



**COMMUNITY DEVELOPMENT DEPARTMENT  
ENVIRONMENTAL HEALTH DIVISION  
200 E Wood Street  
Palatine, IL 60067-5339  
(847) 359-9042**

**TEMPORARY FOOD  
EVENT COORDINATOR  
PERMIT HANDOUT**



Temporary Food Event Coordinator 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 EVENT COORDINATOR PERMIT INFO**

**What is a Temporary Food Event Coordinator?** An individual or group responsible for planning and coordinating an event with the operation of temporary food establishments.

**When is a Temporary Food Event Coordinator Permit Required?** A permit application is required to be submitted 10 days prior to a scheduled event by the event coordinator who responsible for planning and coordinating an event at a location where temporary food establishments will provide food and/or beverages.

**What is a Temporary Food Establishment?** A temporary food establishment is a food establishment that stores, prepares, packages, serves, vends or provides food on-site for a limited duration of no more than 14 consecutive days. These operations are conducted in conjunction with an event or celebration, such as fairs, festivals, carnivals and other community events. Temporary food establishments generally operate out of non-permanent structures, including booths, trucks, trailers and carts.

**Does Each Temporary Food Establishment Need a Permit?** Yes. Temporary food establishment operators are responsible for submitting a temporary food establishment single or multiple event permit application at least 10 days in advance of an event. Permit applications are available on the Citizen Self Service (CSS) portal. Temporary food establishments may not operate at an event until their single or multiple event permit has been issued by the Palatine Environmental Health Division and posted.

**Is this Permit Application Required for Village Special Events?** No. A temporary food event coordinator application is NOT required if a Village Special Events Application has been submitted.

**Does the Permit Allow Operation Anywhere and Anytime?** No. The permit is limited to a specific event or celebration with a corresponding list of dates, temporary food establishments and a site plan.

**Is a Permit Fee Required?** No. Permit fees are not required for event coordinators.

**How Long is the Permit Valid For?** 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. 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 your 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 Issuance.** Once the application has been approved, the event coordinator permit will be issued by email and a copy will be uploaded in the CSS portal.

**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>.

## **APPLICATION SUBMITTAL PROCESS**

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. For assistance with the online process, contact 847-359-9042.

### **LOCATIONS**

**Event Location.** An event location is required. 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. For example, food truck event, craft fair or sporting event.

### **CONTACTS**

**Event Coordinator and On-Site Contacts.** Provide the event coordinator who is responsible for planning and coordinating the event at the location. Provide the on-site contact who will be present during the event. Any additional contacts for the event such as the property owner can also be added.

### **MORE INFO**

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

**Event Set Up.** Select all types of set ups that temporary food establishments will be using at the event. For example, some temporary food establishments may operate from trucks and others will operate from booths under tents.

**List of Temporary Food Establishments.** List all temporary food establishments that will be participating in the event. If any of the temporary food establishments listed to participate in the event do not have a permit or have not submitted a permit application, the event coordinator will be notified.

**Event Details.** Provide a response for the event details including the water supply, wastewater, electricity, garbage, toilets and hand washing facilities. If the temporary food establishments are responsible for providing their own facilities, such as electricity, water or tents, then the event coordinator must communicate that information directly to the temporary food establishments.

### **ATTACHMENTS**

**Site Plan.** Submit a detailed site plan for review by Environmental Health and Fire Prevention, including the specific event location, address and date. The plan should be presented as a drawing, aerial photograph or a combination of both. Indicate the locations of the following: 1) all temporary food establishment booths and vehicles; 2) parking and traffic flow; 3) potable water supply (if applicable); 4) wastewater disposal (if applicable); 5) electrical facilities (if applicable); 6) garbage disposal; 7) toilets and handwashing sinks; and 8) any other equipment, including tents.

For any events with mobile food, mobile cooking, or mobile food vehicles, indicate the required separation distance per the Palatine Fire Code. A minimum separation of 10 feet shall be provided between any mobile food, mobile cooking, or mobile food vehicles, and from other vehicles and from any buildings. 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.

### **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 your application was successfully submitted. Check the dashboard in the CSS portal to monitor the status of the permit application.