

COMMUNITY DEVELOPMENT DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION

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

TEMPORARY FOOD
SINGLE EVENT
PERMIT HANDOUT



Temporary Food Establishment Single Event Permit applications are exclusively available online at our Citizen Self Service Portal. Visit the link below to apply:

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

TEMPORARY FOOD ESTABLISHMENT SINGLE EVENT PERMIT INFO (REVISED 01-20-26)

What is a Temporary Food Establishment? A temporary food establishment is a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration. Examples of events or celebrations that may include temporary food establishments are festivals, carnivals, farmers markets, craft fairs, concessions, and fundraisers by businesses, schools, religious/faith-based groups or community organizations. If the proposed operation is not conducted within an approved permanent food establishment in the Village of Palatine, a temporary food establishment permit may be required.

When is a Temporary Food Establishment Permit Required? A permit is **REQUIRED** when a temporary food establishment stores, prepares, packages, serves, vends or otherwise provides food directly to the consumer. This includes the following: 1) time/temperature control for safety (TCS) foods. TCS food means a food that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formation. TCS foods may include meats, seafood, cheese, milk, eggs, cooked plant foods, sprouts, cut leafy greens, cut tomatoes and cut melons ; 2) sampling of foods; 3) opened or repackaged foods; and 4) any prepared foods.

A temporary food event permit is **NOT REQUIRED** for the following: 1) foods that are packaged in a food establishment or food processing plant that are not time/temperature control for safety (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 by this Division according to the Illinois Compiled Statutes.

Does a Single Permit Allow Operation Anywhere and Anytime? No. Operation is limited to a temporary food establishment at a single event or celebration at one location, not as an ongoing food establishment business. Temporary food establishment events must have a temporary food event coordinator who is responsible for planning and coordinating the event at the location. **Planning to operate at multiple events and locations throughout the year? Then consider applying for a temporary food establishment multiple event permit instead.** Review the Temporary Food Multiple Event Permit Handout for more info and fees.

Is a Permit Fee Required? Yes, a permit fee of \$26.00 is required for all licensed and permitted Palatine permanent food establishments. All other applicants are required to submit a permit fee of \$77.00. The permit fee will be invoiced AFTER the application review is completed and approved. The permit fee must be paid before an inspection can be scheduled or permit issued.

How Long is the Permit Valid For? Temporary food establishment single event permits are valid only for the duration of the single event or celebration at one location. The expiration date is listed on the permit.

Application Review Process. Permit applications shall be submitted online through the Citizen Self Service (CSS) portal at least 10 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 10 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 Palatine Code of Ordinances and the Illinois Food Code, which incorporates the FDA Food Code. Once submitted, applications are generally reviewed within 5 business days.

Application Resubmittal Process. If the application is incomplete or additional information is required, a corrections report will be emailed and uploaded in the CSS account. DO NOT create a new permit application for a resubmittal. Any additional information must be uploaded in the Attachments section in the existing permit application for review. A minimum of 3 business days is required to review any resubmittals.

Permit Fee Payment. Once the application review has been approved, the permit fee will be invoiced. Payment may be made online in the CSS portal, mailed with the invoice to the Village of Palatine or paid with the invoice at the Village of Palatine. No inspections may be scheduled until all permit fees have been paid in full.

Mobile Food Review and Inspection. 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. Review the Palatine Fire Prevention Division information on page 5 for Mobile Food, Mobile Cooking or Mobile Food Vehicles. Contact the Palatine Fire Prevention Division at 847-359-9029 for any questions. A temporary food establishment single event permit cannot be issued unless all Palatine Fire Prevention Division requirements are met.

Inspection Process and Permit Issuance. Once the permit fee has been paid in full, the applicant will be notified to schedule an inspection. There will be no onsite inspections of mobile food units on the day of the event. A temporary food establishment may not operate until all fees are paid and the permit has been issued. Inspection reports and the permit are emailed to the applicant and uploaded to the CSS portal. Temporary food establishments are subject to inspection at all times during an event. The permit must be posted at the event.

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. 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, contact the Finance Department by email at findept@palatine.il.us or 847-359-9081.

ONLINE APPLICATION STEPS

The following information has been created to assist with each step of the online application process for a temporary food establishment single event permit. The online application consists of 7 steps including Locations, Type, Contacts, More Info, Attachments, Signature, Review and Submit. For assistance with the online application process, contact 847-359-9042.

LOCATIONS

Event Location. An event location is required. Check with the event coordinator if unsure of the event address. 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 description of the event or celebration. For example, festival, carnival, farmers market, craft fair, concession, fundraisers or other community event. Details about the menu and processes will be requested under More Info.

