



# Application Packet for Temporary Food Permit

(For all operators of Temporary Food Service Operations and Temporary Retail Food Establishments)



## Application Submission

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**Submit Applications To:** Miami County Public Health  
510 West Water Street Suite 130  
Troy, Ohio 45373

### Questions?

Phone: 937-573-3504

Email: [EH@miamicountyhealth.net](mailto:EH@miamicountyhealth.net)

**Nonbusiness hours:** 937-573-3500

## Licensing Process

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- 1) Review this packet.
- 2) Complete the license application form, layout drawing (on the back of the license application), and all questionnaire forms. It is **very important** that you write your operation start and end times as accurately as possible on the application form!
- 3) If your operation is occurring at a festival or large event, please note the specific location or booth # on your application.
- 4) Please submit the application, drawings, and questionnaires along with the required license fee **(\$30.00 per day)** at least 10 days before your event. A temporary food operation license cannot exceed 5 days, except for County Agricultural Fairs, which may exceed this limit according to Ohio law. You are permitted to apply for up to 10 temporary licenses per year.
- 5) Miami County Public Health (MCPH) will either approve the application or contact you with questions, comments, recommendations, or concerns.
- 6) A MCPH inspector will inspect the temporary food service operation during the hours of listed on your application form. We will attempt to inspect the operation near the beginning of the operational period; however, this is not always possible due to the number of inspections that we perform. You are **not** required to wait for the inspection before you begin to prepare and serve food.
- 7) If you cancel your temporary food service operation, please let us know as soon as possible. If MCPH is not informed at least three (3) hours prior to the event, the license fee will not be refunded.
- 8) Upon successful completion of the inspection, you will be issued the temporary food service operation license. The license must be posted in plain view for customers.

# Food Safety Requirements

## Person-In-Charge Responsibility

- The Person-In-Charge (PIC) is directly responsible for protection public health by ensuring food safety and sanitation of the temporary food service operation. You are responsible for complying with all applicable food service codes outlined in the Ohio Administrative Code (OAC) and the Ohio Revised Code (ORC) and training support staff/volunteers.
- You can download a copy of the Uniform Food Safety Code at our website: <https://www.miamicountyhealth.net/food-safety>
- The PIC must be able to identify the seven major food allergens and any foods they sell/serve that contain the allergens. The major food allergens are: milk, egg, fish (including crustaceans), tree nuts, wheat, peanuts, & soybeans.
- The inspecting health official will “test” the PIC’s knowledge of food safety, focusing on items in this packet. The PIC should be capable of answering questions about the rules, requirements, and temperatures in this packet. If the health official determines during the inspection that the PIC is not knowledgeable in food safety rules and requirements or presents a present danger to public health, the license may be suspended or revoked.

## Hand Washing

- A temporary hand washing station must be provided.
- Flowing warm water must be provided. There are no exceptions. We suggest that you use a coffee urn to heat water. Once heated, pour the hot water from the coffee urn into a large Igloo-type cooler and add cool water to achieve warm water near 100°F.
- As soon as food workers enter the booth, they **must** wash their hands **before** preparing food.
- Hand soap and paper towels must be provided at the hand wash station. You **may not** use cloth towels for hand drying.
- Hand sanitizer is not a substitute for hand washing. You may only use hand sanitizer **after** washing your hands.
- The hand wash station should be labeled “Hand Wash Only.”
- The hand washing station must be set-up as shown below:

### Hand washing must be done throughout the day, especially:

After...	Using the restroom Coughing or sneezing Smoking Handling money Eating or drinking Handling raw foods Touching trash
Before...	Starting to prep food Putting on gloves Touching clean items

