

COMMUNITY DEVELOPMENT DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION



200 E Wood Street
Palatine, IL 60067-5339
(847) 359-9042

**TEMPORARY FOOD
PERMIT HANDOUT**



Temporary Food Event Permit applications are exclusively available online at our Citizen Self Service Portal.

Please visit the link below to apply

<http://Citizen.palatine.il.us>

TEMPORARY FOOD ESTABLISHMENT PERMIT INFORMATION

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 establishment events are festivals, farmers markets, craft fairs, sporting events and fundraisers.

WHEN ARE TEMPORARY FOOD ESTABLISHMENT PERMITS REQUIRED? A permit is required for a temporary food establishment that stores, prepares, packages, serves, vends food directly to the consumer, or otherwise provides food for human consumption at an event or celebration. This includes the following: 1) pre-packaged, time/temperature control for safety (TCS) foods; 2) any sampling of foods; 3) any repackaged foods; 4) opened packages/containers of foods; and 5) any prepared foods.

A temporary food event 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; 5) a cottage food operation; and 6) any other operation not subject to regulation, as defined by the IL Food Handling Regulation Enforcement Act (410 ILCS 625/).

APPLICATION REVIEW PROCESS. Permit applications shall be submitted online through the Citizen Self Service (CSS) portal at least 14 days prior to the event for review and approval by the Environmental Health Division. Review may also be conducted by the Fire Prevention Division, where applicable. Paper or email permit applications and attachments will not be accepted. Online applications submitted less than 14 days prior to the event may not be accepted. Submit complete application information and documents to avoid resubmittals. All temporary food establishments shall comply with the Illinois Food Code, which incorporates the FDA Food Code. Once submitted, applications are reviewed by staff within 5 business days. There are no fees for a temporary food establishment permit.

APPLICATION RESUBMITTAL PROCESS. If the application is incomplete or additional information is required, a corrections report will be emailed and uploaded in your CSS account. Do not create a new permit application for a resubmittal. Any additional information must be uploaded in attachments in the existing permit application for review. A minimum of 3 business days is required for staff to review any resubmittals.

INSPECTION PROCESS AND PERMIT ISSUANCE. Once the application has been approved, you will be notified of the scheduled inspection or you may be issued a permit in advance of the event to operate. You may not operate until a permit has been issued by this Division, which will be uploaded in your CSS account. Temporary food establishments are subject to inspection at all times during an event. Inspection reports are emailed to the applicant.

The following information has been created to assist with each step of the permit application process. The online application consists of 7 steps including Locations, Type, Contacts, More Info, Attachments, Signature, Review and Submit. If you need assistance with the online process, please contact 847-359-9042.

LOCATIONS

Event Location. An event location is required. If you are not sure of the address, check with your event coordinator. Use abbreviations and DO NOT use punctuation when searching for an address (e.g., use 200 E Wood St, not 200 E. Wood or 200 East Wood Street).

TYPE

Event Description. Provide a brief summary of the event. More detailed information will be requested about the menu, food source and processes under More Info.

CONTACTS

Event Coordinator. If there is a coordinator for your event, especially those events with multiple vendors, please add the Event Coordinator as a contact. This Division may need to contact the event coordinator directly to obtain additional information about the event including a site plan, water supply, wastewater disposal, electricity, solid waste disposal and restroom facilities. Not providing this information may delay the permit review process.

MORE INFO

Sales Tax Info Vendor Instructions. At any Palatine event that includes the sale of goods, merchandise, food, or beverage, event vendors are required to ensure applicable sales tax is collected and remitted to the IL Department of Revenue. Collecting tax at an event ensures that the local government where the event is held receives the money that is due them. Please contact your event organizer for a sales tax coupon for remittance purposes. All questions should be directed to the IL Department of Revenue, Special Events Unit at 847-294-4475.

