



## EAST SIDE HEALTH DISTRICT

650 N. 20<sup>TH</sup> STREET, EAST ST. LOUIS, ILLINOIS 62205  
Phone: 618-271-8722 ext: 538 Fax: 618-875-5038

### TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

Business Name \_\_\_\_\_ Owner's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Emergency Phone \_\_\_\_\_ Email Address \_\_\_\_\_

#### Event Information

Event Organizer \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Event Name \_\_\_\_\_ Date of Event \_\_\_\_\_ Event Hours \_\_\_\_\_

Event Location \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

#### FEE CATEGORIES

A temporary food service establishment means an establishment that operates at a fixed location for a period of time of not more than 14 days in **conjunction with a single event or celebration**.

#### **All Fees for Temporary Events are NON-REFUNDABLE**

Single use temporary (1-3 days) -----\$75  
Single use temporary (4-14 days) -----\$100  
Temporary Permit Late fee (24-48 hours before event, additional fee) -----\$50  
Multi use temporary (Up to 4 events) -----\$225  
Food handling course for temporary events conducted by ESHD (per attendee) -----\$5  
Not For Profit (must show IRS 501 (c) (3) form) ----- No Fee

- ❖ Dates and Location of Event(s) \*Menu of food items must be approved by ESHD PRIOR to issuance of permit.
- ❖ All food items must be purchased day of event.
- ❖ Receipts must be provided.

DATE	EVENT	LOCATION
1.)		
2.)		
3.)		
4.)		

Application is hereby made for a Food Service Establishment to operate within St. Clair County, Illinois. By this application it is agreed that the establishment will comply with the provisions of the Basic Sanitation Standards applicable to this type of food handling establishment set forth in the Illinois Department of Public Health Food Service Sanitation Code 750, Illinois Department of Public Health Retail Food Sanitation Code 760, and the East Side Health District Food Sanitation Ordinance. It is further agreed that said food service establishment shall be open to inspection by the East Side Health District during normal working hours.

I affirm the above information is true to the best of my knowledge and belief.

Applicants Signature: \_\_\_\_\_ Date \_\_\_\_\_

## HACCP PLAN SUMMARY

### HACCP PLAN SUMMARY

A Hazard Analysis and Critical Control Points (HACCP) plan is a systematic approach to food safety that identifies potential hazards and implements controls to prevent contamination. Temporary food establishments must follow HACCP principles to ensure safe food handling practices.

**List all foods and beverages to be served:**

1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

### FOOD SAFETY REQUIREMENTS

- All food must be prepared in a licensed facility or on-site at the event.
- No home-prepared foods allowed except for approved cottage food vendors.
- A calibrated food thermometer must be available at all times.
- Food handlers must wear clean attire and practice proper hygiene.
- Proper sanitation of utensils and surfaces must be maintained at all times.

**Food Source(s) (Where ingredients are purchased):** \_\_\_\_\_

**Where will the food be prepared:** \_\_\_\_\_

**How will food be kept at safe temperatures?** (Check all that apply)

**Hot Holding** (135°F or above): ☐ Chafing Dish ☐ Electric Warmer ☐ Other: \_\_\_\_\_

**Cold Holding** (41°F or below): ☐ Ice Chest ☐ Refrigeration ☐ Other: \_\_\_\_\_

**Cooking Equipment):** ☐ Grill ☐ Fryer ☐ Oven ☐ Other: \_\_\_\_\_

**Three-compartment sink**

**Handwashing Facilities:** ☐ Portable Sink ☐ Water Jug & Catch Basin ☐ Other: \_\_\_\_\_

**Certified Food Protection Manager (if required):**

Name: \_\_\_\_\_ Certificate #: \_\_\_\_\_ Expiration: \_\_\_\_\_

### APPLICANT AGREEMENT

I understand this application is for a **Temporary Food Establishment Health Permit** only. The operator is responsible for obtaining all applicable permits required by other agencies. All foods and single service items must be purchased the same day of the event. All side foods must be store bought; no homemade foods are allowed. Foods must be discarded and not reserved. An original receipt must be provided to East Side Health District.

I have received a copy of the **Temporary Food Establishment Checklist** and understand critical violations may result in termination of the Temporary Food Establishment Permit.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(ESHD Staff only below this line)

Permit Fee: \$\_\_\_\_\_ Payment Method: ☐ Cash ☐ Credit/Debit : ☐ Other \_\_\_\_\_

Permit Approved: ☐ Yes ☐ No

Food Control Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## East Side Health District's Commissary Agreement & Rules

Commissary kitchens are fully licensed commercial kitchens that comply with all relevant food safety standards and are regulated and inspected by the local health department. A commissary is kitchen that acts as a basis of operations for food trucks/mobile units, pushcarts, temporary event, or outside catering business. It is a shared kitchen where space can be rented by the hour, or on a more permanent basis, for food storage, preparation, and cooking. All commissaries are required to have a current food establishment permit and being in good standing. Facility must report daily to the commissary for food preparation, supplies, cleaning and servicing operations. All commissaries are required to have a current food establishment permit. This commissary agreement must be updated yearly.

