



Temporary FSO Procedures

1. Applicant will fill out application & submit plans to Conneaut City Health Department at least 24 hours before event
2. Applicant must fill out application completely & provide legible drawings of the of the lay out and list all foods to be served
3. Sanitarian reviews proposed temporary & approves or disapproves the application
4. If disapproved sanitarian contacts the proposed operator to inform them of additional items needed on the plans
5. If approved license can be issued
6. If applicant attends several events and DOES NOT change the scope of their operation, we can copy their previous plans to be attached to their NEW APPLICATION
7. Inspection shall take place when operator of the temporary FSO is open for business

Conneaut City Health Department

440-593-3087

Guidelines for Temporary Food Operations

License:

Prior to the event, the food vendor shall make application for a license to include floor plan, equipment and handling procedures with the Board of Health. The license fee is \$10.00/day. Temporary Food licenses are issued for a maximum of five days. The sanitarian will deliver the license/permit on the first day in conjunction with the inspection.

Operators selling foods that are non-potentially hazardous such as fresh fruits-vegetables, unprocessed, commercially pre-packaged foods-beverages in areas up to 200 cubic feet are exempt from licensing.

Food:

Food, including ice, must be from an approved source. Food not prepared at the temporary food operation shall be prepared in a licensed facility and transported to the temporary site by the method approved by the licensor.

Food Protection:

All potentially hazardous foods shall be maintained at 41 F or below and 135 F or above by the method approved by the Health Department. Mechanical refrigeration shall be used for overnight storage of potentially hazardous foods. All food shall be protected from customer contamination. Frozen foods are to be thawed utilizing acceptable methods.

- A. Covers or an approved type food shield for open or exposed food display must be provided.
- B. Food and food container shall be stored a minimum of 6 inches above the floor or ground.
- C. Utensils, gloves for the transfer, preparing and/or serving of food shall be provided.
- D. Provide and use a probe thermometer to verify cooking and holding temperatures.

Equipment and Utensils:

A three-compartment sink system supplied with portable water shall be provided. It will be accessible and used for manual washing, rinsing, sanitizing of food equipment and multiple-use utensils.

Hand washing Facilities:

Hand washing facilities are required. Method will be approved by the Conneaut Health Department based on food type and preparation.

Support Facilities:

Water is to be provided from an approved source only. Adequate sewage/waste water disposal, toilet facilities, and garbage/refuse disposal are required.

Structural Requirements:

If determined by the licensor that floors, walls and ceilings are necessary, the materials used to construct these surfaces must be approved by the licensor.

**Temporary Food Service Operation
Facility Layout and Specifications**

List every food to be offered for sale	List establishments where food ingredients will be obtained	List cold holding food units (Maintain time/temperature controlled for safety foods at 41 F or below)	List hot holding food units (Maintain time/temperature controlled for safety foods at 135 F or above)

Will foods be prepared at the temporary location? (Circle) Yes or No If no, where is the food prepared?

How is the prepared food protected from contamination by the consumer? (i.e. food displayed wrapped; a sneeze guard is provided; food is kept back, away from the consumer serving area)

What is available for hand washing for your food handlers?

How will you prevent bare hand contact with ready to eat foods? (Circle)
 Disposable Gloves Utensils Deli Tissues Other (Specify)

Is water supplied at the temporary location? (Circle) Yes or No If no, what is the water supply?

How/Where is waste water being disposed?

Are toilet facilities available? (Circle) Yes or No If yes, where?

How will equipment be cleaned and sanitized?

How will trash be contained and disposed of?

Please make a detailed drawing of your floor plan. Show all equipment and utensils, support facilities and serving areas.

Application for a License to Conduct a Temporary: (check only one)

Instructions:

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to:
4. Return check and signed application to:

- Food Service Operation
 Retail Food Establishment

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

Name of temporary food facility		
Location of event		
Address of event		
City	State	ZIP
Start date	End date	Operation time(s)
Name of license holder		Phone number
Address of license holder		
City	State	ZIP
List all foods being served/sold		

I hereby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:

Signature	Date
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Licensors to complete below

Valid date(s)	License fee:
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.