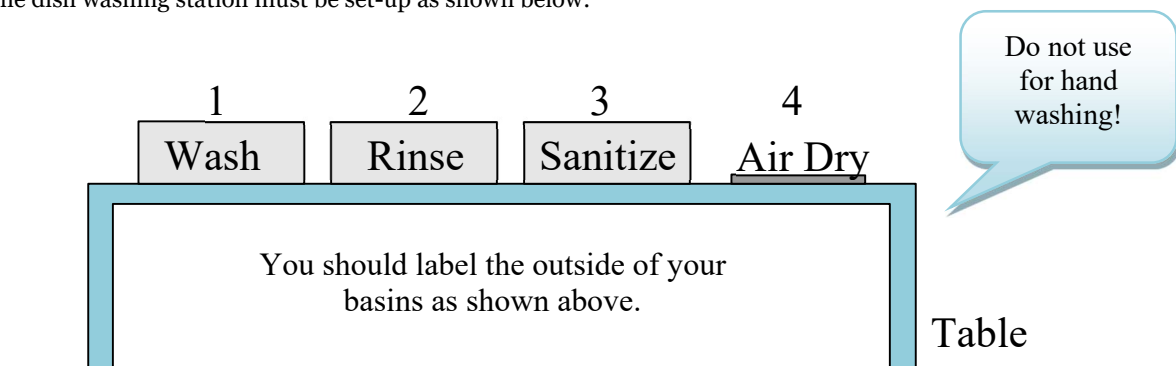


1. Flowing warm water cooler
2. Soap (liquid or bar)
3. Paper towels
4. Catch basin for waste water
5. Table

## Ware washing (utensils/dishes)

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- A temporary ware washing station must be provided.
- All utensils and dishes (if applicable) must be washed, rinsed, sanitized, and air-dried before use, during the operation when they become unclean, and at least every 4 hours.
- Ware washing must be done using a three-compartment basin setup. We suggest that you use 3 plastic basins, large enough to immerse your largest dish/utensil.
- **You may not wash utensils/dishes at your hand wash station, nor wash hands at the ware wash station.**
- Warm water and dish soap must be provided for washing.
- An approved sanitizer must be used. The most common sanitizer is unscented household bleach (chlorine). The required concentration of chlorine for proper sanitizing is listed in the Ohio Uniform Food Safety Code.
  - Using 1 cap-full of regular unscented bleach per one gallon of water is equal to about 100ppm free chlorine.
  - Testing strips must be present to verify concentration(s) of sanitizing liquid.
- The dish washing station must be set-up as shown below:



## Clean Water

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- All water used in the temporary food service operation must be obtained from an approved source. An approved source is considered a public/municipal/city water supply or commercially bottled water from an approved source. **Do NOT use water from a private water well.**
- Water connections through a community spigot must be protected with an ASSE-approved backflow prevention device, such as ASSE 1011. You can usually find this type of approved backflow device in the hardware section of many stores.
- Water hoses, if used, must be food-grade or drinking water quality hoses (**NOT green garden hoses**). Approved hoses are often clear – or – white with a blue stripe.

## Waste Water and Solid Waste

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- Wastewater should be collected and disposed of (gray water) from your hand wash station, dish wash station, fruit/vegetable rinse station, and any other place where water is used.
- Wastewater must be collected and disposed of into an established and approved sewer system or community collection basin.
- Wastewater **may not** be disposed of into a storm sewer drain. Storm drains transport water to our local waterways such as rivers, streams, and creeks.
- Wastewater **may not** be dumped onto the ground or into other unapproved drainage ways.
- Trash must be disposed of in trash cans and transported to an approved waste disposal area.

## Food Preparation

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- All food preparation must occur **at the site** of the licensed temporary food service operation.
- **You may NOT prepare food at home or another unlicensed location and then transport it to the event.**
- Raw fruits and vegetables must be thoroughly rinsed with clean water prior to preparation or use.
- You must provide flowing water to properly rinse all fruits and vegetables.
- If you are using fruits or vegetables, you must provide a similar setup to the hand wash station – flowing water with a catch basin.
- You may not use your hand wash station as your fruit and vegetable rinse station.
- All food preparation must be done on cleanable surfaces such as cutting boards.