It is to the discretion of East Side Health Department how many individual food vendors will be allowed to utilize each commissary based on adequate space for food preparation, supplies, cleaning and serving operations.

I agree to report daily to the commissary listed below. The facility will be providing the following services.

**(Circle all that apply)**

Fresh water supply

Food storage

Vehicle cleaning facilities

Chemical storage

Waste water disposal

Ware-washing equipment

Food preparation

Garbage disposal

Business Name \_\_\_\_\_ Owner's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Emergency Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**Commissary Information (MUST BE FILLED OUT BY COMMISSARY AND ATTACHED A COPY OF PERMIT)**

The commissary agreements will be verified with each permitted food establishment offering their services upon submission of East Side Health District's Commissary Agreement Form to the Environmental Health Department.

Provided a copy of **Commissary's permit and recent inspections report** to ESHD: ☐ YES ☐ NO

Commissary Name \_\_\_\_\_ Owner's Name \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Emergency Phone \_\_\_\_\_ Email Address \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

**(ESHD Staff only below this line)**

Agreement approved: (CHECK yes or no): ☐ YES ☐ NO

ESHD Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# What is a Temporary Food Service Establishment?

A **Temporary Food Service Establishment** is any place where food is prepared or provided for consumption at a fixed location for 14 consecutive days or less in conjunction with a single event.

Some examples of temporary food service establishments are as follows:

- City fairs and festivals
- Dinners sponsored by an organization
- Circuses
- Farmers markets
- Public gatherings

## Why is a temporary food permit significant?

Obtaining a temporary food permit from the local health department is required because they assist us with fulfilling our duty to the community. It is East Side Health District's (ESHD) duty to assure public health through health inspections, free food safety training, and the ability to track the source of foodborne illnesses. All temporary establishments shall follow the current adopted FDA Food Code, the Illinois Department of Public Health Food Service Sanitation Code and the East Side Health District Food Sanitation Ordinance when operating.

**All Temporary food establishments shall obtain food establishment permit before operating.**

## Who is in charge of permitting temporary events?

ESHD and the Regulatory Affairs Office in each jurisdiction work together in permitting temporary and permanent food permits. After the vendor has received their temporary permit from ESHD, they must apply for a vendor permit at the City Hall in the jurisdiction where the temporary event will take place. Temporary food establishments may be inspected during set-up and/or operation by East Side Health District staff.

## What is the deadline for all temporary application materials?

ALL temp food documents and payments must be submitted 10 or more business days prior to the event date.

## What is the process to apply for a food permit?

1. Complete the temporary food permit application, which can be obtained from East Side District's Environmental Health Department by contacting by phone (618)271-8722 Ext: 538, pick up application from N. 20th St. E. St. Louis, IL 62205, Mon-Fri 8:00 am -12:45 pm & 2:00 pm - 4:00 pm or download application through our website at (<https://eastsidehealthdistrict.org/environmental-health/>).

<b>Single use temporary (1-3 days)</b> -----	<b>\$75</b>
<b>Single use temporary (4-14 days)</b> -----	<b>\$100</b>
<b>Temporary Permit Late fee (24-48 hours before event, additional fee)</b> -----	<b>\$50</b>
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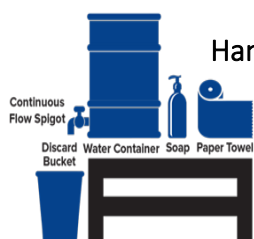
- ❖ Dates and Location of Event(s) \*Menu of food items must be approved by ESHD PRIOR to issuance of permit.
- ❖ All food items must be purchased day of event.
- ❖ Receipts must be provided.