Sales Tax Info Event Organizer Instructions. The event organizer or promoter must create a list of all event vendors that includes the following information - name, address, phone number, email address, and the Illinois Department of Revenue tax ID number (if available). The event organizer must then contact the Illinois Department of Revenue, Special Events Unit at 847-294-4475 to register the event. The Illinois Department of Revenue will provide the event organizer with a sales tax coupon form that includes the name, date, location of the special event, and the appropriate sales tax rate and remittance information. The event organizer must then forward a copy of the sales tax coupon received from the Illinois Department of Revenue and a vendor list to the Village of Palatine, Finance Department, 200 E Wood St, Palatine, IL 60067. All vendors at the event should collect sales tax at the rate listed on the bottom of the coupon. Within 10 days of the conclusion of the event, each vendor must report and remit sales tax to the Illinois Department of Revenue to the address listed on the coupon. For more information, please visit: <https://tax.illinois.gov/individuals/fairs.html>.

Prepared Food and Beverage Tax. The Village of Palatine's Prepared Food and Beverage Tax is a local 1% tax on the retail sale of prepared food and beverage items (which include items that are available for immediate consumption) and includes temporary food establishments. The Food and Beverage Tax applies to all prepared food sales that occur within the Village of Palatine, regardless of where the business is based out of. The Village's 1% Food and Beverage Tax is in addition to and separate from the sales tax remitted to the State. It is the responsibility of any business owner who thinks they may be subject to this tax to implement and remit this tax to the Village. Food and Beverage Tax remittance cannot be filled out and paid online. You must either: 1) Mail the Special Event/Temporary Vendor Food and Beverage Tax Return Form and corresponding check to the Finance Department, or 2) Drop off the Special Event/Temporary Vendor Food and Beverage Tax Return Form and corresponding check or cash payment to the Finance Department. To obtain a copy of the Village's Special Event/Temporary Vendor Food and Beverage Tax Return Form visit the Village website at palatine.il.us and search Prepared Food & Beverage Tax. Temporary food establishments only need to remit at the conclusion of the event. For example, Farmers Market vendors would only need to remit after the end of the seasonal Farmers Market. For more questions, please contact the Finance Department by email at findept@palatine.il.us or 847-359-9081.

Mobile Food Set Up. Any trucks, trailers, carts or other vehicles that operate as mobile food, mobile cooking or mobile food vehicles are subject to review, inspection and approval by the Palatine Fire Prevention Division as part of the permit application process. Please review the Palatine Fire Prevention Division information on page 5 for Mobile Food, Mobile Cooking or Mobile Food Vehicles. Please contact the Palatine Fire Prevention Division at 847-359-9029 if you have any questions. A temporary food establishment permit cannot be issued unless all Palatine Fire Prevention Division requirements are met.

Menu Details. Provide a separate entry/row in the application for each menu item. Combining all menu items and not answering the questions regarding storage, preparation, cooking, reheating, hot or cold holding for each menu item may delay the review process.

