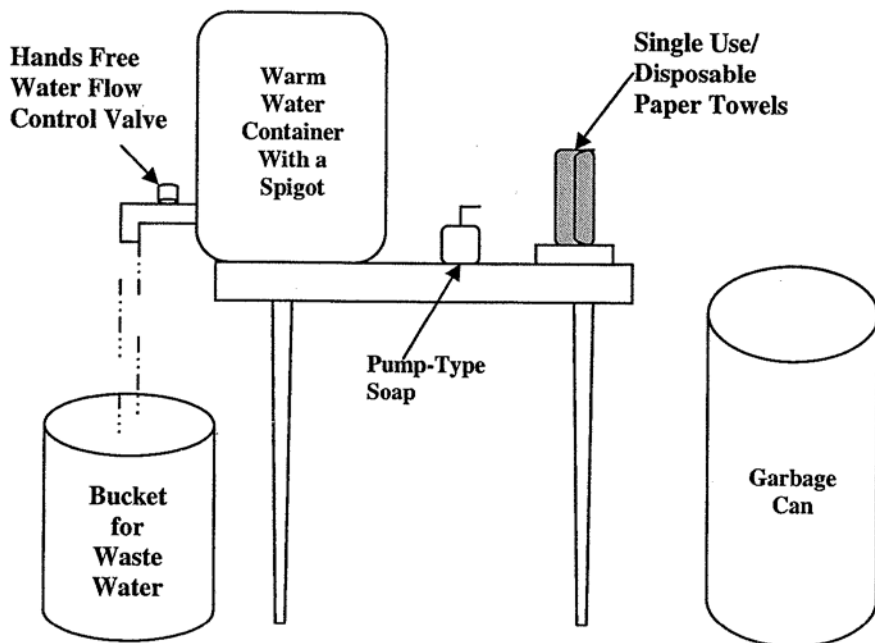
Date Approved:

Comments:

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

## TEMPORARY HANDWASHING DIAGRAM

A temporary handwashing station is required at all permitted temporary food facilities. This must be set up **prior** to any food preparation. Provide a container with a spigot that allows hands-free flowing water, a waste water bucket, a pump-type soap dispenser, single use/disposable paper towels, and a garbage can for disposable paper towels. All food workers must wash their hands when they return to the concession stand/booth and after using the restroom, after eating, smoking, or handling unclean items.



## EXAMPLE BOOTH LAYOUT