2. ESHD will determine whether or not a commissary agreement needs to be submitted along with the permit application. This document can also be obtained from ESHD. If a commissary agreement does not need to be completed, then all food and beverage items must be purchased **the day of the** event and be sure to keep **all receipts that are officially dated.** NO FOOD OR BEVERAGE CAN BE PREPPED, COOKED, OR STORED AT HOME
3. A commissary facility is an established commercial-grade kitchen or permitted business where vendors can safely and legally prepare, cook, and store food and equipment—without having to own and maintain the facility themselves.
4. If this option is chosen then proof of their last food inspection and an **ACTIVE** permanent food permit must be submitted with the commissary agreement.
5. Commissary Agreement Rule: Only one vendor can utilize a commissary, there is absolutely no sharing of commissaries.
6. Should the vendor purchase all food and beverage items **the day of** the event then a receipt for proof of purchase must be kept on the premises of the temporary food event.
7. Make an appointment with an inspector to review the proposed menu and schedule a Temporary Food Service course date.
8. If the intended vendor already possesses a Certified Food Protection Manager Certification (CFPM), then they are exempt from the course. These individuals are still expected to be present at all times during the event to oversee food operations. CFPMs are also expected to have the appropriate temporary food set up, discussed later in this protocol. **Proof of certification will be required.**
9. Vendors acting on behalf of a permitted food facility must still complete the application and pay the applicable fee. Vendors from a permitted food establishment out of our jurisdiction must provide a copy of their most recent inspection report and an **ACTIVE** food permit. The permitted food establishment may act as a commissary for food preparation. Documentation of a commissary agreement must be provided if the temporary vendor is a third party. Menu items/scope of service will be at the discretions of the ESHD.

## Temporary Event Set-up Criteria

### Booth

The stand or booth should have overhead protection and, in most cases, be fully enclosed.



### Handwashing Station

Adequate hand washing facilities consist of a hand sink equipped with hot and cold running water, soap, paper towels, wastebasket and signage. A temporary sink set-up can be made using a cooler with a spigot filled with warm water and a bucket to catch the discarded water.

### Food & Non-Food Contact Surfaces

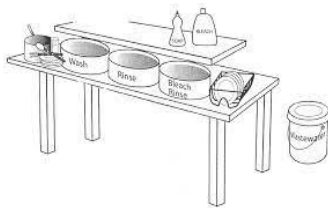
Food preparation and equipment surfaces should be smooth, easily cleanable and durable.





## Hot and Cold Holding

Hot foods are kept at 135°F or hotter and cold foods are kept at 41°F or colder. Mechanical refrigeration or ice is needed for cold foods. Refrigerators and freezers should be clean and contain thermometers.



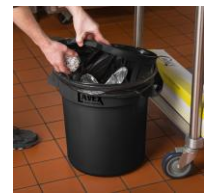
## Dishwashing

Dishwashing may be done in a three-bin sink or temporary set-up using bus tubs. Items should be chemically sanitized (not hand sanitizer) in warm water with an approved sanitizer solution. Finally, the items should be air-dried.



## Trash

Trash must be handled in a manner so that it does not create a nuisance or is an attractant to pests. The container should be covered when full or not in constant use.



## Thermometers

A metal-stemmed thermometer, which has a temperature range of 0°F to 220°F with increments no greater than 2°F, should be on hand to monitor cooking and holding temperatures.

## Bare Hand Contact

Food workers bare hands may not touch ready-to-eat-foods. Tongs, spatulas, deli tissues, or gloves must be used.

## Wastewater

Wastewater needs to be disposed of through an approved sanitary sewage system. Do not dump wastewater on the ground or in the street.

## Cooking

An essential part of food safety is assuring that proper final cooking temperatures are met. Proper cooking temperatures for some common foods are:

- ❖ **Chicken, Turkey, Duck** (Whole, Pieces, and Ground) 165°F
- ❖ **Ground Meats: Beef, Pork, Veal, Lamb, and Egg dishes** 155°F
- ❖ **Beef, Pork, Veal, Fish, Seafood, (Steaks, Roast, and Chops), and Shell eggs:** 145°F (3 minutes rest)

## Water

Sufficient potable water needs to be on hand. If the unit is a mobile temporary stand, the tank is to be constructed of a durable, corrosion resistant material that is easily cleanable. Vents, inlets and outlets should be screened, or positioned so that they are protected from contaminants.

## Foods Stored in Ice

Packaged and unpackaged foods and bottled or canned beverages may not be stored in direct contact with undrained ice or water. Wrapped sandwiches are not to be stored in direct contact with ice.