CONTACTS

Event Coordinator. Provide the event coordinator who is responsible for planning and coordinating the event at the location. This Division will 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.

Person In Charge. Designate and provide at least one person in charge who will be present at the event while the food establishment is in operation. For category I and II facilities, the person in charge is required to be a certified food protection manager (CFPM). An additional person in charge or other contacts can be added by selecting the pull-down menu and then selecting the + symbol under Add Contact.

MORE INFO

Business Information. Provide business organization type, legal name and business name. The permit will be issued to the legal business name, not the applicant, event coordinator or person in charge.

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. Contact the event organizer for a sales tax coupon for remittance purposes. All questions should be directed to the IL Dept. of Revenue, Special Events Unit at 847-294-4475.

Event Name, Dates and Times. List the event name along with the event date(s) and the start and end time(s).

Menu Details. Provide a separate entry/row for each menu item. Combining all menu items in one row and not answering the questions regarding storage, preparation, cooking, reheating, hot or cold holding or other procedures may delay the review process. For extensive lists of menu items, upload a copy of the complete menu in Attachments.

Food Source for Advanced Prep or Storage. If foods will be prepared or stored offsite in advance of the event, list the regulated food establishment where all advanced preparation and storage will take place as the menu item source name and address. Temporary food establishments in other locations will not be accepted as a food source for advanced preparation and storage. No food may be stored or prepared at home. If foods will NOT be prepared or stored offsite in advance of the event, then list the name and address of the retail food establishment(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.

Relative Risk Category. Select the category that reflects the food establishment operations at the event.

ATTACHMENTS

Booth/Vehicle Layout. Submit detailed floor plan(s) of the booth or mobile food vehicle layout for event set up. Provide in the form of a drawing, photographs or a combination thereof. Identify all equipment that will be used, including but not limited to, handwashing facilities; dishwashing facilities; equipment for cooking or hot holding such as ovens, fryers, grills and steam tables; cold holding equipment such as refrigeration, freezers or insulated coolers; work tables; customer service counter; food, single-service and clean equipment storage, garbage disposal, tent/overhead protection; and any other food contact and non-food contact surfaces or finishes.

Health Permit/License and Inspection Report. Conducting any advanced storage or preparation of foods and/or operation of a mobile food establishment (truck, trailer or cart), requires submittal of a copy of the health permit/license and last inspection report issued by the regulatory authority for the food establishment and/or servicing area. A temporary food establishment permit/license or inspection report will not be accepted. If the health permit/license or inspection report is not issued in the applicant's name or business name, then submit a letter or contract signed by the permit/license holder that the applicant is authorized to conduct such food establishment operations from this location for the duration of the permit. If a current health permit/license for the mobile food establishment has not been issued from another regulatory authority, additional information may be required concerning the construction and design of the truck, trailer or cart, including equipment specifications, potable water supply and liquid waste disposal.

Sales Tax Certificate or Sales Tax Exemption Certificate. Upload a copy of the 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 for the person in charge.

Other Attachments as Needed. Use for additional info, including any documents required by Fire Prevention and for resubmittals in response to any permit correction reports issued.

SIGNATURE, REVIEW AND SUBMIT

Application Submittal. After electronically signing the permit application, review all info and select submit in the top right corner. A message will appear that the application was successfully submitted. Check the dashboard in the CSS portal to monitor the status of the permit application.

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 the Mobile Food, Mobile Cooking, or Mobile Food Vehicle before the start of the event. The applicant must schedule an inspection to be conducted at the Palatine Village Hall between 8:00 am and 3:30 pm Monday through Friday. Call 847-359-9029 to schedule. There will be no onsite inspections on the day of the event.

Submit and upload the following documents on the CSS portal with the permit application:

- A report that the kitchen suppression system has been inspected with no noted deficiencies within the last 6 months. Invoices and inspection tags are not acceptable.
- All piping systems and appliances shall be checked annually for leakage at the operating pressure of the system using a manometer or pressure gauge, by a qualified person and proven free of leaks per NFPA 58 Section 6.14. 2025 IFC 4106.4.3.3. A qualified person is an Illinois-licensed plumber, HVAC company, propane company, or RV service center.

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 the 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.
- Fuel cans shall be UL or FM-approved flammable liquid metal safety containers and properly secured during transport.
- 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.

For any questions about mobile food requirements at temporary food events, contact the Palatine Fire Prevention Division at 847-359-9029.

TEMPORARY FOOD ESTABLISHMENT CHECKLIST

The following is a checklist to assist with conducting a self-inspection of the temporary food establishment. 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 $\pm 2^{\circ}\text{F}$ 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

