

**Macon County Health Dept.**  
1221 E. Condit Street, Decatur, IL 62521  
Phone (217) 423-6988 Fax (217) 423-0992



**Application to Operate a Food  
Service Establishment**

**Public Health**  
Prevent. Promote. Protect.

# TEMPORARY / EVENT

**\* PLEASE DO NOT WRITE IN THIS BOX \***

Inspector: \_\_\_\_\_ Lic Fee: \_\_\_\_\_  
Credit Card: \_\_\_\_\_ Check#: \_\_\_\_\_ Cash: ☐  
Date Rec: \_\_\_\_\_ Date Given in Office \_\_\_\_\_  
MCHD Initials: \_\_\_\_\_ Date Emailed/Mailed \_\_\_\_\_  
Permit # \_\_\_\_\_

**PLEASE PRINT**

Name of Establishment: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person/Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Mail Permit to Address: \_\_\_\_\_  
(If Different than above)

**PRINT** Name and ID Number of person(s) with Food Protection Manager Certification or Food Handler: **(ALL MUST HAVE)**

NAME: \_\_\_\_\_ Cert. ID No: \_\_\_\_\_ State: \_\_\_\_\_ Expiration: \_\_\_\_\_

NAME: \_\_\_\_\_ Cert. ID No: \_\_\_\_\_ State: \_\_\_\_\_ Expiration: \_\_\_\_\_

**If application is submitted less than seven (7) days prior to event, add a LATE FEE of \$50.00.  
Permit is Non-Refundable and Non-Transferable**

Individual Establishments  
(Fees applied are for consecutive days)

1 - 3 days	=	\$75.00
4 - 9 days	=	\$100.00
10-14 days	=	\$125.00

**FEE AMOUNT:** \_\_\_\_\_

**LATE FEE?** \_\_\_\_\_

**TOTAL FEE DUE:** \$ \_\_\_\_\_

**Non-Profit 501(c)(3) \$25.00**

**\$10.00 Late Fee Applies**

EVENT NAME: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

EVENT DATES: \_\_\_\_\_ EVENT LOCATION: \_\_\_\_\_

**It is IMPORTANT that you READ and COMPLETE all  
pages of this permit application or approval will not be given.**

**Do Not Write Below This Line. For Official Use Only.**

ZONE: \_\_\_\_\_

CATEGORY: \_\_\_\_\_

Sanitarian, Macon County Health Department

Date \_\_\_\_\_

Street fairs, celebrations, and other similar events call for food service vendors to be set up outdoors or in locations where keeping foods safe and sanitary become a real challenge. Following these guidelines will help reduce the risk of foodborne illness.

**PERMITS AND FEES-** A temporary health permit shall be prominently displayed for each food/ drink vendor. All vendors must complete an application and submit it with the appropriate fee. *Please note that all applications submitted less than 7 days prior to the day of the event will be charged a late fee of \$50, in addition to the application fee. Non-Profit 501(c)(3) locations (application fee is waived).*

**PRE-OPENING INSPECTION-** Food/drink vendors may be required to have a pre-opening inspection prior to any food/drink handling.

**MENU-** Keep your menu simple, and keep potentially hazardous foods (meats, cut-up fruits and vegetables, dairy, etc.) to a minimum.

**ICE-** Ice used to cool cans and bottles cannot be used in beverages and is to be stored separately. Dispense ice from a bag with a handled scoop, never with hands or any type of container. Ice shall be made from a potable water source.

**FOOD DISPLAY AND DISPENSING-** Keep foods covered to protect them from insects, dust, etc. Keep food away from customer contamination.

**NO LEFTOVERS-** No food can be made ahead of time and cooled down for use at a later date/time. All cooked food must be served the same day. Food left at the end of the day must be discarded. Plan accordingly.

