

Date ____/____/____

TEMPORARY FOOD ESTABLISHMENT APPLICATION

Approved

On Hold – Additional Information Required

DENIED

Commissary Required

For Office Use Only

Read the following before completing this application:

- A complete application package with fees must be received 15 days before the event. Incomplete applications will not be approved.
- Make checks or money orders payable to the “City of Watertown.”
- Cash will NOT be collected at the time of the event.
- It is recommended to have at least one person that is a certified food manager or a certified food handler.
- **Permit fees are not refundable. Permits are not transferrable.**

Establishment (Booth) Name _____ **Legal Licensee/Organization** _____

Person(s) in Charge (PIC) _____ Mailing Address _____

Phone Number at Event _____ Alt. Phone Number _____ Email _____

# of Booths	Event Date(s)	Event Name	Event Location Name & Address	Booth Start & Stop Time
				to
				to
				to
				to
				to

Anticipated temp event days this year:

Temporary Retail & Food Service Fees

WI State Licensed Mobile Inspection: \$41.00

Not Engaged in Food Processing: \$50.00

Temporary Restaurant: \$191.00

Exempt: Nonprofit Organization that prepare, serve, or sell meals up to 3 days, or retail foods up to 12 days during any 12 – month period.

Applicant Signature: _____

Applicant Name (Print) _____

FOOD PREPARATION AND MENU

Where will food be purchased? (Examples: Walmart, Pick 'N Save, etc.) _____

- Menu: Only food items listed below will be approved to serve. Approval for any changes must be requested before the event.
- Temperature Control: Any food found in the Danger Zone above 41°F and below 135°F will be discarded.

MENU: Complete the table below. List all foods, beverages, and condiments that will be served. Use additional paper as needed.

Food Item	How purchased at store? (raw or pre-cooked)	Prepared in Booth or Approved Kitchen?	Transport item hot or cold? What type of equipment for transport?	Cold holding equipment used at event? (41°F or below)	Cooking/reheating equipment used? Final cook/reheat temperature?	Hot holding equipment used? (135°F or above)
<i>Example: Hamburger</i>	<i>Raw</i>	<i>Booth</i>	<i>Cold Ice Chest</i>	<i>Ice Chest</i>	<i>Grill 155°F</i>	<i>Grill/Steam Table</i>

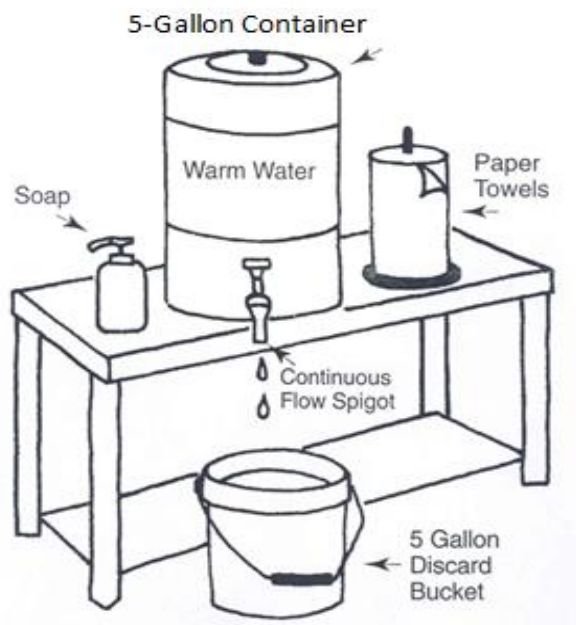
EQUIPMENT LIST

Identify equipment used at the event in your temporary food establishment. (check all boxes that apply)

