



TO: Temporary Food Service Establishments
FROM: Cara R. Anderson, Director of Environmental Health
SUBJECT: Temporary Food Permits and Inspection Requirements

WELCOME TO GRUNDY COUNTY, ILLINOIS!!!

Thank you for your interest in providing your services to the residents and visitors of Grundy County. Your cooperation and efforts help to provide safe and sanitary food and beverages to the public. Our mutual goal and responsibility is to provide safe food for the public.

The following is the Grundy County Health Department Temporary Food Establishment fee schedule:

For Profit		
1 – 5 days : \$60.00	6 – 10 days: \$80.00	11 – 14 days: \$110.00
For Profit sellers of commercially pre-packaged* foods (No open food handlings or samples)		
1 – 5 days : \$30.00	6 – 10 days: \$45.00	11 – 14 days: \$60.00
Non-Profit		
1 – 5 days : \$15.00	6 – 10 days: \$20.00	11 – 14 days: \$25.00
Late Fees		
Fee when not applied for and paid for at least 7 days in advance		10.00
Fee when not applied for and paid for at least 72 hours in advance		Fee x2

* Commercially prepackage is defined as food/beverages produced and packaged at a wholesale production facility then distributed to retail sales facilities for use or sale. This does not include foods prepared at a retail food establishment and wrapped for sale. In addition, if samples are to be offered, the regular For Profit fee must be paid.

If you are unsure what your fee is, please contact our office prior to submitting the application. Use the Temporary Foodservice Establishment “Check List” to verify your readiness for compliance. If we can answer any of your questions, please call (815) 941-3115.

The Temporary Food Stand Permit Application needs to be completed as soon as possible and returned to the Grundy County Health Department along with applicable fee. **Completed permit applications and fees should be received by this office as soon as possible. A late fee will be charged if a vendor has not applied and paid for permit a minimum of 7 days prior to the event.**

**ALL VENDORS ARE EXPECTED TO BE READY FOR INSPECTION
AT LEAST 1 HOUR BEFORE OPENING**

We look forward to seeing and working with you. We hope this will be your most successful event.

Thank you. Your cooperation is greatly appreciated.

Enclosures
Temp.pack

GRUNDY COUNTY HEALTH DEPARTMENT
1320 UNION STREET
MORRIS, IL. 60450
(815) 941-3115



TEMPORARY FOOD STAND PERMIT APPLICATION
 Please Complete A Separate Application For Each Stand and Event.

PLEASE PRINT

Name of Event _____

Name of Your Stand _____

CONTACT INFORMATION

Contact Person (s) _____

Phone # _____ Cell Phone # _____ Fax # _____

Mailing Address _____ E-Mail _____

City _____ State _____ Zip _____

Please be specific so we know where you'll be and when you'll be there.

Location of Stand _____

Date(s) of Operation _____

Time of Operation _____

Date and Time when ready for inspection: _____

Signature of Applicant _____ Date: _____

PLEASE enclose a check for the appropriate fee or visit our website to pay by credit card. **If paying by credit card online, a copy of the receipt along with this application must still be sent to our office** (via mail, fax or e-mail). Applications and fees must be received as soon as possible prior to the event. **A late fee will be charged if a vendor has not applied and paid for permit a minimum of 7 days prior to the event.** Permits will be issued upon successful inspection of the food stand. Permit is valid for listed event only and **cannot** be transferred to any other person, organization, or location.

NON-PROFIT organizations must be registered as such by the State of Illinois to qualify for the NON-PROFIT fee. You may be asked for proof of this.

Chooses the appropriate fee category below:

<u>Event Length</u>	<u>Commercial</u>	<u>Commercially Prepackaged</u>	<u>Non-Profit</u>
1 – 5 Days:	_____ \$60.00	_____ \$30.00	_____ \$15.00
6 – 10 Days:	_____ \$80.00	_____ \$45.00	_____ \$20.00
11 – 14 Days:	_____ \$110.00	_____ \$60.00	_____ \$25.00

Late Fees:

Fee when not applied for and paid at least 7 days in advance: _____ \$10.00

Fee when not applied for and paid for at least 72 hours in advance: _____ Fee x 2

ALL FEES PAID ARE NON-REFUNDABLE

FOR OFFICE USE ONLY

Permit# _____ Date Received _____ Received By _____

Receipt # _____ Amount Received _____ Cash / Check# _____

PLEASE PRINT

1. Is all food prepared on-site? **YES** **NO**

If no, name and address of permitted facility where food is prepared (also include a letter from the facility granting permission for use of permitted facility and their most recent inspection report from local authority if other than GCHD): _____

2. Cottage Food Operator? **YES** **NO**

If yes, provide copy of proof of Registration with your local health department.

3. Menu: Specify foods to be served. _____

4. Cooling (freezing) available: i.e. refrigerated truck, electric refrigerator, freezer, etc.

What do you use? _____

5. Heating/Cooking available: i.e. grill, deep fryer, flat top, etc.

What do you use? _____

6. Hot Holding available: i.e. crock-pot, steam tables, roaster, infra-red bulbs, etc. What do you use? _____

7. Hand washing station (**Hand sanitizer is not a substitute for proper hand washing**): i.e. potable hot/cold running water, soap, paper towels, etc.

What do you use? _____

THE GRUNDY COUNTY HEALTH DEPARTMENT
1320 UNION STREET
MORRIS, IL. 60450
(815) 941-3404

in cooperation with the

ILLINOIS DEPARTMENT OF PUBLIC HEALTH
Division of Food, Drugs and Dairies

TEMPORARY FOODSERVICE ESTABLISHMENTS
SELF-INSPECTION

The following list is to assist you in conducting a self-inspection of your stand before you open. Carefully read the attached "Temporary Food Service Establishment Guidelines" for more complete information. If you are missing any of the required equipment, DO NOT OPERATE.

- () Provide sufficient refrigeration which will hold potentially hazardous food temperatures below 41° F. **AT ALL TIMES.** Provide hot holding equipment that will maintain hot food temperatures of 135° F or above **AT ALL TIMES.**
- () ****Provide a metal-stemmed probe thermometer 0° to 220° F, which is accurate to +/- 2° F. for checking food temperatures.**
- () Provide means for proper hand washing. Hand Sanitizer is not an acceptable handwashing method. Food handlers' hands must be clean including fingernails.
- () Detergent, sanitizer and sanitizer test strips must be available in each stand where utensils are cleaned.
- () Sinks, pails, or buckets for:
 - a) Washing, rinsing, and sanitizing utensils and equipment
 - *b) Wiping cloths for food contact surfaces, wiping cloths for non-food contact surfaces
- () All equipment, utensils, etc. must be in good condition (no chips, cracks, pitting, etc.)
- () Hair restraints must be available and used by all employees (hats, caps, visors, hairnets, etc.).
- () The stand is constructed in compliance with Section C of the Temporary Food Service Sanitation Establishment Guidelines.
- () On all mobile units walls, ceiling and windows must be screened or protected with an approved air curtain to prevent entry of insects. Doors must be self-closing.

* Containers for sanitizing wiping cloths may be replaced with spray bottles and paper towels.

* * Popcorn only stands are exempt from only this requirement.