Moultrie County Health Department  
202 South Main St.  
Sullivan, IL 61951  
Phone: (217)728-4114 / Fax: (217)728-2650

Date(s) of Event:  
For Profit - $30 Fee  
Non Profit - $15 Fee

Permit Application to Operate a Temporary Food Service Facility

The undersigned herewith makes application for a Temporary food service facility permit.

Deadline for submitting application is 7 days prior to the event

Name of temporary food service facility: 

Phone contact will be made with the applicant once the application is received to discuss ordinance and proper health practices with regard to food safety and sanitation. Please provide a telephone number where a representative can be contacted between 8:30a.m. and 4:30 p.m., Monday-Friday.

Name of representative making application:

Address: 

Phone: 

Certified food handler (if any):

Name of festival or event:

Location of food service facility:

Prep date & time:  

Serving date & time:  

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<tr>
<th>List of all Foods</th>
<th>Approved Food Source (place of purchase)</th>
<th>Location where food will be prepared</th>
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Please Turn Over Sheet To Complete Application
All Potentially Hazardous Foods must be kept below 41°F or above 140°F at all times

Will any restaurants or permitted establishments prepare food for you? ( ) Yes ( ) No

If yes, what restaurant and food item: ________________________________________________

Cold Storage

( ) Refrigerator ( ) Freezer ( ) Drainable Cooler with Ice ( ) Other: ______________________

Hot Storage

( ) Oven-Stove ( ) Steam Table ( ) Crock Pot ( ) Elec. Roaster ( ) Other: ______________________

If the food will be transported from a prep area, how will this be done? ______________________

Do you have a sufficient # of stem therm. to assure temperatures are maintained? ( ) Yes ( ) No

Do you have indicating thermometers +/- 2°F in all cooling and freezing units? ( ) Yes ( ) No

Do you have hand washing facilities with hand soap and paper towels? ( ) Yes ( ) No

Do you have a 3 compartment sink or other arrangement for dishwashing? ( ) Yes ( ) No

Do you have a test kit for sanitizer to measure proper concentration? ( ) Yes ( ) No

Do you have gloves to handle ready to serve foods? ( ) Yes ( ) No

Do you have hair restraints as needed for individuals with longer hair? ( ) Yes ( ) No

Single service dinnerware provided: ( ) Yes ( ) No

Canopy and flooring provided: ( ) Yes ( ) No

If a grill is being used is it covered? ( ) Yes ( ) No

I hereby certify that the information submitted herein is correct to the best of my knowledge

Signature of Applicant __________________________________________ Date: ____________

Application Approved: ( ) Yes ( ) No if no reason: ____________________________

Sanitarian Signature __________________________________________ Date: ____________
PRE-OPENING CHECKLIST FOR TEMPORARY FOOD SERVICE

This checklist is designed to assist you in conducting a self-inspection of your temporary food service stand/trailer prior to opening. DO NOT OPEN your food stand/trailer until you have met all of the requirements listed below.

[ ] Permit application submitted to Moultrie County Health Department, permit must be displayed in public view

[ ] Building, tent, canopy, awning, or enclosed trailer

[ ] City water supply, no well water is to be used

[ ] Food grade hoses if using a trailer with water hookup

[ ] City sewer available for dumping waste water, restrooms available

[ ] 3 compartment sink/3 tubs, buckets, basins, etc & detergent, sanitizer, & test kit for sanitizer

[ ] Hand washing station - Water container w/spigot & catch bucket below, soap, paper towels

[ ] Sanitizing bucket/container for storing wiping cloths in when not in-use

[ ] Metal stemmed thermometer (0F-220F accurate +/- 2F) for checking internal food temps

[ ] Thermometer for each cooler and freezer unit (Accurate +/-2F)

[ ] Equipment in good condition (No chips, cracks, pitting, rust, etc.), clean, & working properly

[ ] If using a trailer, all floors, walls, ceiling, counters, attached equipment are smooth, durable, non-absorbent, light colored, and easily cleanable

[ ] Sufficient refrigeration is present, which will hold all potentially hazardous foods at 41F or below at all times. Mechanical refrigeration is strongly recommended. If using coolers w/ice, coolers shall have a drain

[ ] Cooking equipment in good condition, works properly, and cooks foods to required temperatures

[ ] Sufficient hot holding equipment in good condition and holds all hot foods at 135F or above at all times.

[ ] Suitable utensils such as spatulas, tongs, deli tissue or single use gloves for handling food items. Food workers shall avoid bare hand contact with ready-to-eat foods whenever possible.

[ ] Food obtained from an approved source. All raw meat shall have a USDA inspection stamp to meet USDA regulations. All foods prepared from in an unapproved area, kitchen, or location is prohibited.
MOULTREY COUNTY HEALTH DEPARTMENT
262 S. Main
217-728-4114
SULLIVAN, IL 61951
Fax # 217-728-2650

The following list is to assist you in conducting a daily self-inspection of your stand before you open.
If you are missing any of the required equipment, DO NOT OPEN.

() Three sinks, pails or basins for cleaning utensils:
   a) Wash solution of warm water and soap.
   b) Rinse—plain warm water
   c) Sanitizing solution—1 tablespoon of laundry bleach per gallon of warm water (200 ppm).

() Cooler with spout filled with warm water and a catch bucket for hand washing.

() A thermometer for each mechanical refrigeration unit accurate to ±2°F.

() A metal stemmed thermometer accurate to ±2°F for checking food temperatures.

() Equipment, utensils, etc. in food and cleanable condition. All equipment and utensils must be cleaned
   and sanitized before the beginning of the event and as often as necessary, but no less than once a day.
   Any stand that is found to have food residue built up on its equipment shall be required to
   disassemble, clean, and sanitize such equipment prior to opening.

() Detergent, sanitizer, and sanitizer test strips available in each stand where utensils are cleaned

() Hand soap and paper towels for hand washing.

() Hand sanitizer may not be used in place of hand washing.

() Gloves are required for handling of “ready to eat” foods but shall not be used in place of proper hand
   washing.

() Sufficient refrigeration to hold potentially hazardous foods below 41°F.

() Mechanical hot holding equipment to maintain hot food at or above 135°F.

() Sufficient hair restraints available.

() Food must be prepared in an approved location, or obtained from an approved source.

() Food stands should be constructed to facilitate the cleaning of the food preparation area and serving
   areas. Food stands in a state of repair that could directly contribute to food product contamination may
   not be allowed to open.

() Outside grills or cookers must be shielded or covered when possible to reduce the risk of contamination.

() Mobile food service stands should be constructed in compliance with the Illinois Department of Public
   Health “Temporary Food Service Establishment Guidelines.”

Any Potentially Hazardous Food between 41°F and 135°F shall be discarded

Source: IDPH Food Service Sanitation Code Sections 750.1610. 750.1620, 750.1630, 750.1640,750.1650, 750.1660, 750.1670, 750.1680, 750.1690, 750.1700
Rev. 10/09 JAR