<p>Handwash station (More than one may be required)</p> <ul style="list-style-type: none"> <input type="checkbox"/> 5 gallon container with a continuous flow spigot and 5 gallon catch bucket <input type="checkbox"/> Soap & paper towels <p>Note: A restroom hand sink cannot be used in place of the hand sink in the temporary food establishment.</p>	<p>Outside cooking area (May require separate permit)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Outside cooking area (BBQ) must have a second handwash station <input type="checkbox"/> Cover on cooker <input type="checkbox"/> Separation/barrier from public 	<p>Food Safety/Hygiene Items</p> <ul style="list-style-type: none"> <input type="checkbox"/> Thermometer (0-220°F) <input type="checkbox"/> Sanitizer test strips <input type="checkbox"/> Hair restraints/hats <input type="checkbox"/> Clean clothing <input type="checkbox"/> Garbage can(s)
<p>Describe Booth Materials</p> <p>Floor:</p> <p>Sidewalls:</p> <p>Ceiling/Overhead:</p>	<p>Utensils to Prevent Hand Contact</p> <ul style="list-style-type: none"> <input type="checkbox"/> Single-use gloves <input type="checkbox"/> Tongs <input type="checkbox"/> Spatula <input type="checkbox"/> Spoon or Fork <input type="checkbox"/> Single-use foil sheets <input type="checkbox"/> Other _____ <input type="checkbox"/> Extra utensils in booth 	<p>Sanitizer bucket</p> <ul style="list-style-type: none"> <input type="checkbox"/> Open container <input type="checkbox"/> Additional container for booths with raw meat <input type="checkbox"/> Wiping cloths <input type="checkbox"/> Bleach/Sanitizer (1/2 tsp bleach/gal. water)

Temporary Hand Washing Station

The hand washing station(s) must consist of a 5-gallon container with a spigot that provides a continuous flow of water, soap, paper towels and a 5-gallon bucket to collect the dirty water. The hand washing station(s) must also be conveniently located to all food preparation areas. Any Temporary Food Establishment found without adequate hand washing facilities will be closed and required to stop selling or giving away food until the violations are corrected.



GENERAL INFORMATION

1. Where will you dump waste water and grease?

2. Do any of your events last for more than one day? Yes No

If yes, where will you store your food and equipment during the overnight hours?

3. How will you clean and sanitize food equipment and utensils at your booth?

4. List the name(s) of workers that hold a food handler card or food manager certificate:

5. Prohibited Activities:

a. Eating, drinking, and smoking are not allowed in food preparation areas of the food booths.

Commissary

If your operation does any of the following:

- Requires off-site food preparation prior to the event.
- Requires off-site hot or cold holding of food items after purchase prior to the event.

You must obtain permission to use a kitchen facility (commissary) that is licensed by the Jefferson County Environmental Health Consortium or another jurisdiction for advance food preparation, produce washing and dishwashing. Examples may include restaurant, church, school, or community center. The facility must have the ability to support your event menu and any preparation.

(Print name of Commissary)

(Physical address)

(Contact Person at Commissary)

(Commissary Phone #)

Date(s) and Time(s) you will prepare food at the commissary*					
Date:	Time:	Date:	Time:	Date:	Time:

You must be at the commissary on the dates and times listed above for inspections. Failure to notify the Health Department of changes in your commissary schedule may result in **closure of your food booth.*

Please read and initial.

_____ I have read and understand the hand washing station requirements.

Initial

_____ I have received the Guidelines for Operating a Temporary Restaurant.

Initial

_____ I have received the self-inspection form(s) and understand that I must complete a form on each day of operation.

Initial

_____ I understand the following conditions will warrant immediate closure:

Initial

- * Lack of a current permit for each day of operation
- * Lack of a hand washing station
- * Foods prepared at or brought from home
- * Critical violations and/or imminent health hazards
- * Lack of equipment or capacity to hold potential hazardous foods at required temperatures

Jefferson County Environmental Health Consortium
 515 South First Street
 Watertown, WI 53094
 Phone: 920-262-8094

Temporary Food Establishment Self-Inspection

(TO BE COMPLETED WHEN SETTING UP ON EVENT DAY)

Establishment Name	
Event	Inspection Date / /
Inspected by ^(sign)	(Print)

