



ENVIRONMENTAL HEALTH DIVISION
200 EAST WOOD STREET • PALATINE, IL 60067-5339
Telephone (847) 359-9042 • Fax (847) 776-4733
www.palatine.il.us

TEMPORARY FOOD ESTABLISHMENT PERMIT INFORMATION AND GUIDELINES

WHAT IS A TEMPORARY FOOD ESTABLISHMENT?

A **temporary food establishment** means a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration. Some examples of temporary food events are festivals, farmer's markets, craft fairs, sporting events and fundraisers.

WHEN TEMPORARY FOOD ESTABLISHMENT PERMITS ARE REQUIRED

A temporary food establishment permit **is required** for persons that store, prepare, package, serve, vend, deliver or otherwise provide food for human consumption. This includes the following: 1) pre-packaged, time/temperature control for safety (TCS) foods, 2) any sampling of TCS foods, 3) any repackaged foods, 4) opened packages/containers of bulk foods, and 5) any prepared foods.

A temporary food establishment permit **is not required** for the following: 1) the sale of only prepackaged foods that are not TCS foods; 2) a produce stand that offers whole, uncut fresh fruit and vegetables; 3) a private home that receives catered or home delivered foods; 4) a closed family function where food is prepared or served for individual family consumption, or 5) a cottage food operation.

REVIEW AND INSPECTION PROCESS

Permit applications must be submitted at least fourteen (14) days prior to the event for review and approval by the Environmental Health Division. Submit complete applications to avoid resubmittals and delays. Once submitted, applications will be reviewed by staff within five (5) business days.

Once the application is approved, the applicant will be contacted if an inspection is required prior to operation. All temporary food establishments shall be in compliance with the Illinois Food Code, including the 2017 FDA Food Code, prior to operation and/or inspection. For events such as festivals, where multiple establishments are operating, provide the event organizer information so that this Division can contact them to coordinate inspections. Inspection reports are issued electronically and e-mailed to the applicant and/or operator.

Temporary food establishments are subject to inspection at all times, and may not operate until a permit has been approved and issued by the Environmental Health Division.

The following information and guidelines have been created to assist with the permit application process. Please understand that this information is not a complete statement of all requirements and should not be used as a substitute for reviewing the Palatine Code of Ordinances and the Illinois Food Code.

FOOD ITEMS AND SOURCE

Food shall be safe, unadulterated and obtained from sources that comply with law. Food prepared in a private home may not be used or offered for human consumption in a food establishment.

If foods will be stored and/or prepared prior to the event, submit a copy of the most recent health inspection report and the current health permit for the regulated food establishment where advance storage and/or preparation will take place with the application. If the health inspection report and permit is not issued in the applicant's name or business name,

then submit a letter or contract signed by the permit holder that you have permission to conduct such food service operations from their food establishment.

Receipts or invoices of all foods purchased the day of the event must be retained and made available to this Division upon request.

FOOD SAFETY REQUIREMENTS

Time/Temperature control for safety (TCS) foods shall be maintained at 41°F or below, or 135°F and above. TCS foods require temperature control to limit microorganism growth or toxin formation. Examples of TCS foods include, but are not limited to:

- Meat
- Poultry
- Fish
- Eggs
- Dairy products
- Heat-treated plant foods (cooked vegetables, beans, rice and pasta)
- Raw seed sprouts
- Cut melons
- Cut leafy greens
- Cut tomatoes

Thermometers shall be provided to ensure proper cooking and maintenance of required temperatures, including during transportation to the event. The use of temperature logs is strongly recommended to verify maintenance of required temperatures. **TCS foods not maintained at required temperatures will be subject to destruction.**

Cold Holding

Adequate facilities and equipment shall be provided to maintain refrigerated, TCS foods at 41°F or below. Cold holding options include, but are not limited to ice, refrigeration and insulated containers.

Hot Holding

Adequate facilities and equipment shall be provided to maintain TCS foods at 135°F or above after cooking. Hot holding options include, but are not limited to:

- Grills
- Steam tables
- Chafing dishes
- Ovens
- Insulated containers
- Electric hot holding equipment

FOOD PROTECTION

Overhead protection, such as a tent, canopy or enclosure must be provided for the temporary food establishment. Food and single-service items shall be protected from contamination by storing them: 1) in a clean, dry location; 2) where they are not exposed to splash, dust or other contamination; and 3) at least 6 inches above the floor. Storage options include, but are not limited to, dunnage racks, bread racks, pallets, tables and crates. Only single-service articles shall be provided for use by the consumer.

Food on display shall be protected from contamination by the use of packaging; sneeze guards; display cases; or other effective means. Condiments shall be kept in dispensers that are designed to provide protection such as protected food displays/containers provided with the proper utensils, original dispensing containers, or individual packages/portions.

Raw foods shall be properly stored to prevent cross contamination of ready-to-eat foods. Food employees may not touch ready to eat foods with their bare hands, and shall use utensils such as deli tissue, spatulas, tongs, single-use gloves, or other dispensing equipment.

