



DEPARTMENT OF HEALTH & HUMAN SERVICES
Licensure and Regulatory Services
 2425 Reedie Drive, 9th Floor Wheaton, Maryland 20902
 Telephone: 240-777-3986 Fax: 240-777-3088 or 240-777-4531
 Montgomerycountymd.gov/licensure

TEMPORARY FOOD SERVICE LICENSE APPLICATION
LICENSES ARE NOT TRANSFERABLE FROM LOCATION TO LOCATION OR PERSON TO PERSON

****Please print legibly**** (application that are not legible will be returned)

Type of License: For Profit Non-Profit Govt Today's Date: _____

Name of Event: _____ Date(s) of Event: _____

Location of Event: _____
 (include Street Number) Street Name _____

 City State Zip Code

Applicant Telephone Number: _____ Time of the Event: _____

Corporation/Organization: _____ Corporation Telephone No.: _____

Applicant Name: _____ Email (Applicant) _____

Fax No. (with area code): _____ Federal Tax Identification No.: _____

Name of Event Coordinator: _____ Telephone No.: _____

On-Site Preparation: Outside Tent: Indoor Booth: Mobile Truck/Trailer - Tag No. & State _____

Off-Site Preparation (Facility Name and Address): _____

Water Supply: _____ Waste Water Disposal: _____
 (If well water is used, allow 30 days for water supply testing by DPS – Well & Septic Office. Call 240-777-6300)

I hereby certify that the above information is accurate and complete:

Signature of Applicant: _____

Printed Name and Title of Above Signatory: _____

OFFICE USE ONLY	
Receipt No: _____	Date Issued: _____
Amount Paid: \$ _____	Date Expires: _____
Check/Money Order/Credit Card: _____	Staff Initials: _____

CREDIT CARD PAYMENT SECTION

Visa MasterCard (No other credit cards are accepted)

Cardholder's Name: _____ Amt: \$ _____

Credit Card No: _____ Exp. Date: _____ 3-Digit Security Code: _____

I agree to pay the above total amount according to the card issuer agreement.

Cardholder's Signature: _____

FEE SCHEDULE

(All licenses are issued for a maximum of **30 consecutive days** at the same event and location)

<u>Type of License</u>	<u>Fee</u>
<u>For Profit Organizations:</u>	
• Potentially hazardous or open food (including samples). Each license at an event:	\$70.00
• Commercially prepackaged non-potentially hazardous food:	\$40.00
• Commercially prepackaged non-potentially hazardous food. Additional license at the same event:	\$35.00
 <u>**Non-Profit Charitable Organizations (Submit a copy of the organization's 501-C(3), (4), (7) or (10) letter from IRS</u>	
• Potentially hazardous or open food (Including products to be sampled):	\$30.00
• Non potentially hazardous food:	\$15.00
 Late Fee - For all applications received less than 3 business days prior to an event:	 \$30.00
(Applications will not be processed until all fees have been received)	

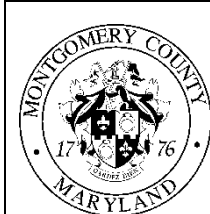
Day of the Event	Application should be submitted by:
Saturday, Sunday and Monday	Wednesday 4pm
Tuesday	Thursday 4pm
Wednesday	Friday 4pm
Thursday	Monday 4pm
Friday	Tuesday 4pm



DEPARTMENT OF HEALTH AND HUMAN SERVICES
Licensure and Regulatory Services
2425 Reedie Drive, 9th Floor
Wheaton, MD 20902
240-777-3986 Fax 240-777-3088 or 240-777-4531

TEMPORARY FOOD FACILITIES GENERAL SANITATION REQUIREMENTS

1. **Food for a temporary event may not be prepared or stored at home.**
2. Keep cold food at 41°F or below and frozen food at 0°F or below.
3. Cook food to the proper **minimum** temperature:
 - a. vegetables and commercially processed foods 135°F;
 - b. seafood, meat not otherwise specified, and shell eggs for immediate service 145°F;
 - c. ground pork or ground and ground beef, and eggs not for immediate service 155°F; and,
 - d. stuffed meats and poultry 165°F.
4. Maintain hot food at 135°F or above. Pre-heat hot holding units before use.
5. No bare hand contact with ready-to-eat food. Wear plastic gloves or use clean, sanitized utensils, foil, or wax paper. Wash hands before putting on the gloves and change gloves between tasks, when torn or soiled.
6. Store raw products below meats, poultry and seafood where they can not drip onto on or contaminate ready -to -eat foods. to prevent contamination of ready-to-eat foods. Store all food, equipment, and supplies off the ground and protect them from contamination. Protect all food on display (including exposed condiments) with sneeze guards, equipment lids, foil, or plastic wrap.
7. Provide and use a metal stem thermometer with minimum 2°F increments to monitor food temperatures.
8. All water and ice must come from an approved source. Provide scoops or utensils with handles to dispense ice.
9. Provide and use a hand washing station with tempered running water (minimum 100°F). Water must be dispensed through a faucet, valve, or spigot that does not require the use of hands to hold in the open position. Provide soap, paper towels and a catch bucket to collect waste water at all times. **No food preparation may begin without an operational and properly supplied hand washing station.**
10. Provide and use three containers of adequate size to first wash, second, rinse and third sanitize all food contact equipment and utensils. Unscented household bleach is an approved sanitizer. Use one tablespoon of bleach for each gallon of water to obtain 50 ppm (parts per million) chlorine. Allow the utensil to air dry before use. Provide and use appropriate test papers to check the sanitizer concentration.
11. Dispose of all waste water into the sanitary sewer system.
12. All storage, food handling, preparation, cooking, and serving of food must be conducted under an approved overhead cover, tent, canopy, or tarp.
13. No person who is ill or has an open wound is allowed to work with the food operation. All staff must wear clean clothing and hair restraints as needed. Staff involved with handling money must wash hands prior to preparing food.
14. Provide and use covered trash containers.
15. Prepared food items may **NOT** include ingredients which contain 0.5 or more grams of artificial trans fat per serving (listed as partially hydrogenated oil, partially hydrogenated shortening or partially hydrogenated margarine). Exception: Commercially processed foods served in their original, unopened container