	BOOTH REQUIREMENTS	COMPLIES?			COMMENTS
		YES	NO	NA	
1.	Permits				
a.	Temporary food permit is posted in public view.				
b.	A knowledgeable person in charge is present with food handler card or certified manager certificate.				
2.	Hand Washing Station <i>(immediate closure if out of compliance)</i>				
a.	Minimum 5-gallons water; container with hands-free spigot				
b.	5-gallon waste water container				
c.	Pump soap and paper towels				
3.	Floor, Walls, Ceiling				
a.	Floors smooth & cleanable in entire booth (no grass, gravel)				
b.	2 sidewalls				
c.	Entire booth has overhead protection				
4.	Food Source/Menu <i>(immediate closure if out of compliance)</i>				
a.	Food was not prepared or stored at home.				
b.	Commissary agreement available for foods prepared offsite.				
c.	No part of the operation was done at home.				
d.	Only foods approved on the application form are served.				
5.	Employee Hygiene				
a.	Employees wash hands upon entering the booth.				
b.	Employees keep hands clean and wash hands often.				
c.	Employees do not have these symptoms: vomiting, diarrhea, sore throat with fever, open wounds				
d.	Gloves or utensils are used - no bare hand contact with food				
e.	Employees have hair restraints or hats. Clean clothing.				
f.	No eating, drinking, or smoking in the booth.				
g.	Tasks are delegated so there are three types of workers: (1) Those who only handle raw meat or poultry (2) Those who only handle ready-to-eat-foods (3) Those who only handle money				
h.	Small children are not allowed in the booth.				
6.	Food Temperature Control				
a.	Hot foods held at 135°F or above.				
b.	Cold foods held at 41°F or below.				
c.	Adequate equipment to maintain temperatures hot or cold.				
d.	Adequate amount of ice to keep foods cold in ice chests.				
e.	No potentially hazardous food stored at room temperature.				
f.	Canister fuel not used without wind guards (outdoors only)				
g.	Metal probe thermometer with range 0 – 220°F in booth.				
h.	Probe thermometer is calibrated/accurate.				

7.	Storage				
a.	Food is stored at least 6" above the floor or inside a closed ice chest or waterproof box.				
b.	Food is not stored in standing water inside ice chests.				
c.	All plates, cups, utensils, and equipment stored at least 6" above the floor or in a closed waterproof box.				
8.	Ice				
a.	Ice stored in waterproof container and kept covered.				
b.	Ice used for refrigeration is not used for consumption.				
c.	Ice bags never come into contact with the ground.				
d.	Ice is not handled with bare hands.				
9.	Cooking				
a.	Raw poultry is cooked to at least 165°F.				
b.	Raw beef or pork is cooked to at least 155°F.				
c.	Raw fish or eggs are cooked to at least 145°F.				
10.	Food Protection				
a.	BBQ grills and other cooking equipment are not accessible to the general public.				
b.	Self-serve condiments are (1) in squeeze bottles, (2) in individual packets, or (3) in containers with lids.				
c.	All open food is protected from customer spit or sneezes.				
11.	Food Equipment				
a.	Good repair – no corrosion, cracks or chips				
b.	Food-grade – smooth, easily cleanable, non-absorbent				
c.	Extra utensils including tongs, spatulas, spoons available				
12.	Sanitizer				
a.	Unscented Bleach or Quaternary (Quat) sanitizer available				
b.	Sanitizer test strips available				
c.	Bleach concentration at 50-100 ppm or Quat at 200-400 ppm				
d.	Wiping cloths stored in bucket with sanitizer water				
e.	Separate bucket for raw meat/poultry area				
13.	Dish Washing				
a.	Three 5-gallon buckets or tubs available:				
b.	(1) Wash in soapy warm water				
c.	(2) Rinse in clean warm water				
d.	(3) Sanitize in warm water with proper concentration				
e.	All food equipment and utensils are washed, rinsed and sanitized prior to use each day of the event.				
14.	Garbage				
a.	Garbage containers with plastic liners provided in booth.				
b.	Garbage containers are covered if insects are present.				
15.	Lighting				
a.	Adequate lighting is available during night events.				
b.	Light bulbs are shielded or shatterproof				
16.	End of Day Clean-Up				
a.	Any remaining hot food is discarded (leftover hot food from temporary events shall not be cooled and re-served).				
b.	Food and equipment stored in a secure location overnight.				
c.	Booth operator has identified an approved location for disposal of liquid waste and oil/grease.				
17.	Miscellaneous				
a.	Name of the facility is posted and visible to customers.				
b.	Self-Inspection sheet is complete & available for inspector.				