## Food Protection

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- All areas of the temporary food service operation must be protected from the weather and environment using a tent, covering, or building.
  - Protection must be extended to (at least) the food preparation areas, service areas, the hand wash station, and the dish wash station.
- Food must be kept covered and away from areas of contamination.
- Food must be kept away from the hand wash and dish wash stations.
- Food preparation areas must be set-up near the back of the food operation, away from the public.
- All food, drink, and service utensils must be kept at least 6 inches off the ground. Utilize tables, crates, boxes, pallets, skids, or other acceptable means to keep items off the ground.
- Workers may not smoke or eat anywhere inside the food booth.
- All food should be stored securely to prevent intentional and unintentional contamination. Food should only be accessible to authorized food workers – not to the public.

## Food Handling

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- Food workers/volunteers may not touch exposed, ready-to-eat foods with their bare hands.
  - Ready-to-eat foods are foods that will not be cooked before serving or have been cooked.
  - Examples of ready-to-eat foods are sandwich buns, cheese, fruits, vegetables, etc.
- Food handlers may use clean utensils, deli tissue, spatulas, tongs, or single-use gloves to handle ready-to-eat foods.
- Single-use gloves are not a substitute for hand washing. Food handlers must continue to wash their hands throughout the day even though they may be using single-use gloves.
  - Food handlers must wash their hands frequently – especially after changing gloves, after touching money, and before beginning food preparation.
  - **Latex gloves are no longer permitted in food service operations.**
- All food workers must be healthy and **not experiencing stomach-flu-like symptoms within the last week.**
- Food handlers shall ensure protection of food from hair by wearing hair restraints such as hats, hair coverings or nets, or beard restraints that are designed and worn to prevent contamination of exposed food.



## Thawing

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- Food **may not** be thawed by setting the food out at room temperature. Food found thawing out at room temperature must be discarded.
- If necessary, thawing must be done by:
  - 1) **Refrigeration**: This is the best way to thaw foods. Move the frozen food from a freezer to a refrigerator that is

holding 41°F or lower. Note: This may take several days.

- 2) Cooking: Food may be thawed as part of the cooking process if the food reaches the minimum internal cooking temperature of 165°F.
- 3) Microwave: If the food is cooked immediately, it may be thawed in a microwave.

## Thawing

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- Food **may not** be thawed by setting the food out at room temperature. Food found thawing out at room temperature must be discarded.
- If necessary, thawing must be done by:
  - 4) Refrigeration: This is the best way to thaw foods. Move the frozen food from a freezer to a refrigerator that is holding 41°F or lower. Note: This may take several days.
  - 5) Cooking: Food may be thawed as part of the cooking process if the food reaches the minimum internal cooking temperature of 165°F.
  - 6) Microwave: If the food is cooked immediately, it may be thawed in a microwave.



## Cooking and Heating Foods

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- All food must come from an approved, licensed source.
  - If you have questions about a source, please contact MCPH at [eh@miamicountyhealth.net](mailto:eh@miamicountyhealth.net).
- You must provide at least one metal-stem thermometer for checking temperatures. The OAC 3717-1-4.2 requires the use of a small-diameter probe thermometer that is designed to measure the temperature of thin foods. Thin food examples are: cheese, hamburgers, chicken and deli meats.
- The metal-stem of the thermometer must be washed, rinsed, and sanitized before and after placing it into a food to check the cooking or heating temperature.
- Foods not meeting the proper cooking or heating temperatures must be discarded.
- Cook all foods to at least 165°F. Foods such as burgers, chicken, pastas, and vegetables should be cooked to this temperature.
- Pre-cooked foods that are pre-packaged from a commercial manufacturer (such as Gordon Food Service) should be heated to at least 135°F. The best example of this is hot dogs.