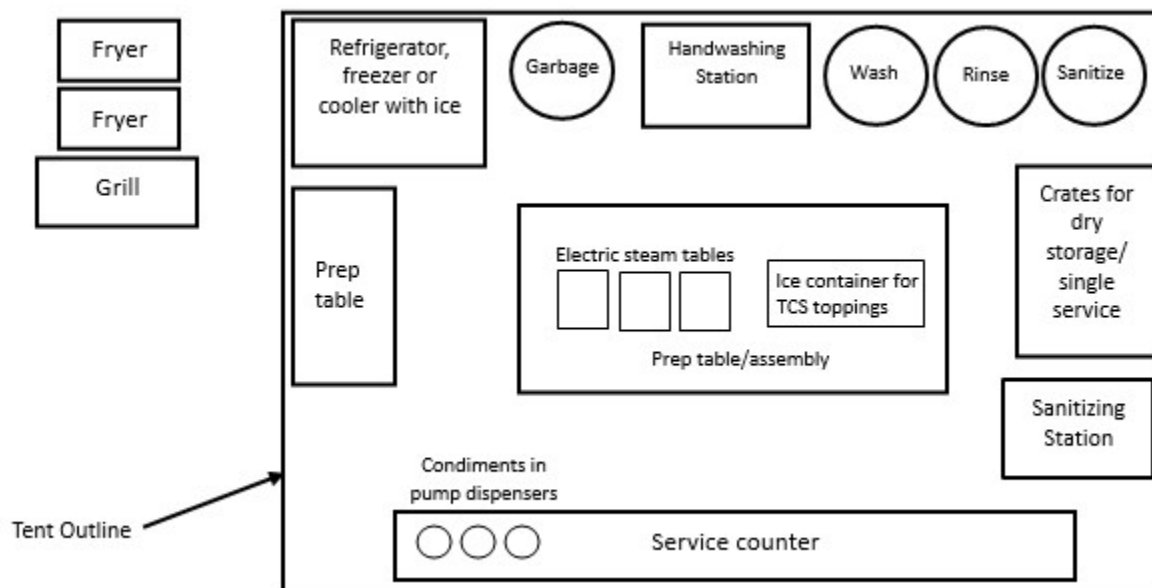
Food Source for Advanced Prep or Storage. If foods will be prepared or stored offsite in advance of the event, you are required to submit a copy of the most recent health inspection report and the current health permit/license for the regulated food establishment where all advanced preparation and storage will take place. The name and address of that food establishment shall be listed as the source. If the health inspection report and permit/license is not issued in the applicant's name or business name, then you are required to submit a letter or contract signed by the permit holder of that food establishment that you have permission to conduct such food service operations from their location.

Food Source for NO Advanced Prep or Storage. If foods will be not prepared or stored offsite in advance of the event, and you are purchasing all menu ingredients the day of the event, then list the name and address of the retail food store(s) where all food items are purchased from as the source. Receipts or invoices of all foods purchased the day of the event must be retained and made available to this Division upon request.

Certified Food Protection Manager. If the menu and operations of your temporary food establishment meets the definition of a Category I (high risk) or Category II (medium risk) facility, as defined by the Illinois Food Code, then the Person In Charge (PIC) at the event is required to be certified food protection manager (CFPM).

ATTACHMENTS

Booth/Vehicle Layout. Submit a separate drawing of your booth or vehicle layout for the event. Identify any equipment that will be used, including but not limited to: hand washing station, dish washing set up, service counter; preparation tables, cooking and hot holding equipment such as ovens, fryers, grills and steam tables; cold holding equipment such as refrigeration and insulated coolers with ice; food and single-service storage methods; garbage can; and tent/overhead protection. If you are operating a mobile food establishment (food truck, trailer or cart) that is licensed/permitted by another regulatory authority, then also upload a copy of the current health permit/license and a copy of the last inspection report for the mobile food establishment, excluding any temporary permits.



Health Permit/License. If you are conducting any advanced storage or preparation of foods and/or if you are operating a mobile food establishment (truck, trailer or cart), provide a copy of your health permit/license issued by the regulatory authority, excluding any temporary permits. If the health permit/license is not issued in the applicant's name or business name, then you are required submit a letter or contract signed by the permit/license holder that you have permission to conduct such food service operations from their establishment for the duration of the event. If you do not have a current mobile food establishment health permit/license, additional information may be required concerning the construction and design of the truck, trailer or cart, along with portable water supply and liquid waste disposal.

Health Inspection Report. If you are conducting advanced storage or preparation of foods or if you are operating a mobile food establishment (truck, trailer or cart), provide a copy of the last routine inspection report issued by the regulatory authority, excluding any temporary permits. If the health inspection report is not issued in the applicant's name or business name, then you are required to submit a letter or contract signed by the permit/license holder that you have permission to conduct such food service operations from their food establishment for the duration of the event.

Sales Tax Certificate or Sales Tax Exemption Certificate. Upload a copy of your State of Illinois - Department of Revenue certificate.

CFPM Certificate. If applicable, upload a copy of the certified food protection manager (CFPM) certificate for Category I and II facilities.

Other Attachments as Needed. Use for additional info and for resubmittals in response to any correction reports issued.