Food Source (where food will be purchased):		
Preparation Site (commercial kitchen or on-site): <span>Note: Home preparation is strictly prohibited</span>		
<ul style="list-style-type: none"><li>• Temporary hand wash station provided for staff: YES <input type="checkbox"/> NO <input type="checkbox"/></li><li>• Thermometer available for checking temperatures: YES <input type="checkbox"/> NO <input type="checkbox"/></li><li>• Test strips available for determining the concentration of sanitizer? YES <input type="checkbox"/> NO <input type="checkbox"/></li><li>• Overhead protection provided (tent): YES <input type="checkbox"/> NO <input type="checkbox"/></li><li>• Will garbage receptacles be covered: YES <input type="checkbox"/> NO <input type="checkbox"/></li><li>• Will food items/utensils/single service be stored at least 6" off the ground: YES <input type="checkbox"/> NO <input type="checkbox"/></li><li>• Single use gloves available for use when handling ready-to-eat foods: YES <input type="checkbox"/> NO <input type="checkbox"/></li><li>• I understand that cooling and reheating food for a temporary event is prohibited: YES or NO</li></ul>		
<ul style="list-style-type: none"><li>• Type of Dishwashing Sanitizer Used: Bleach or Quaternary Ammonia</li><li>• Food equipment will be washed, rinsed, and sanitized: Onsite or Commissary Kitchen</li><li>• Cooking Equipment: _____ (Grill, Fryers, Oven, etc.)</li><li>• Cold Holding Equipment: _____ (Refrigerator, Freezer, Coolers, etc.)</li><li>• Hot Holding Equipment: _____ (Roasters, Sterno Heat, Steam Table, etc.)</li></ul>		
Menu Items: <span>Note: If preferred, a menu may be attached to this application</span>		
Hot Items	Cold Items	Beverages



Signature is  
Required in order  
for permit to be  
Issued!

I affirm that the information submitted is correct to the best of my knowledge and belief.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

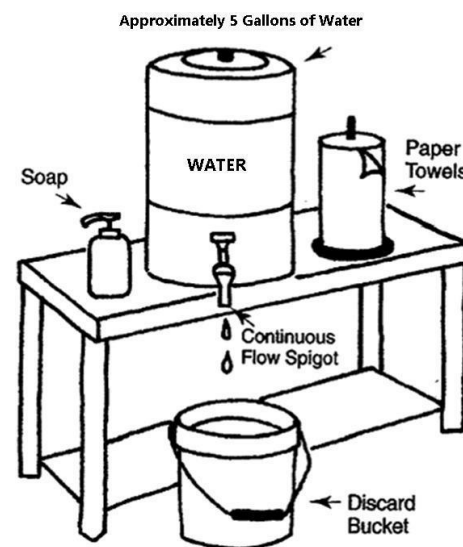
# Temporary Food Event- Checklist for Safe Food Handling

## Cleaning/Sanitizing Procedures

- ❑ Three basins will be required (or a three-compartment sink) to **wash, rinse, and sanitize** food handling utensils. Utensils must be air dried.
- ❑ Labeled bucket/spray bottles containing sanitizer solution will be provided to clean food preparation counters.

## EMPLOYEE HYGIENE

- ❑ Hand washing facilities – A hand washing station as illustrated or a sink (not in a restroom) will be required. Either must have running water, soap in a dispenser, and paper towels. (Note: Portable water supply must have spigot to allow water to flow freely – no push buttons allowed.)
- ❑ Gloves will be worn by all people handling ready-to-eat food.
- ❑ Hats/Hair Restraints required by all staff handling food.



## FOOD PROTECTION

- ❑ All food preparation, cooking, service, and grills will be under a tent or roof.
- ❑ Provide fans to provide an air curtain or screens to reduce pest activity (if applicable).

## TEMPERATURE MONITORING

- ❑ Temperature Control: Cold food < **41 degrees** and hot food > **135 degrees** or higher.
- ❑ If foods are to be transported from one location to another, keep them covered and provide adequate temperature controls. Use refrigerated trucks to keep cold food cold (41 °F or below), and insulated containers to keep hot food hot (135°F or above).
- ❑ Mechanical refrigeration is required. An ice chest with ice cannot be used for any potentially hazardous items. Thermometers must be in each cold holding unit.
- ❑ If foods are to be transported from one location to another, keep them covered and provide adequate temperature controls. Use refrigerated trucks to keep cold food cold (41 °F or below), and insulated containers to keep hot food hot (135°F or above).

FOOD ITEM (RAW)	MINIMUM COOKING TEMPERATURES
Fish Fillets	145°/ 15 seconds
Beef Steaks	145°/ 15 seconds
Pork Chops	145°/ 15 seconds
Beef/Pork (Ground)	155°/ 15 seconds
Hamburger	155°/ 15 seconds
Chicken/Turkey	165°/ 15 seconds

FULLY COOKED COMMERCIALY PROCESSED FOOD ITEMS	MINIMUM REHEATING TEMPERATURES
Hot Dogs	135°F/ 15 seconds
Brats	135°F/ 15 seconds
Canned Chili	135°F/ 15 seconds

**PLEASE KEEP THIS PAGE  
FOR YOUR REFERENCE**