DEPARTMENT OF HEALTH AND HUMAN SERVICES
Licensure and Regulatory Services
2425 Reedie Drive, 9th Floor
Wheaton, MD 20902
240-777-3986 Fax 240-777-3088 or 240-777-4531

REQUISITOS SANITARIOS GENERALES PARA EVENTOS DE COMIDA EMPORALES

1. Toda comida para un evento temporal no puede ser preparada o guardada en su casa.
2. Mantenga la comida fria a 41 grados F o menos y la comida congelada a 0 grados F o menos.
3. Cocine la comida a la temperatura minima:
 - a. vegetales y comidas comercialmente procesadas a 135 grados F;
 - b. mariscos, carne si no se especifica temperatura y huevos que se van a servir inmediatamente a 145 grados F;
 - c. cerdo o carne de res molidas y huevos que no se van a servir inmediatamente a 155 grados F; y
 - d. carnes rellenas y aves a 165 grados F.
4. Mantengan los alimentos calientes a una temperatura de 135 grados F o mas alta. El equipo de mantener la comida caliente debe de ser pre-calentado antes de usarlo.
5. No toque con sus manos la comida que esta lista para comer. Use guantes plasticos o use utensilios limpios y desinfectados, papel de aluminio o papel encerado. Lavese las manos antes de ponerse un par de guantes, y cambiese los guantes cuando cambie de tarea o cuando esten rotos o sucios.
6. Guarde carnes, aves y mariscos que no han sido cocinados debajo de comida preparada para evitar contaminacion de la comida ya preparada por el goteo de los jugos de las carnes crudas. Almacene toda la comida, equipo y abastecimientos mas arriba del piso. Proteja toda la comida equipo y exhibicion (incluyendo condimentos expuestos) con barreras protectoras, las tapas del equipo, papel de aluminio, o papel plastic°.
7. Para controlar la temperatura de la comida tenga y use un termometro especial para medir temperatura de comida que tenga incrementos de temperatura cada 2 grados.
8. Hielo y agua deben de proceder de una fuente aprobada. Tenga cucharas/cucharones con mangos para dispensar hielo.
9. Proporcione y use una estacion para lavarse las manos con agua templada (temperatura minima de 100 grados F). El agua debe de ser dispensada por un tubo, canilla, o grifo sin la necesidad de mantener sus manos en ella para que permanezca abierto. Proporcione jabon, toallas de papel y un balde u otro recipiente para coleccionar el agua sucia. Ninguna preparacion de comida puede empezar antes de tener la estacion para lavarse las manos debidamente abastecida.
10. Tenga y use tines recipientes de tamalio adecuado para lavar, enjuagar y desinfectar los utensilios y las superficies de equipo que esten en contacto con la comida. Cloro (lejia) es un desinfectante aprobado. Use una cucharada de cloro por cada galon de agua para obtener 50ppm (partes por millon) de cloro. Permita que los utensilios se sequen al aire antes de usarlos otra vez. Tenga y use los papeles de prueba para chequear la concentracion del desinfectante.
11. Bote el agua sucia en una alcantarilla del sistema sanitario.
12. Almacenamiento, manipulacion, preparacion y servicio de la comida debe hacerse debajo de una cobertura aprobada como un baldaquin, una carpa o un toldo.
13. Ninguna persona que esta enferma o tiene una herida abierta esta permitida a trabajar manipulando comida. Todo el personal debe usar ropa limpia y cubrirse el pelo si es necesario. El personal que recibe dinero debe lavarse las manos antes de preparar comida.
14. Proporcione y use basureros que tengan tapas.
15. La comida preparada NO puede incluir ingredientes que contengan 0.5 gramos o mas de grasas trans artificiales por unidad (aceite parcialmente hidrogenado, manteca parcialmente hidrogenada, o margarina parcialmente hidrogenada). Excepcion: comida procesada comercialmente y servida en su envoltorio original sin ser abierta

