



## Tipton County Health Department

Dear Temporary Food Establishments,

Temporary food establishments are issued permits within two category types: **Temporary** or **Seasonal**

Provided is a brief description of the Tipton County Health Department permitting requirements and checklist for operating a temporary food operation. Food permits must be displayed at all times during an event. Non-profit food events where 100% of all food and proceeds are donated to benefit a non-profit organization are exempt from food licensing requirements, but may be reviewed for food safety due to the menu items being served.

**Temporary Establishments** are temporary food establishments in which all food is prepared on-site in conjunction with a single event or festival not exceeding fourteen (14) consecutive days. Temporary applications are only accepted **thirty (30) days** or more before the event. **Any submitted after the 30 days will be rejected.**

*Permit for 1-3 days \$30.00*

*Permit for 4-14 days \$60.00*

**Seasonal Permits** are temporary food establishments that operate routinely in the county throughout the calendar year (over 14 consecutive days). An annual seasonal permit will allow the vendor to move between event locations under the same permit in Tipton County and minimize the need for obtaining individual permits for each event. An example of this would be someone who participates in The Tipton County Pork Festival, The 4H Fair and The Atlanta Earth Days. Each event must be on the application.

*3 Month Seasonal \$75*

*6 Month Seasonal \$105*

*9 Month Seasonal \$135*

*Per Tipton Food Code, each location utilized for food handling and preparation activities is required to be separately permitted per each business establishment and inspected within Tipton County.*

If preparation, handling, packaging, etc. of food products occurs in another county, proof of permit from that county must be provided prior to being issued a temporary permit. Retail food preparation **MAY NOT** occur in a private residence.

All temporary food vendors **must have a certified food handler**, unless exempted by food type per IC 16-42-5.2.

Any questions can be directed to the Tipton County Health Department at 765-675-8741 ext. 1



Permit # \_\_\_\_\_

# Tipton County Health Department

## Temporary Food Establishment Permit Application

- Applications **MUST BE** submitted **30 days prior** to the event, no exceptions!
- Permit fee must be paid at time application is submitted
- Vendors who have not obtained a permit prior to the event will be asked to leave
- Vendors who have more than one booth at an event **MUST** obtain a permit for each booth

Business Name \_\_\_\_\_

Menu Items \_\_\_\_\_

Person in Charge \_\_\_\_\_

Certified Food Handler (**MUST** provide a copy of certification) \_\_\_\_\_

Name of Owner \_\_\_\_\_

Address of Owner \_\_\_\_\_

Owners Phone # \_\_\_\_\_ Owners Email \_\_\_\_\_

Festival Name/location _____
Date of operation _____
Starting/Ending times _____

Types of **Temporary** Permits: (check one)

- \_\_\_\_\_ One (1) to Three (3) Consecutive Days      \$30.00
- \_\_\_\_\_ Four (4) to Fourteen (14) consecutive Days      \$60.00
- \_\_\_\_\_ No Fee Permit (Only Not For Profit)      \$0

Types of **Seasonal** Permits: (check one)

- \_\_\_\_\_ 3 Month Seasonal      \$75.00
- \_\_\_\_\_ 6 Month Seasonal      \$105.00
- \_\_\_\_\_ 9 Month Seasonal      \$135.00

The undersigned applies for a license to operate a temporary food service establishment pursuant to retail food establishment requirements in 410 IAC 7-24. The undersigned certifies receipt of the guidelines for operation, and that the establishment will be operated and maintained in accordance with these conditions.

Owner or Operator's Signature \_\_\_\_\_

Please include a check or money order with this application made payable to The Tipton County Health Department. 101 E Jefferson St. Tipton, IN 46072. 765-675-8741 ext. 1

# Tipton County Health Department

## Checklist for Temporary and Seasonal Events

Please be sure to check each item to assure a successful inspection

### Facilities

Each vendor must have an overhead covering (except for grills and fryers).	
Potable water from an acceptable source must be accessible for the entire event.	
If water is obtained from a hose, it must be food grade quality.	
Hand washing stations must be set up and properly functioning prior to food prep. Soap and paper towels must be provided at handwashing station as well as a bucket to catch the wastewater. Hand sanitizers and gloves are not a substitute for hand washing.	
A 3 compartment sink or equivalent must be provided to properly wash, rinse and sanitize utensils and equipment.	
Light bulbs must be properly shielded using plastic sleeves and end caps or rubber coated bulbs.	
Non chemical fly strips are allowed if properly located away from storage, serving, and food prep areas.	
Tobacco use and eating are not allowed inside the stand. Drinks must have a lid and straw.	
Covered trash receptacles must be provided.	
Grease, wastewater, and food must be disposed of according to all applicable laws. Wastewater may be disposed of in sanitary sewers but NEVER in storm sewers.	
<b>FOOD HANDLING</b>	
There is to be no bare hand contact with ready to eat food items. Gloves and utensils must be worn.	
Only foods requiring limited preparation are allowed.	
Food, utensils, and single service items must be stored at least 6" off of the floor or ground.	
A thermometer (0°-220°F) must be provided to monitor food temperatures.	
All hot foods must be maintained above 135°F.	
All cold foods must be maintained below 41°F.	
Do not store food or any other items in ice that will be used for consumption.	

Foods must be protected from consumer contamination at all times.	
Food transported from the licensed establishment to the event site shall be maintained above 135°F (hot) and below 41°F (cold) and protected during transport.	
All employees must wear hair restraints that include hats, nets, visors or scarves.	
Employees must wash hands at regular intervals and between changing gloves.	
<b>Sanitizing</b>	
Sanitizer buckets or spray bottles must be available	
2 teaspoons of chlorine bleach to 1 gallon of water = 100 ppm or quaternary per directions on container.	
Chemical strips must be provided to monitor sanitizer strength.	

