

COUNTY - PORTER



**Porter County
Health Department**
155 Indiana Avenue
Suite 104
Valparaiso, Indiana 46383

(219) 465-3525
Fax: (219) 465-3531
www.porterco.org

Maria Stamp, MD
Health Officer

Date: January 17, 2017

To: Temporary Event Food Vendors

From: Porter County Health Department Foods Division

Re: 2017 Temporary Food Service Permit Application

Enclosed are both Temporary and Partial Year Food Service Permit Applications for your convenience.

- A temporary food permit is required to sell or sample any food prepared on-site, including non-potentially hazardous food, and all potentially hazardous food at a temporary event in Porter County. You are exempt from food permitting if only selling or sampling pre-made or prepackaged, non-potentially hazardous foods – no on-site production/preparation; however, you may be subject to inspection. A minimum of a hand wash station is required if portioning pre-made or prepackaged, non-potentially hazardous food for sale or sampling at the event.
- For vendors operating at multiple events throughout Porter County we also offer a Partial Year Permit that is valid for six (6) consecutive months for \$150.

A completed permit application and fee must be submitted to the Porter County Health Department at least seven **(7) days prior** to the scheduled event. The temporary food permit fee is \$20 per day with a maximum \$100 per scheduled event. Food permits WILL NOT be issued in the field. Any food vendor who attempts to sell or sample food without a valid food permit will be subject to closure, and may not be allowed to operate at future events in Porter County.

All foods must be prepared on-site or in a licensed food establishment. If food is prepared off-site prior to the event, please provide a copy of the retail food establishment permit of your commercial kitchen or a commissary agreement with an approved commercial kitchen.

Also attached for your use:

- 1) Temporary Food Vendor Checklist
- 2) Example and explanation of a Portable Handwashing Setup and Example and explanation of a Portable Dishwashing Setup
- 3) Example of Commissary Agreement

Please contact the Porter County Health Department if you have any questions pertaining to food permit requirements, application, process, or fees. Porter County Health Department Foods Division personnel:

Linda Maglish
Food Service Inspector
219-707-8158
lmaglish@porterco.org

Mary Evett
Food Service Director
219-510-6059
mevett@porterco.org

Robert Tarnow
Food Service Inspector
219-707-8157
rtarnow@porterco.org

Thank you for your cooperation.



Porter County Health Department Commissary Agreement

This form may be used for mobile unit operators, caterers and temporary food vendors, or when a prospective food establishment will use a permitted facility as its base of operation. Please provide the following information, including signatures, and submit with your retail food permit to Porter County Health Department. This commissary agreement is valid for the current calendar year only.

Commissaries located outside of Porter County require a copy of the establishments out of county/state permit attached to this form.

Date _____

I, _____ of _____
(Owner/Operator) (Licensed Establishment Name)

Located at _____
(Address of Establishment) (County) (State)

Do hereby give my permission to _____
(Mobile Unit / Pushcart / Caterer / Temporary Food Vendor)

To use my kitchen facilities to perform the following (check all that apply):

- Preparation of foods, such as vegetables or fruits, cutting meats, cooking, cooling, reheating.
- Dry Storage of foods, single-service items, cleaning agents, other equipment, vehicle/cart
- Cold Storage of food
- Servicing and cleaning of equipment
- Ware washing
- Filling water tanks
- Dumping wastewater
- Other: _____

Commissary Water Supply? Municipal Well

Commissary Sanitary Sewer Service? Municipal Septic (on site wastewater system)