## Temporary Event Compliance Requirements

1. Preparation, cooking, or storage of food and beverage intended for sale to the public or given free to the public, cannot be prepared or stored in a home kitchen.
2. No bare hand contact with ready-to-eat foods is allowed. Proper use of utensils, disposable plastic gloves, or deli papers may be used to handle ready to eat foods.
3. Dispensing of ice: Proper utensils must be used for the dispensing of ice. A food grade scoop with a handle must be used to eliminate the possibility of hands contaminating the ice. The ice scoop must be properly stored to prevent contamination. Handles must be kept out of ice and reachable without hands touching ice. Ice must be obtained from an approved source.
4. Only single service items are allowed. Single service items such as cups, straws, plastic forks, spoons, knives, etc., must be used and should be stored in original packaging to protect from contamination. Dispense/display single service eating utensils should be placed with their handles up and plates/bowls should be inverted on clean surfaces. Dispensing of cups must be from the bottom or from a dispenser.
5. Reheating leftovers is not allowed. Foods that have been held hot must be discarded at the end of each event.
6. Metal stem thermometers must be available for routinely checking temperatures of foods.
7. Hot Holding Equipment: If crock pots, steam tables, or other hot holding devices are used, they are to be used for the purpose of holding the internal temperature of foods at 135°F, and shall not be used to heat foods from a cold state.
8. Cold Holding Equipment: Thermometers are needed in all coolers. Cold foods must be kept at 41°F and below. Make sure all thermometers have been calibrated for correct readings.
9. All potentially hazardous foods are required to be heated to 165°F. The suggested method is to use a grill or propane stove to heat, then place the food into a hot holding unit maintaining an internal temperature of 135°F or above.
10. Adequate trash disposal containers with a tight-fitting lid must be used at each food facility.
11. Hand washing facilities must consist of running water, pump soap, individual paper towels, and a container used for the collection of dirty water. If the concession booth or trailer does not have a built-in hand sink, the Health Department will allow for a water container, such as a large water cooler. Container must have a valve or spigot that will remain open to allow for adequate hand washing.
12. A dishwashing station must be properly set-up for washing, rinsing and sanitizing of all utensils used for the preparation of food/beverage. If the concession booth or trailer does not have a built-in three compartment sink, the Health Department will allow a system of three containers, such as plastic tubs, to be used in lieu of a three-compartment sink. The containers must be large enough to completely submerge the largest utensil used in preparation of food/beverage. When using chlorine bleach as a sanitizer for utensils, 100 parts per million (ppm) must be used. For 100 ppm, use 1 cap (not cup) of bleach per 1 gallon of water. In order to assure the correct amount of bleach being used, a chlorine test kit can be purchased at most restaurant supply outlets. When tested with a chlorine test strip, it should measure 100 ppm. When using quaternary ammonium as a sanitizer, 200 ppm must be used. To check the concentration, quat test strips must be obtained. Water should be changed often throughout the hours of operation.



# Materials Checklist

- ☐ Sufficient clean water
- ☐ 3-compartment sink setup; including dishwashing soap and sanitizer (bleach or quaternary ammonia)
- ☐ Appropriate chemical test strips to test sanitizer concentrations
- ☐ Hand washing station with hot water, soap, and paper towels
- ☐ Metal stem thermometer accurate to +/-2°F and reads 0 to 220°F
- ☐ Clean, sanitized equipment and utensils which are in good condition (no chips, pits, etc.)
- ☐ Sufficient refrigeration to hold **cold, potentially hazardous foods at 41°F or below** (refrigeration shall be plugged in early enough so that units reach 41°F or below before storing food in them)
- ☐ Hot holding devices must be provided to maintain **hot, potentially hazardous foods at 135°F or above**
- ☐ Food shall be from an approved source (labeled, dated, and stored in food grade containers) and prepared in a licensed food service facility or at the event—**home prepared items are not allowed**. Labels should state all active ingredients, dated items should state when the item was purchased or prepared
- ☐ Sufficient (durable and easily cleanable) garbage containers (including dumpsters with lids) to hold all garbage and refuse that accumulates - must be covered when not in use or filled
- ☐ Single service articles (plastic forks, plates, etc.) provided for customers
- ☐ Food, utensils and food equipment stored 6" above the ground
- ☐ Provide facilities to dump wastewater and/or used grease)
- ☐ Provide enough utensils to avoid bare hand contact with ready-to-eat foods: gloves, deli tissues, tongs, etc.
- ☐ Food stand constructed to prevent contamination of food and facilitate cleaning of the food prep area
- ☐ All toxic chemicals stored in a separate area away from food and food prep surfaces
- ☐ Effective hair restraints provided for all employees handling food
- ☐ Food permit visibly posted, Certified Food Protection Manager (CFPM) Certificate and food/beverage receipts (if applicable) available at event



# East Side Health District

## Food Certification Verification Acknowledgement

Date: \_\_\_\_\_

Food Facility: \_\_\_\_\_

Days and Hours of Operation: \_\_\_\_\_

A Certified Food Service Manager is present at all times the facility is handling PHFs: YES\_\_ NO\_\_

At least one full time Certified Food Service Manager is employed at this establishment: YES\_\_ NO\_\_

Certified Food Manager (CFPM)	Certification #	Expiration Date

Food Handler Certification	Certification #	Expiration Date

Allergen Certification	Certification #	Expiration Date

List Names of individuals who need Food Handler Training provided by East Side Health District	Contact #

Name: \_\_\_\_\_ Date: \_\_\_\_\_