# Food Safety at Temporary Events



Tipton County  
Health  
Department

101 E Jefferson  
Tipton, IN 46072

Phone: 765-675-8741  
Fax: 765-675-6952

## Guidelines for Temporary Events

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The following is a summary of requirements of the Indiana Food Code;

**Permits:** Check with the Health Department about permits and code requirements. Be prepared to tell where the event will be held, what you plan to serve, where the food will come from, how it will be prepared and transported, and the precautions you will take to prevent contamination.

**Employee Health:** Food workers may not have any open cuts, sores, or diseases transmittable by food. If a food worker has nausea, vomiting, or diarrhea, they are not allowed to work.

**Good Hygienic Practices:** Designate an area away from the food service and preparation for workers to eat, drink, and use tobacco. Workers must wash hands before returning to work. They must have clean clothes, wear hair restraints, and wash hands frequently.

**Water Supplies:** All water used for food preparation, utensil cleaning, and hand washing shall be from a safe approved source. An adequate supply of hot and cold water shall be available.

Water must be stored in food grade containers with tight fitting covers and only used for storage of safe water. All water hoses used to carry water for food preparation and handwashing must be of food grade materials and be protected

by an approved backflow prevention device. Wastewater must be disposed of in an approved municipal sewer or septic system. Dumping wastewater onto the ground, into waterways or storm drains is illegal and you could be fined.

**Serving/Cooking/Grill Areas:** Provide handwashing for all cooking and serving areas. Rope or fence off hot cooking equipment to protect the public from burns and to prevent exposure to food.

**Garbage and Refuse:** Garbage must be kept in insect/rodent-proof containers that do not leak and do not absorb liquids. Garbage must be routinely removed from the immediate area.

**Stand Construction:** Extensive food preparation and utensil washing areas shall have overhangs.

**Poisonous Materials:** Label containers of sanitizers and poisonous or toxic materials with the commonly identified name and keep away from food.

## Guidelines for Food Safety \*\*\*\*\*

**Menu:** Keep your menu simple. All food ingredients must be from an approved food source and be prepared at the temporary stand or licensed facility. The sale of food prepared in a private home is not allowed.

**Cold Storage:** Foods that require refrigeration (potentially hazardous foods) must be kept at 41°F or less.

**Transportation of Food:** Protect food from contamination and use refrigerated trucks or insulated containers to keep hot food hot (above 135°F) and cold food cold. (below 41°F).

**Cooking:** Use a probe food thermometer to check temperatures of potentially hazardous foods. Cook ground red meats to over 155°F, all poultry to over 165°F, and fish, beef, and pork to over 145°F.

**Hot Holding:** Hot holding units shall keep potentially hazardous food at 135°F or above.

**Cooling:** To cool foods quickly use an ice water bath and stir the product frequently, or place the food in shallow pans not more than 2 inches deep and refrigerate. Do not put pans on top of each other and leave covers off or ajar until completely cool. Check temps periodically. (135°F to 70°F in 2 hrs. and 70°F to 41°F in 4 hrs.)

**Reheating:** Heat quickly to an internal temperature of 165°F or over. Crock pots, steam tables, and such may NOT be used to reheat potentially hazardous foods.

**Thawing:** Food must be thawed in a refrigerator, completely submerged under cool running water (70°F or below), or as part of the cooking process.

**Thermometers:** Each cold storage/hot holding unit for potentially hazardous food must have a thermometer to measure the air temp. of the unit. An accurate metal stem thermometer must be provided to check the internal temps of both hot and cold food. Sanitize the thermometer between uses.

**Food Handling:** There shall be no bare hand contact with ready-to-eat food. Use utensils, tissues, or gloves. Wash hands frequently while working and when changing gloves.

**Certified Food Handler:** Any vendor selling potentially hazardous foods (PHF's) must have a Certified Food Handler. Please visit the ISDH website for a complete list of approved certifications.

**Ice:** Ice intended for human consumption must not be used for any other purpose (example; food storage for cold holding, soda bottles, etc.) and should be dispensed with a scoop. The scoop should be stored in the ice with the handle extended, on a clean surface, or in a covered container.

**Food Display:** All food must be protected from contamination by the use of packaging, food shields, display cases, or other effective means.

**Single Service Utensils:** All single-service cups or utensils should be stored in the original closed container or effectively protected from dust, insects, and other contamination. Eating utensils should be pre-wrapped or dispensed so only the handles are touched. Store cups and other single-service items upside down and covered.

**Condiment Dispensing:** Condiments (sugar, cream, mustard, ketchup, etc.) must be served in individual packages or from approved easily cleanable, multi-service dispensers, unless dispensed by employees.

**Dry Storage:** All food, equipment, utensils, and single service items must be stored 6 inches above the floor on pallets or shelving and protected from contamination.

**Wiping Cloths:** Wet cloths used for wiping surfaces must be stored in a chemical sanitizing solution (approx. 3/4 teaspoon bleach to 1 gallon of warm water) A spray bottle and disposable towel may also be used for this purpose. Other approved sanitizers may be used following label directions.

Sanitizer Concentrations  
Chlorine- 50-100 ppm  
Quat Ammonia 200-400 ppm  
Iodine 12.5-25 ppm

**Handwashing:** Provide warm water, soap, and disposable towels for handwashing. Warm water may be provided under pressure or in a 5 gallon or larger container with a non self

