Application for a License to Conduct a Temporary: (check only one)

Instructions:

□ Food Service Operation
□ Retail Food Establishment

Complete the applicable section (Make any corrections if necessary)

1. Sign and date the application
2. Make a check or money order payable to
3. Return Check and signed application to: Butler County General Health District
   301 S. Third Street
   Hamilton, OH 45011

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.

<table>
<thead>
<tr>
<th>Name of temporary food facility</th>
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<tbody>
<tr>
<td>Location of event</td>
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<tr>
<td>Address of event</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>Start date</td>
</tr>
<tr>
<td>Name of license holder</td>
</tr>
<tr>
<td>Address of license holder</td>
</tr>
<tr>
<td>City</td>
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<tr>
<td>List all foods being served/sold</td>
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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.

| Signature | Date |

Licensor to complete below

<table>
<thead>
<tr>
<th>Valid dates</th>
<th>License fee</th>
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<tr>
<td></td>
<td>$50.00</td>
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code

<table>
<thead>
<tr>
<th>By</th>
<th>Date</th>
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<tbody>
<tr>
<td>Audit no</td>
<td>License no</td>
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AGR 1271 (Rev 11/00)  
HEA 5331 (Rev 11/00)  
Ohio Department of Agriculture  
Ohio Department of Health
GUIDELINES FOR TEMPORARY FOOD SERVICE LICENSE

NOTE: Authorization to conduct a temporary food operation will be issued upon inspection of your food booth by Butler County General Health District personnel. To prevent delays in opening your booth, it is suggested that you be completely operational at least one hour prior to the start of the event.

1. **Structures** must be complete with flooring, walls and overhead covering. Tents are permissible but a minimum of hard flooring shall be provided in all food preparation and serving areas.

2. **Materials** for all counters and tables shall be smooth and easily cleanable.

3. **Lighting** shall be provided on all working surfaces such as sinks, counters and cooking equipment.

4. **Foods** shall be purchased only from approved sources. The use of home canned or other home prepared foods is not permitted. All foods must be prepared at the temporary location or at a licensed food service establishment/retail food establishment.

5. **Food Storage** shall be in a manner that all foods are protected at all times and kept a minimum 6 inches off the floor.

6. **Raw Fruits & Vegetables** must be washed before use in a separate area/sink from the hand washing and utensil washing area. Raw fruits and vegetables may be purchased pre-washed and pre-cut from an approved source.

7. **Hot and Cold** storage and thawing of foods:
   
   (A) All time/temperature controlled for safety foods must be stored cold at 41° F or below or held hot at 135° F or above at all times.
   (B) Cold storage will be accomplished by means of mechanical refrigeration, unless otherwise approved by licensor.
   (C) Hot storage may be accomplished by means of warming ovens or hot food warming equipment.
   (D) Metal food thermometer (**probe thermometer**) must be available to determine if proper temperatures are being maintained.
   (E) Refrigerator thermometers must be provided for all refrigeration units.
   (F) Ice used in drinks must be stored in a self-draining food-grade container. Ice used to cool food/drink containers may not be used in drinks.
   (G) Frozen foods must be thawed by any of the following methods:
      (1) under refrigeration at 41°F or below
      (2) as part of the cooking process
      (3) microwave
      (4) under cold running water

8. **Smoking, Eating, and Drinking** are not permitted within the food booth.
9. **Clothing & Hair Control** – Food Service personnel must wear clean clothing and hair must be controlled to prevent contact with food.

10. **Insects/pests** must be controlled. Screening, fans, or other effective means may be used.

11. **Water Supply** shall be adequate, of safe quality, and from an approved source. A private water well is not an approved source.

12. **Utensil Washing Facilities** shall be provided. All eating and multi-use utensils are to be washed, rinsed and sanitized in at least three separate containers. Sanitizing solution of 50-100 PPM of chlorine, 200 PPM of quaternary ammonium, or other approved sanitizer concentration shall be used. **Proper test strips shall be available and used to determine the sanitizer concentration.**

13. **Wiping Cloths** must be stored in a sanitizing solution as described under #12.

14. **Hand Washing Facilities** must be available at each food operation. Continuous running water must be available with soap, paper towels, and a catch basin. An insulated jug with a spout may be used to hold water for handwashing.

15. **Waste Storage and Disposal** – Disposal of liquids and wastes shall be in the following manner: (A) Liquid wastes shall be held in water-tight containers until final disposal in a sanitary sewer or sewage treatment system: such wastes shall not be discharged onto the surface of the ground. (B) Garbage and refuse shall be stored in metal or plastic containers with plastic liners and tight-fitting lids. These containers shall be emptied and cleaned daily.

16. **Condiments** must be stored in squeeze bottles, pump dispensers or individual packets to protect the product.

17. **Food Protection** – Foods on display to the public must be protected by food shields or packaging.

**FAILURE TO FOLLOW GUIDELINES CAN RESULT IN INVALIDATION OF LICENSE TO OPERATE.**
TEMPORARY FOOD OPERATION LICENSE INFORMATION FORM

Name of Event: ____________________________________________________________

Name of Contact Person: __________________________ Phone number: ______________

Date(s) of Event: ______________ Time of Event: __________________

Include a diagram illustrating facility layout (include all cooking equipment, food preparation areas/equipment, hot and cold holding equipment, handwashing station, wash/rinse/sanitize station, and location of restrooms).

List all the food items to be prepared and served: ____________________________________

_____________________________________________________________________________ 

What is the source of the food being served? ________________________________

How will foods be cooked and held hot? ________________________________________

How will you keep the food cold? _____________________________________________

Explain your hand washing station: ____________________________________________

_____________________________________________________________________________ 

Explain how utensil/equipment will be cleaned and sanitized:

_____________________________________________________________________________ 

What are the supporting facilities? ____________________________________________

List any other pertinent information: __________________________________________

_____________________________________________________________________________ 

Issuance of a temporary food operation license requires final approval of the Butler County General Health District. License fees must accompany this application with payment made to the Butler County General Health District. This application must be received at least 10 days prior to the event. Late applications will be rejected. Fees are non-refundable & non-transferable once license application is processed. Signature acknowledges acceptance of all requirements listed, and the operation will meet all applicable food code requirements.

Signature: __________________________________ Date: ___________________________