## Keeping Food Hot and Cold

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- Holding temperatures, both hot and cold, must be monitored with a metal-stem thermometer. Your thermometer should be capable of checking both hot and cold temperatures.
- Cold foods must be held at or below 41°F.
- After being cooked or heated, hot foods must be held at or above 135°F.
- Store all raw cold foods in a separate cooler (for example, store raw hamburger patties on ice in one cooler and store lettuce and cheese on ice in a separate cooler).
- Foods not meeting the proper holding temperatures must be discarded.



**COOK to  
≥165°F**

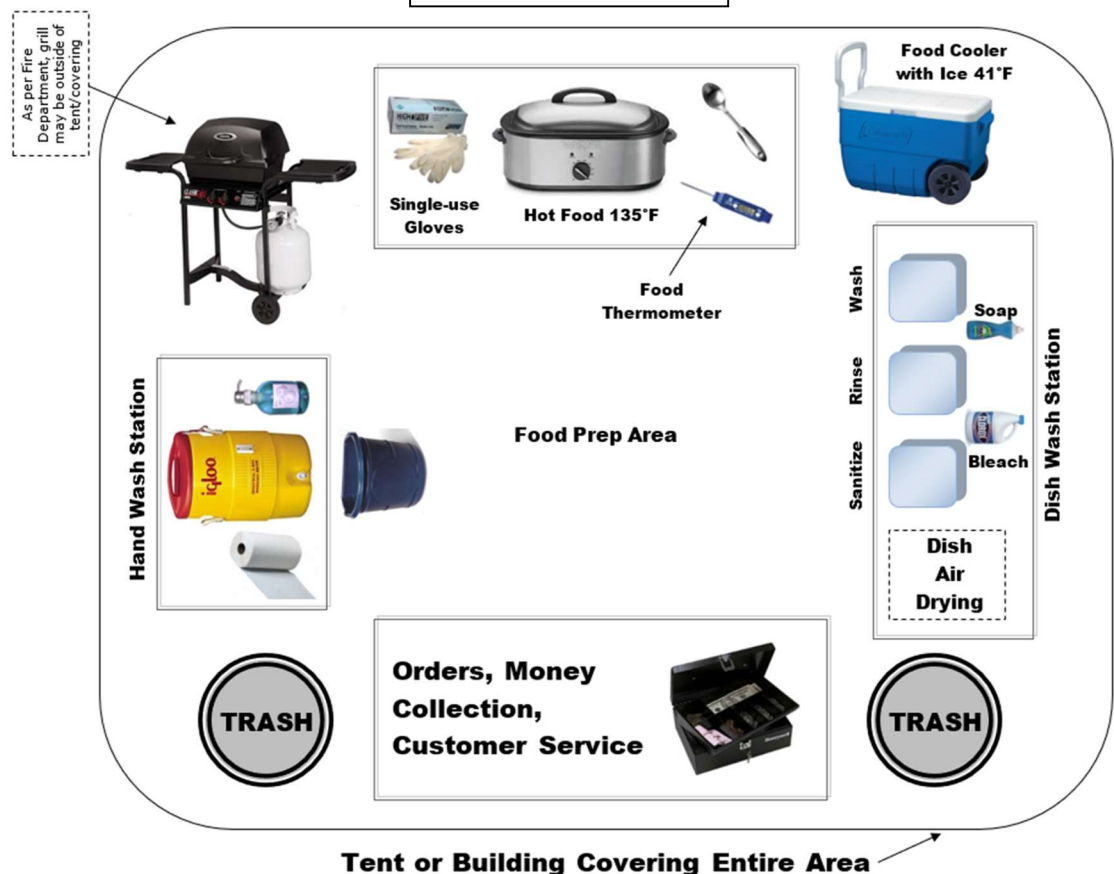
**HOLD at  
≥135°F or ≤41°F**

# Pre-Operational Checklist for Temporary Food

Before you start serving food, this checklist to ensure your food operation is fully prepared for operation:

