

# Department of Health

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## GUIDELINES FOR ISSUING OF TEMPORARY FOOD SERVICE LICENSES

### Sanitation, License & Fee Requirements

- 1.) An application and arrangement for the inspection for a temporary food service license must be made at the Department of Health and the statutory fee paid in advance of the projected event date.
- 2.) Approval (or denial) will be given after an inspection is made on the first day of your event. Approved licenses must be posted in a conspicuous place on the stand. NO food service operation shall take place until an approval is granted by the Englewood Health Department.  
  
PLEASE NOTE: If the inspection must be made outside normal health Department hours (Monday thru Friday, 9:00 a.m. to 5:00 p.m.), the fee of \$30.00/hour must be paid prior to the inspection.
- 3.) Those vendors who prepare foods on site shall be required to take steps to ensure that foods or food contact surfaces are not contaminated by flies or other insects. Sealed containers, display counters, screened-in booths, etc. may be necessary.
- 4.) If foods are prepared, or if exposed foods are served on site, proper hand-washing facilities MUST be provided. This would include one of the following:
  - a. Running water with waste container, soap and towels provided.
  - b. Water vessel (5-10 gal.) With a spigot on the bottom, a vessel to collect waste water, hand soap and paper toweling (to be mounted as a dispenser).
  - c. Pre-treated cleansing napkins (e.g. Wet Ones, Wash & Dry, Towelettes, etc.) in sufficient quantity with approved dispenser.
- 5.) If no commissary or approved kitchen is available to return utensils and cookware to at night (for proper washing and sanitizing), then an adequate on-site facility must be provided. This will be a 3-compartment, 3-step wash, rinse and sanitize method with hot and cold running water and approved waste facilities. This requirement only applies if the event is scheduled for more than one (1) day. However, please note that all utensils and cookware must be washed, rinsed and sanitized prior to use.
- 6.) All foods shall be purchased from a commercial source.
- 7.) All food shall be prepared in a licensed and approved kitchen, unless prepared on site; **no preparation shall be allowed in a private home.** If a commercial kitchen is to be used, a signed letter from the owner of the commercial establishment shall be required before a license can be issued.
- 8.) Exceptions to #7 MAY be permitted in the case of baked goods - such as breads, cookies, cakes, etc. These baked goods must be properly WRAPPED and LABELED. They must include the following information: name of baker, preparation address and phone number of the baker, the name of the food item, and a list of all the ingredients used.

(dlg: \Envir\Food Estab\Temp Lic Guidelines)

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