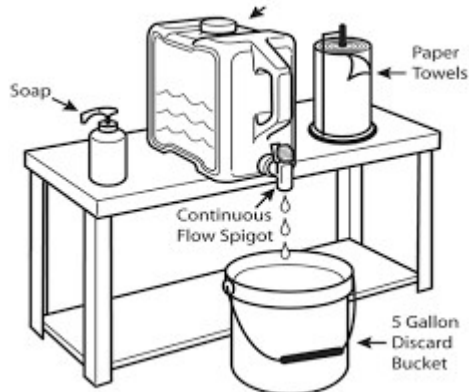
WATER AND WASTE FACILITIES

Enough potable water shall be available for food preparation, cleaning and sanitizing utensils and equipment, and for handwashing. All sewage, including liquid waste, shall be disposed of according to law.

TEMPORARY HANDWASHING STATION

A facility shall be provided for employee handwashing. The temporary hand washing setup should include:

- Container of water with a free flowing spigot
- Hand soap
- Paper towels
- Waste water bucket
- Garbage can/wastepaper basket



Food employees shall wash hands and exposed portions of their arms immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles and:

- After using the restroom
- Before using single use gloves
- During food preparation and between tasks
- After coughing, sneezing, eating, drinking or using tobacco
- After handling soiled equipment/utensils
- After engaging in any activity that contaminates hands

EMPLOYEE HYGIENE

Areas designated for employees to eat, drink and use tobacco shall be located so that food, equipment, linens, and single-service and single-use articles are protected from contamination.

Food employees shall wear hair restraints such as hats, hair coverings or nets, beard restraints, and clothing that covers body hair, that are designed and worn to effectively keep their hair from contacting exposed food; clean equipment, utensils, and linens; unwrapped single-service and single-use articles.

TEMPORARY DISH WASHING STATION

A temporary dishwashing station may be required at the event. Three buckets/containers large enough to wash, rinse and sanitize all food equipment and utensils shall be provided. Proper setup of a temporary dishwashing station includes:

- Wash (clean water and soap)
- Rinse (clean water)
- Sanitize (clean water and sanitizer)



Sanitizer options include:

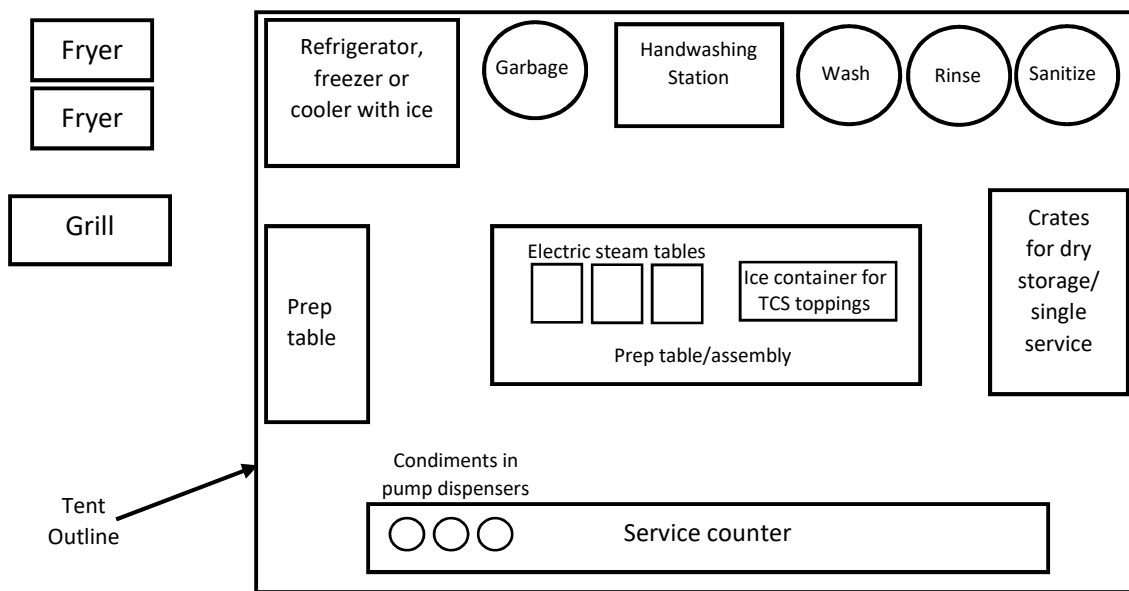
- Chlorine (bleach) – maintain at 50 ppm to 100 ppm or per manufacturer specifications.
- Quaternary ammonium – maintain at 200 ppm or per manufacturer specifications.

Food equipment and utensils shall be sanitized for 30 seconds and then air-dried. Wash, rinse and sanitize solutions shall be maintained clean and test strips shall be provided to monitor sanitizer concentration. Change solutions as often as necessary to prevent accumulation of food debris and to maintain required sanitizer concentration. Consider bringing additional clean or disposable utensils.

BOOTH LAYOUT

Submit a separate drawing of the booth layout with the application for the temporary food establishment. Identify any equipment that will be used, including but not limited to:

- Service counter
- Cooking equipment such as ovens, fryers, grills
- Hot holding methods
- Handwashing station
- Garbage can
- Preparation tables
- Cold holding methods
- Food and single-service storage methods
- Dish washing station
- Tent/overhead protection outline



Should you have any questions regarding the Temporary Food Establishment Permit requirements, please contact the Environmental Health Division at (847) 359-9042.