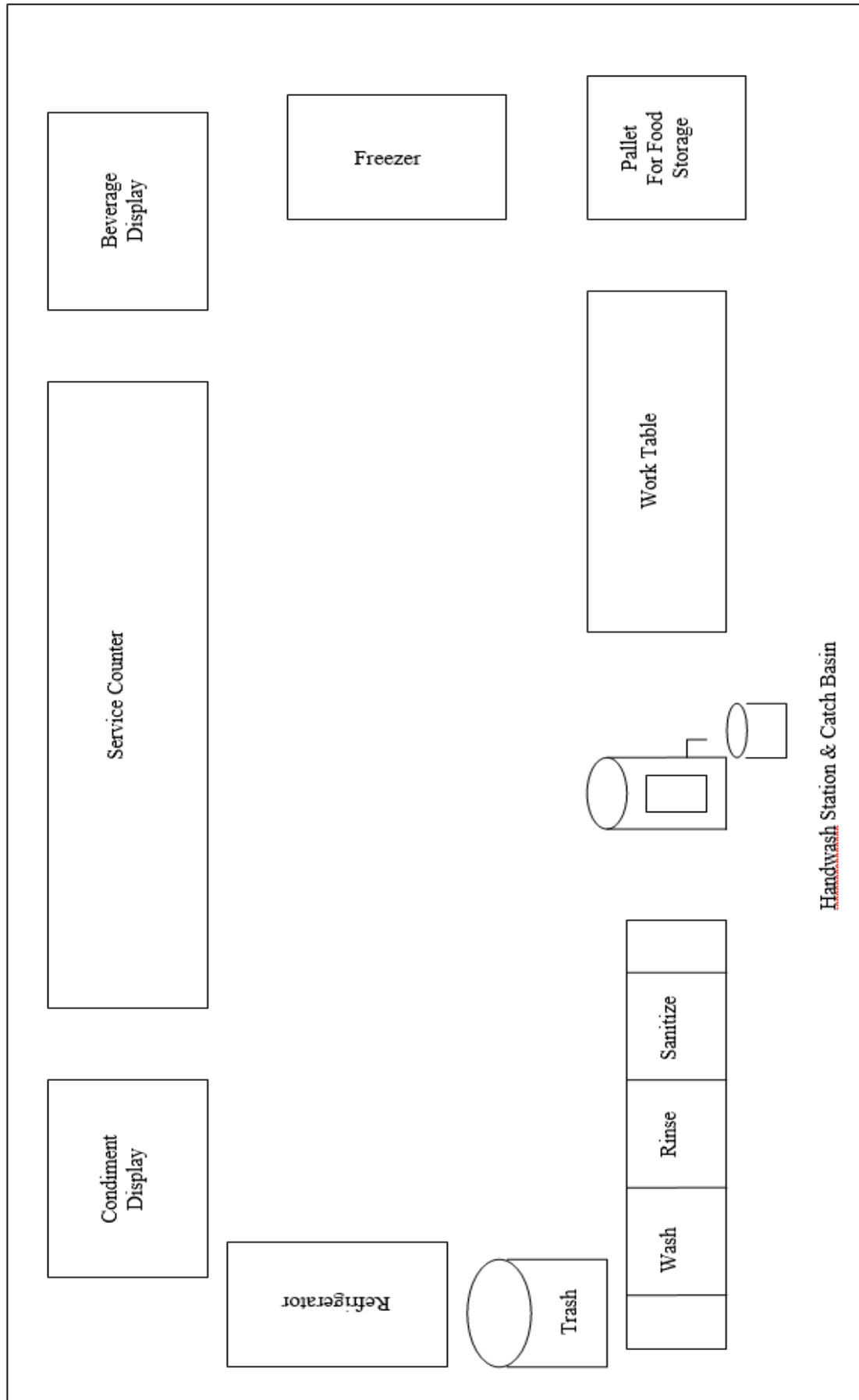
MENU PAGE

Please list **ALL** food items that you are planning to serve. Include how you plan to keep hot food at 135 or above and cold food at 41 or below. If a section is not applicable, then place a "N/A" in the box. **YOU MUST** notify the Montgomery County Department of Health and Human Services Licensure & Regulatory Services of any menu changes at least 48 hours prior to the event. Food items not listed may result in a delay of permit issuance or in the denial of the permit. Please use one row for each food item, adding additional sheets if necessary.

ALL Menu Items	Thawing How? Where?	Wash & Cut How? Where?	Assemble How? Where?	Cooking How? Where? To What Temperatur	Cold or Hot Holding How? Where?	Reheating How? Where?

All applicants must attach a drawing of how the tent, booth, or mobile truck will be set up for the event. Please include the location of all food equipment, hand washing stations, utensil washing stations, and trash receptacles.

Example Diagram of a Temporary Food Booth Open Flame Cooking Equipment Should be Placed Outside of the Tent or Building (not to scale)



Handwash Station & Catch Basin