Signature of Operator Date

Phone Number

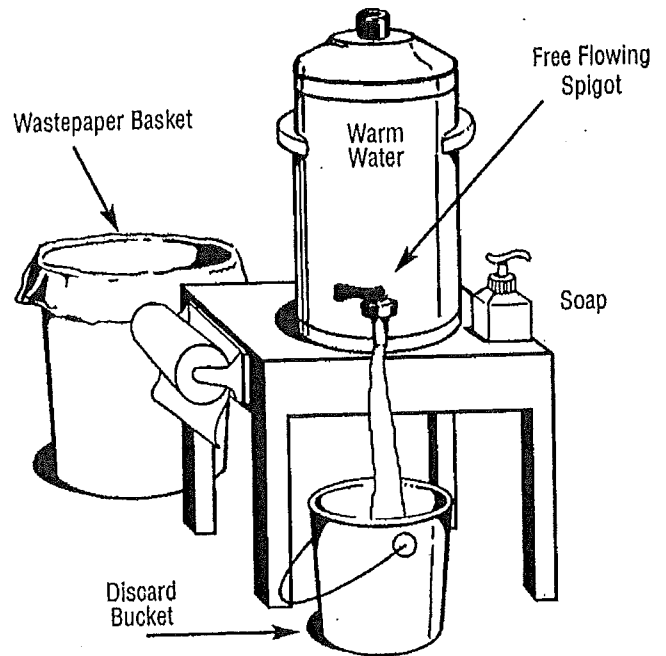
Signature of Commissary Owner Date

Phone Number

HANDWASHING

At least one hand washing facility located no more than 5 feet from the food booth must be available for handwashing on site **at all times**. This facility must consist of, at least, a container with warm potable running water at 100F (via spigot if sinks won't be utilized), a catch bucket for wastewater, soap, individual single-use paper towels, and a trash container for disposal of paper towels. Employees must wash their hands at all necessary times during food preparation and service as specified in 410 IAC 7-24, such as:

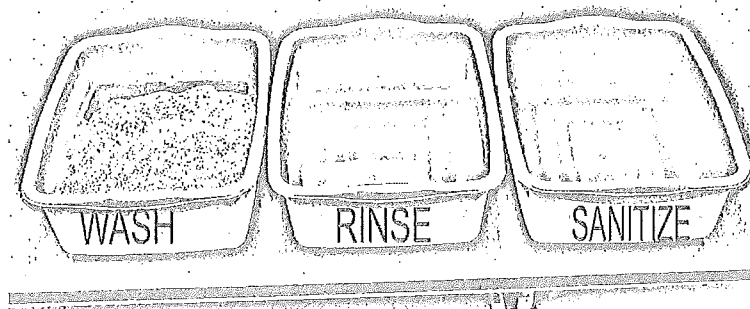
- Prior to starting food handling activities
- After using the restroom
- After sneezing, coughing, blowing your nose, eating, drinking, smoking, or touching a part of the body
- After touching an open sore, boil, or cut
- After handling money or other soiled items
- After taking out the trash or following any activity during which hands may have



DISHWASHING

Facilities must be provided to wash, rinse, and sanitize multi-use utensils, dishware and equipment used for food preparation at the site. Proper chemical sanitizer and the appropriate chemical test kit must be provided and used at each site. All dishes and utensils must be air-dried.

PROPER SET-UP



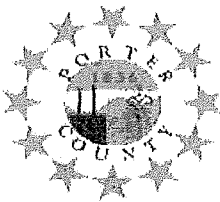
PROPER SANITIZER CONCENTRATIONS

Chlorine
50-100 ppm*

Quaternary Ammonia
200 ppm*

Iodine
12.5-25 ppm*

* or as otherwise indicated by the Code of Federal Regulations (CFR) or by the manufacturer of the product.



Porter County Health Department
Permit Application for Temporary Food Vendor

Permit Year: _____

Temporary Food Establishment – means a retail food establishment that operates at a fixed location for a period of time not more than 14 consecutive days in conjunction with a single event or celebration.

In accordance with Ordinance #13-12, passed by the Porter County Board of Commissioners on October 15, 2013, the temporary permit fee for Retail Food Establishments in Porter County is as follows:

Permit Fee: \$20.00 per day with a \$100.00 maximum per scheduled event

Please complete this application and return it with the appropriate permit fee to: **Porter County Health Department • Porter County Administration Building • 155 Indiana Avenue Suite 104 • Valparaiso IN 46383**

A Temporary Food Establishment Permit and receipt will be mailed to you once the application and the appropriate permit fee has been received. The Temporary Food Establishment Permit **must** be posted on the premises.