- ☐ Hand wash station setup correctly – warm water, soap, paper towels, and catch basin.
- ☐ Workers/volunteers are frequently washing their hands using the hand wash station.
- ☐ Hot holding temperatures at or above 135°F.
- ☐ Cold holding temperatures at or below 41°F.
- ☐ Gloves, utensils, etc. used – no bare-hand contact with food.
- ☐ Hair-restraints for workers handling or working around food.
- ☐ Good hygienic practices in place.
- ☐ All workers are healthy and have not been experiencing any symptoms of illness within the last week.
- ☐ Sufficient sanitizer levels and test strips to verify.
- ☐ All food and utensils at least six (6) inches off the ground/floor.
- ☐ Metal-stem thermometers available and calibrated to monitor temperatures.
- ☐ Tent or building covering the entire food service operation area.
- ☐ Gray/wastewater disposed of properly.
- ☐ Person-In-Charge knowledgeable in food safety rules and requirements.

## Sample Layout



# APPLICATION TO CONDUCT A TEMPORARY (check only one)

HEA 5331 (Rev 9/00) Ohio Department of Health

- ☐ Food Service Operation  
☐ Retail Food Establishment

## INSTRUCTIONS:

- 1) Complete the applicable sections.
- 2) Sign and date the application.
- 3) You may pay by check, cash, or credit card.

**Fee Change:**  
**\$30/day**

Checks should be payable to: **Miami County Public Health**

- 4) Return payment, application, and supporting forms to: **Miami County Public Health**  
**510 W. Water St., Suite 130**  
**Troy, OH 45373-2985**

Before the license application can be processed the application must be completed and the fee submitted. Failure to complete this application, supporting forms, and remit the fee will result in not issuing the license. This action is governed by the Ohio Revised Code 3717.

Name of Temporary Food Operation			
Location of Event (include the address and city if possible)			
Start Date	End Date	Operation Start Time	Operation End Time
Name of Owner (person at the event site responsible for the operation)		Email of Owner	
Address of Owner (including city, state, zip)		Phone Number of Owner	
List all foods & drinks being served or sold:			

**I HEREBY CERTIFY THAT I AM THE LICENSE HOLDER, OR AUTHORIZED REPRESENTATIVE, OF THE TEMPORARY FOOD SERVICE OPERATION OR RETAIL FOOD ESTABLISHMENT INDICATED ABOVE.**

**Signature:**

**Date:**

## HEALTH DISTRICT TO COMPLETE HIGHLIGHTED AREAS BELOW

Valid Date(s):	License Fee: \$	Rec #
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APPLICATION APPROVED FOR LICENSE AND CERTIFIED AS REQUIRED BY THE ORC CHAPTER 3717:

BY: \_\_\_\_\_ DATE: \_\_\_\_\_ AUDIT NO. \_\_\_\_\_ LICENSE NO. \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration \_\_\_\_\_ Zip of Card Holder \_\_\_\_\_

## **License Application Drawing**

Use this page to create your drawing/layout.

A sample drawing is included with this Packet.

### **Minimum Drawing Requirements:**

- |                                   |                                                  |
|-----------------------------------|--------------------------------------------------|
| 1) Hand washing station           | 6) Waste containers                              |
| 2) Dish washing station           | 7) Fruit/vegetable rinse station (if applicable) |
| 3) Food preparation area(s)       | 8) Customer service area                         |
| 4) Cooking/heating equipment      | 9) Overhead protection (tent, building)          |
| 5) Hot and cold holding equipment |                                                  |



