

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

## Instructions:

 Food Service Operation

Complete the applicable section (Make any corrections if necessary)

 Retail Food Establishment

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.

Name of temporary food facility		
Location of event		
Address of event		
City		State
		Zip Code
Start date	End date	Operation time(s)
Name of license holder		Phone Number
Address of license holder		
City		State
		Zip Code
List all foods being served/sold		
_____		
_____		

*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
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### Licensors to complete below

Valid dates	License fee
	<b>\$50.00</b>

Application approved for license as required by Chapter 3717 of the Ohio Revised Code

By	Date
Audit no	License no

## 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.**

**BUTLER COUNTY GENERAL HEALTH DISTRICT  
301 SOUTH THIRD STREET  
HAMILTON, OH 45011  
513-863-1770**

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