Event Information

Name of Event: _____
Location of Event: _____
Dates and Hours of Operation: _____
Event Coordinator Name: _____ Phone #: _____
Event Coordinator's E-mail Address: _____

Establishment and Owner Information

Establishment Name: _____
Mailing Address: _____
City, State and Zip Code: _____
Water Source: (one) ___ Municipal ___ Well Wastewater Disposal: (one) ___ Municipal ___ Private/Onsite
Type of Business/Ownership: (one) Individual Partnership Corporation Members Nonprofit
Owner(s)/Organization Name: _____
Phone #: _____ Fax #: _____
E-Mail Address: _____
Certified Food Handler's Name: _____ Expiration Date: _____

Provide copy of Certification with Food Permit Application

(This Certification is required for one employee. Some exemptions are allowed. See Title 410 IAC 7-22-15(g) at www.in.gov.)

Commissary or Base of Operation

Mobile unit operators, temporary food vendors and farmers market food vendors without a locally licensed retail food establishment must have a licensed commissary or base of operation from which to operate. This would include a fully equipped and licensed mobile unit.

If own an out-of-county or out-of-state food establishment provide a copy of your Food Establishment Permit/License with this permit application. If using a licensed food establishment not owned by you provide copies of a Commissary Agreement and the Commissary's Food Permit/License with this Permit Application.

Complete the Commissary Information if different than Establishment Information provided above.

Name of Commissary: _____
Address: _____
City, State and Zip Code: _____
Phone #: _____ Fax #: _____
Water Source: (one) ___ Municipal ___ Well Wastewater Disposal: (one) ___ Municipal ___ Private/Onsite

CONTINUE ON BACK

Facility Information (√ all that apply)

Type of Structure: ___ self-contained mobile unit ___ booth ___ tent ___ pushcart ___ inside building

___ other (describe): _____

Power Source: ___ will plug into source ___ generator ___ not needed

Hand washing: ___ sink ___ thermos with spigot ___ urn ___ other(describe): _____

Dishwashing: ___ 3-compartment sinks ___ tubs/buckets ___ back at Commissary/Licensed Food Establishment

Potable Water Source: ___ Commissary/Licensed Food Establishment ___ approved onsite water source
___ bottled water

Wastewater Disposal: ___ Commissary/Licensed Food Establishment
___ approved onsite sewage system or receptacles

Food Product Information

List all food and drinks to be served/sampled: _____

List food items that will be prepared at the Commissary/Licensed Food Establishment and brought to the event: _____

Applicant's Signature: _____ Amount Enclosed: \$ _____

Notes:

➤ **Permit Fees are Non-Refundable and Permits are Non-Transferable.**

➤ **Types of Payment Accepted:**

- Cash
- Money Order
- Check
- Credit or Debit Card – Our office cannot accept credit/debit card payments by telephone.

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<i>For Office Use</i>	Number of Days: _____ Paid by: (√ one) <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> CC/BC Check/Money Order #: _____ Date Fee Paid: _____ Processed by: _____ Amount Paid: \$ _____ Receipt #: _____ Receipt Book #: _____ Permit #: _____
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Food Vendor Checklist for Temporary Events

Compliance with all applicable sections of the Indiana Food Code 410 IAC 7-24 is required.

Administration:

- Complete the Temporary Food Service Permit Application and return it at least 7 days prior to setup at the scheduled event.
- Submit fee with the application: \$20 a day per unit (maximum \$100 per unit per event).
- A partial year food permit (6 months or less) is also available to cover multiple events within a 6 month period. The partial year permit fee is \$150.
- Attach a copy of a food handler certificate with application—if applicable.
- Food vendors operating without a permit **will be subject to closure** and may not be allowed to operate at future events in Porter County.

Food Sources:

- All foods must be prepared on-site or in a licensed establishment. If food is prepared off-site prior to the event, provide a copy of the retail food establishment permit of your commercial kitchen or a commissary agreement with an approved commercial kitchen.
- No home prepared or home canned** foods are allowed.
- Food must come from approved sources.