FIRE PREVENTION INFO FOR MOBILE FOOD, MOBILE COOKING, OR MOBILE FOOD VEHICLES

The Village of Palatine has adopted the 2021 International Fire Code Section 319 for mobile food preparation. Compliance with the following items will be required to be allowed to operate at temporary food events:

- An inspection of your Mobile Food, Mobile Cooking, or Mobile Food Vehicle before the start of the event. You must schedule an inspection to be conducted at the Palatine Village Hall between 8:00 am and 4:00 pm Monday through Friday. Please call 847-359-9029 to schedule, there will be no onsite inspections.

Please submit and upload the following documents on the CSS portal with your permit application:

- A report that your kitchen suppression system has been inspected with no noted deficiencies noted within the last 6 months. Invoices and inspection tags are not acceptable.
- LP gas systems shall be inspected annually by an approved inspection agency or company that is registered with the US Department of Transportation to requalify LP gas cylinders, to ensure that the system components are free from damage, suitable for the intended use, and not subject to leaking. Upload LP gas system inspection report.

Field inspections by the Fire Prevention Division will include the following, but the list is not inclusive.

- Proper fire extinguishers with current certification tags.
- Wheel chocks present at time of inspection and used during the event.
- A liquid Propane (LP) gas alarm shall be installed per the manufacturer's specifications if propane is present.
- The exhaust hood, duct, and filters are properly maintained.
- LP gas containers shall be securely mounted and restrained to prevent movement.
- The ability to freely exit the cooking area through an appropriate door.

Event set-up requirements from the Fire Prevention Division:

- Separation distance from other Mobile Food, Mobile Cooking, or Mobile Food Vehicles minimum of 10 feet required.
- Separation distance from other vehicles minimum of 10 feet required.
- Separation distance from buildings minimum of 10 feet required.
- Generators in or mounted on Mobile Food, Mobile Cooking, or Mobile Food Vehicles shall be protected from contact, those separated from the truck/trailer shall be protected by fencing.

If you have any questions about these mobile food requirements at temporary food events, please contact the Palatine Fire Prevention Division at 847-359-9029.

TEMPORARY FOOD ESTABLISHMENT CHECKLIST

The following is a checklist to assist you in conducting a self-inspection of your temporary food establishment. 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.

- ☐ Temporary food establishment is set up according to the approved booth or vehicle layout and menu
- ☐ Handwashing station set up with a container to dispense clean, flowing water from a spigot/faucet, bucket to catch wastewater, hand soap, paper towels and trash can. **See Example A.**
- ☐ Sanitizing station set up with a container for sanitizing solution, wiping cloths, sanitizer and test strips. **See Example B.**
- ☐ Three compartment sink station set up for washing, rinsing, sanitizing and air drying. **See Example C.**
- ☐ Sufficient potable water (hoses used to obtain municipal water must be food grade)
- ☐ Metal stem thermometer accurate to + /-2°F and reads 0 to 220°F
- ☐ Equipment and utensils which are in good condition (no chips, pits, etc.)
- ☐ Equipment and utensils that have been cleaned AND sanitized
- ☐ Sufficient refrigeration or insulated coolers to hold cold, TCS foods at 41°F or below (refrigeration shall be plugged in early enough so that units reach 41°F or below before storing food in them)
- ☐ Hot holding devices must be provided to maintain hot, TCS foods at 135°F or above
- ☐ Sufficient (durable and easily cleanable) garbage containers with lids to hold all garbage and refuse that accumulates - must be covered when not in use
- ☐ Single service articles (disposable utensils, plates, etc.) provided for customers
- ☐ Food, utensils and food equipment stored 6" above the ground
- ☐ Approved facilities to dispose of wastewater and/or used grease
- ☐ Enough utensils to avoid bare hand contact with ready-to-eat foods (e.g., gloves, deli tissues, tongs, etc.)
- ☐ All toxic chemicals stored and labeled in a separate area away from food and food prep surfaces
- ☐ Effective hair restraints provided for all employees handling food
- ☐ Certified Food Protection Manager (CFPM) certificate available, if applicable

Handwashing Station Set Up

Example A



Sanitizing Station

Example B



3 Compartment Sink Station

Example C

