



[www.allencountypublichealth.org](http://www.allencountypublichealth.org)  
Allen County Combined Health District

## TEMPORARY FOOD SERVICE OPERATION

All persons wishing to obtain a Temporary Food Service license must complete the attached questionnaire, booth layout plan and license application form.

**Regulations require that this information, license application and license fee be collected and received at least ten days prior to an event.**

The Ohio Revised Code defines a Temporary Food Service Operation as “any place, including any governmental operation, where meals or lunches, or portions thereof, are prepared or served for a consideration for a single event, in one location, for a period of not longer than five consecutive days regardless of whether meals, lunches, or portions are to be consumed on or off the premises”.

Any questions concerning Temporary Food Service Operations may be directed to Registered Sanitarians during office hours of 8:00 – 9:00 a.m., 1:00 -2:00 p.m., and 4:00 – 4:30 p.m. weekdays.

**DIVISION OF ENVIRONMENTAL HEALTH  
COMBINED ALLEN COUNTY GENERAL HEALTH DISTRICT  
219 E MARKET STREET\*P.O.BOX 1503\*LIMA, OHIO 45802-1503  
PHONE 419-228-4457\*FAX 419-224-4161**

**TEMPORARY FOOD SERVICE OPERATION**

Event

Date of Event

Setup time and date

Serving time

Organization Name

Contact Person

Phone Number

Mailing Address

Name and Address of Licensed Location Where Food Is To Be Prepared and/or utensils  
Washed/rinsed/sanitizing rinse/and air dried:

Event Site:

Inspecting Agency

License Number

A. List All Foods and Beverages To Be Served

B. List Sources of Food, Water and Ice

C. Hot Foods – How Will The Internal Temperature of 135°F or Above Be Maintained?

D. Cold Foods – How Will The Internal Temperature of 41°F or Below Be Maintained?  
(all cold food storage units must have thermometers)

E. Describe Methods of Transporting And Maintaining Acceptable Internal Temperatures of Potential Hazardous Foods To And From Site.

---

F. List All Equipment And Utensils To Be Used At Event Site For Preparation, Display And Storage of Food Items.

---

G. Describe Methods To Be Used For Protecting Foods On Display From Possible Contamination By The Public, Dust And Other Possible Contaminates.

---

H. Describe Methods To Be Used To Protect Food Contact Surfaces Of Food Preparation Equipment Such As Grills, Stoves, And Worktables From Possible Contamination.

---

I. Describe Method To Be Used For Proper Washing, Rinsing And Sanitizing Food Preparation Utensils And Equipment.

---

J. Describe Method To Be Used For Handwashing For Food Service Workers. (wet wipes, sink with running water)

---

K. Describe Method To Be Used For the Control of Flies And Other Insects.

---

L. Describe Method Of Storing And Disposing Of Liquid Waste And Garbage.

---

M. Describe Method Of Artificial Lighting, if Needed.

---

N. Describe Method Of Artificial Ventilation, If Needed.

---

O. Will A Chemical Sanitizer Test Kit And Metal Stem Indicating Thermometer Be On Location?

---

- (A) A temporary food service operation, as defined in paragraph (EE) of rule 3701-21-02 of the Administrative Code, shall comply with the applicable requirements of Chapter 3701-21 of the Administrative Code, except as otherwise specifically provided.
- (B) License. Before opening a temporary food service operation, the operator shall make application for a license to the Board of Health of the health district in which the operation will be conducted.
- (C) Approval of plans, equipment, menu. Before opening a temporary food service operation, the operator shall provide, if required by the licensor, a drawing showing the layout of the facility and a letter of intent providing pertinent information such as:
  - 1) Food to be prepared and served;
  - 2) Source of food;
  - 3) Hot holding facilities;
  - 4) Cold holding facilities;
  - 5) Handwashing;
  - 6) Equipment and Utensils;
  - 7) Support facilities; and
  - 8) Any other information requested by the licensor.
- (D) Food – approved source. Potentially hazardous foods not prepared at the temporary food service operation shall be prepared in a licensed food service operation and transported to the temporary food service operation by a method approved by the licensor.
- (E) Food Protection. All potentially hazardous foods shall be maintained at forty-one degrees (41°) Fahrenheit and below or one hundred forty degrees (135°) Fahrenheit and above by a method approved by the licensor. Mechanical refrigeration shall be used for overnight storage of potentially hazardous foods.
- (F) Equipment and Utensils. A three compartment sink system or another method approved by the licensor shall be provided or made available and used only for manual washing, rinsing, sanitizing of equipment and multiple-use utensils.
- (G) Handwashing Facilities. A handwashing facility or an alternate method approved by the licensor shall be available for employee handwashing.
- (H) Support Facilities. The operator of a temporary food service operation shall demonstrate, to the satisfaction of the licensor, a safe water supply, sewage waste water disposal system, toilet facilities, and garbage and refuse disposal system.
- (I) Floors, Walls, Ceilings. The requirements for floors, walls and ceilings shall be determined by the licensor. If it is determined that a floor and/or ceiling and/or walls are necessary, the materials used for the floors or ceilings or walls and the construction thereof shall be approved by the licensor.

Please Use Area Below For Drawing Of Booth And Placement Of Equipment. Forms To Be Completed And Returned To This Office.

## Application for License to Conduct a Temporary: (check only one)

- ☒ Food Service Operation  
☐ Retail Food Establishment

### Instructions:

1. Complete the application section. (Make any corrections if necessary.)
2. Sign and date the application
3. Make a check or money order payable to: **ALLEN COUNTY PUBLIC HEALTH**
4. Return check and signed application to: Allen County Public Health  
219 E Market Street  
P.O. BOX 1503  
Lima, OH 45801-1503

Before a license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of temporary food facility		
Location of event		
Address of event		
City	State	ZIP
Start date	End Date	Operation Times
Name of license holder		Phone number
Address of license holder		
City	State	Zip
List all foods being served/sold		
<hr/>		

<i>I hereby certify that I am the license holder ,or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:</i>	
Signature of applicant	Date

### Licensors to complete below

Valid date(s)	License fee: <b>\$110.00</b>
---------------	------------------------------

Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.