## LICENSE APPLICATION QUESTIONNAIRE

- 1) What time will you be prepared for inspection and fully set up? \_\_\_\_\_
- 2) If at a large event, what is the exact location or booth number of the operation? \_\_\_\_\_
- 3) Describe/explain your hand washing station set-up. \_\_\_\_\_
- 4) Describe/explain your 3-compartment dish washing station. \_\_\_\_\_  
\_\_\_\_\_
- 5) What type of sanitizer will be used in the third container/compartment? \_\_\_\_\_  
\_\_\_\_\_
- 6) Where will you obtain all your clean water for the operation? \_\_\_\_\_  
\_\_\_\_\_
- 7) Is the water from an approved source? (ex: Municipal water) \_\_\_\_\_  
\_\_\_\_\_
- 8) How will backflow of water be prevented if the supply hose (food-quality) is connected to a community spigot? \_\_\_\_\_  
\_\_\_\_\_
- 9) Where will you dispose of all waste/gray water generated by your operation? (e.g. water generated by: hand washing station, dish washing station, food preparation activities, etc.) \_\_\_\_\_  
\_\_\_\_\_
- 10) Where will you dispose of all trash generated by the food service operation? \_\_\_\_\_  
\_\_\_\_\_
- 11) Where will all food, drinks, and ingredients be purchased? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 12) What kind of equipment will you use to transport cold foods from the source to the temporary food service operation site? \_\_\_\_\_  
\_\_\_\_\_
- 13) How will these foods stay cold during transport? \_\_\_\_\_  
\_\_\_\_\_
- 14) Will **any** food be prepared at a private home or somewhere other than the temporary food service operation? If yes, where?  
\_\_\_\_\_  
\_\_\_\_\_
- 15) When will the food be delivered or brought to the event? \_\_\_\_\_  
\_\_\_\_\_
- 16) Will any food be stored at the temporary location or at the event prior to the day of the event? \_\_\_\_\_  
\_\_\_\_\_

- 17) Will **any** food be stored at a private home or somewhere other than the temporary food service operation? If yes, where? \_\_\_\_\_  
\_\_\_\_\_
- 18) Will there be a gap in time between when the food is prepared and when the food is sold? If so, how long? \_\_\_\_\_  
\_\_\_\_\_
- 19) Will you be using any raw fruits or vegetables? If so, how will they be rinsed? \_\_\_\_\_  
\_\_\_\_\_
- 20) How will you protect your food preparation areas, service areas, the hand wash station, and dish wash station from contamination? \_\_\_\_\_  
\_\_\_\_\_
- 21) What will you use to keep all food, drink, and utensils at least six (6) inches off the ground/floor? \_\_\_\_\_  
\_\_\_\_\_
- 22) What will you use to prevent bare-hand contact with ready-to-eat foods? \_\_\_\_\_  
\_\_\_\_\_
- 23) If any foods will be thawed, what approved thawing method will you use? \_\_\_\_\_  
\_\_\_\_\_
- 24) What cooking equipment will you use to cook or heat foods to the required temperatures? \_\_\_\_\_  
\_\_\_\_\_
- 25) How much time is needed to prepare the food for your menu? Is there enough time before the event begins to ensure compliance with food safety guidelines? \_\_\_\_\_  
\_\_\_\_\_
- 26) What heating equipment will you use to hold all hot foods at or above 135°F after cooking? \_\_\_\_\_  
\_\_\_\_\_
- 27) What cooling equipment will you use to keep all cold foods at or below 41°F? \_\_\_\_\_  
\_\_\_\_\_
- 28) How will you monitor cooking temperatures and hot and cold holding temperatures? \_\_\_\_\_  
\_\_\_\_\_
- 29) If cooked hot food drops below the 135°F holding temperature, or if cold food rises above the 41°F holding temperature, what will you do with the food? \_\_\_\_\_  
\_\_\_\_\_
- 30) Will you be cooking and then refrigerating food – to be reheated at a later time? If so, how? \_\_\_\_\_  
\_\_\_\_\_
- 31) How will you ensure that all your food is secure? Will it be stored under lock and key? In a vehicle, building, etc? \_\_\_\_\_  
\_\_\_\_\_