Food Preparation and Handling:

- All potentially hazardous foods must be thawed, cooked, cooled and reheated to the proper temperatures. Keep cold foods 41°F or below, keep hot foods 135°F or above.
- Probe type thermometer must be available on site and used at all times.

Food Protection:

- No bare hand contact with ready-to-eat foods (i.e. hot dogs, buns, lettuce, cheese, cones). Use gloves, tongs, deli tissue, or other suitable utensil.
- Food products must be protected from contamination (dirt, chemicals, human) at all times.
- All food, bagged ice, equipment and single-service/ use items must be stored at least 6 inches off the ground or floor.
- Food and condiments must be properly handled, stored, displayed and served.
- Protect foods during transportation keeping them covered, and hot foods at 135°F or above and cold foods at 41°F or below.

- Chemicals must be stored separately from food, equipment and single use items and content labeled.
- Overhead protection must be provided over all food service, preparation, storage, warewashing and handwashing areas. Exceptions may be over open flames and fryer units.

Single-Service/Use Utensils:

- Only single-service/use eating and drinking utensils can be used for serving food and drinks.
- Single-service/use items must be protected from all contamination.

Ice Use:

- Ice, which is to be consumed, must come from an approved source, be properly labeled and protected from contamination.
- Ice, being used as refrigeration, must constantly drain in a proper area (**NOT ON** the ground).

Handwashing Facilities:

- A handwashing station within each booth or mobile unit **is required** (unless only selling or sampling prepackaged foods requiring no onsite preparation and/or cooking).
- Handwashing station must be equipped with **warm** running water, soap, paper towels. Portable hand washing stations are acceptable and must also be equipped with **warm** running water (via spigot), soap, paper towels, and a catch bucket to collect wastewater until it is properly disposed.
- If food preparation takes place outside of the main unit, a separate handwashing facility must be provided at that location.
- Hand sanitizers **ARE NOT** an acceptable substitute for required handwashing set up.

Dishwashing Facilities:

- Utensils and equipment three-step wash, rinse and sanitizing setup within the food booth or mobile unit. (Example: **Three (3)** separate basins, bus tubs or food grade buckets).
- If utensils or equipment are taken off the premises for washing, they must be properly cleaned and sanitized in a licensed food establishment or commissary.
- Proper sanitizer set up in each booth or mobile unit at 50-200 ppm chlorine (bleach) or 200-400 ppm quaternary ammonia.
- A test kit must be available on site to measure sanitizer concentration.
- Wiping cloths must be stored in sanitizer solution when not in use.

Water and Wastewater Facilities:

- A sufficient supply of drinking water must be supplied for all purposes (handwashing, dishwashing, sanitizing and food preparation). If potable water is not available at the event location then food vendors are responsible for bringing water from an approved source.
- A proper backflow/back-siphon prevention device must protect all water lines to each mobile unit.
- Drinking water hoses must be food grade-drinking water safe and stamped as such.
- All liquid waste must be disposed of in accordance with all applicable laws.
- **DO NOT** dump wastewater/gray water on the ground, or in storm sewers, surface waters or ditches.

Hygiene and Personal Cleanliness:

- **No smoking, eating or drinking** is permitted in any food preparation or service area.
Closed drinks (lid with straw) are allowed.
- Clothing must be kept clean and not used to wipe hands.
- Food handlers must not wear jewelry on hands and arm (wedding band allowed).
- Food handlers must wear proper and effective hair restraints.
- Proper handwashing must be done whenever hands become contaminated and prior to food preparation and serving.

Insect Control, Trash, Lighting and Facility Surfaces:

- Trash receptacles must be provided in each booth or mobile unit.
- All garbage and trash must be kept in non-absorbent, leak proof, washable receptacles with lids. Lids must be kept in place to control flying insects.
- Adequate lighting must be provided and kept properly shielded.
- Establishments set up on surfaces other than concrete or asphalt (grass, gravel or dirt) must provide alternate, solid flooring such as plywood, rolled roofing material, linoleum in the food preparation and service areas. Indoor/outdoor carpeting is **NOT ALLOWED**.