

**CINCINNATI HEALTH DEPARTMENT  
ENVIRONMENTAL HEALTH  
FOOD SAFETY PROGRAM**

**INFORMATION for SPECIAL EVENT FOOD VENDORS - 2008**

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To avoid potential problems you are encouraged to contact the Health Department as early as possible when planning a special event or to participate as a food vendor at an event.

**Contact:**

Cincinnati Health Department  
Food Safety Program  
3845 Wm. P. Dooley By-Pass  
Cincinnati, OH 45223

Phone: 513-564-1751  
FAX: 513-564-1771

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**Licensing Requirements**

1. Applications to sell (or distribute) food or beverages must be received by the Cincinnati Health Department at least thirty (30) days in advance of the date of the event. **Applications received less than 30 day prior to an event will not be accepted.**
2. Licenses will be issued and fees collected on the first day of the event, subject to an inspection of the operation. In order to prevent delays in opening your food operation, you should have your facility operational at least two (2) hours prior to the scheduled starting time of the event.
3. License fees are to be paid by check or money order, payable to: Treasurer – City of Cincinnati.

Please complete the application and review the attached rules and regulations.

**Note that a diagram (drawing) of your proposed operation must accompany the application or it will be rejected.**

**License fees for 2008**

**\$135.00**

## Ohio Administrative Code - 3701-21-20 Temporary food service operations.

- (A) A temporary food service operation, as defined in paragraph (FF) of rule 3701-21-01 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) Foods 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 Fahrenheit and below or one hundred forty degrees 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 and 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 a 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.

# TEMPORARY FOOD OPERATION GUIDELINES

1. All applications MUST be received by the Health Department at least thirty (30) days prior to the event. LATE APPLICATIONS WILL NOT BE ACCEPTED.
2. Authorization to conduct a food operation will be issued upon inspection of your food booth by Health Department personnel. To prevent delays in opening your booth it is suggested that you be completely operational at least 2 HOURS prior to the event starting time. If you are not prepared at the time the sanitarian arrives for inspection you will not be permitted to operate until a final inspection is completed by a Health Department representative.
3. Payment for a temporary license is to be made to Health Department personnel on the day of the event. Payment is to be made only by check or money order. No other forms of payment will be accepted. Make checks payable to "Treasurer - City of Cincinnati".
4. Electrical service is mandatory in all food booths.
5. Limit the number of food items on your menu to two (2) or three (3). This will aid in decreasing food handling and food protection problems.
6. All food preparation and storage must be within an enclosed, covered booth or in a licensed Food Service Operation. Food storage or preparation outside the food booth is unacceptable. Store all food products, utensils, and paper goods a minimum of 6 inches off the ground.
7. All displayed food must be protected from contamination. The use of food shields, display cases or food cabinets will accomplish this in most instances.
8. All food contact surfaces, utensils, and equipment must be washed, rinsed, and sanitized before use and as often as required. The utensil washing operation is to be done through the use of three (3) containers with removable covers. The containers must be large enough to immerse the largest utensil being used. These containers are to be set up on a separate table as far removed from the food preparation as possible.
9. Hand washing facilities are to be provided in each food booth. This must consist of hand soap, single service towels, and a container, with a spigot, for water. (May be set up on same table with utensil washing units.)
10. Perishable, cold foods are to be maintained at a temperature of 41° F, or below. Proper refrigeration equipment is strongly suggested in every food booth to maintain proper cold temperatures. It has been demonstrated that under normal conditions, ice and non-electric coolers are inadequate to maintain temperature of 41° F. Perishable foods stored in ice and found above 41° F. will be automatically condemned.
11. Perishable, hot foods must be heated rapidly to and held at 140° F, or above. Suitable equipment to meet this requirement must be provided. Non-electric heating devices (e.g.-STERNO) have proven ineffective at outdoor events. Electric or gas-fired appliances are strongly suggested to maintain hot food temperatures.
12. As much pre-preparation as possible is encouraged. Every effort should be made to minimize direct handling of food. Disposable plastic gloves are to be used by all persons handling open food. Ice must be dispensed using an ice scoop.
13. Customer utensils (forks, spoons, etc.) must be single service, individually wrapped or dispensed by persons in the food booth.
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# CINCINNATI HEALTH DEPARTMENT FOOD SAFETY OFFICE

## APPLICATION FOR TEMPORARY FOOD OPERATION LICENSE (PLEASE PRINT LEGIBLY)

**RESTAURANT, ORGANIZATION, OR INDIVIDUAL REQUESTING LICENSE:**

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: (8AM-5PM) \_\_\_\_\_

**EVENT/OPERATION DETAILS:**

Date (s): \_\_\_\_\_

Hours: \_\_\_\_\_

Location: \_\_\_\_\_

Event Name: \_\_\_\_\_

**List your proposed menu (include all food items):**

MENU ITEMS	PREPARATION LOCATION	LIST ALL EQUIPMENT TO BE USED FOR COOKING & HOT AND COLD FOOD HOLDING

**List name(s) of person(s) who will be responsible for this food operation, daytime phone numbers, and the hours the person(s) will be present:**

Name	Time On Duty (e.g. 3pm-8pm)	Daytime Phone Number

**THIS APPLICATION MUST BE RECEIVED BY THE CINCINNATI HEALTH DEPARTMENT 30 DAYS PRIOR TO THE EVENT. LATE APPLICATIONS CANNOT BE CONSIDERED.** Issuance of a temporary food operation license requires final approval upon inspection prior to start of the event. License fee must be paid at the time of inspection.

SIGNATURE ACKNOWLEDGES ACCEPTANCE OF ALL REQUIREMENTS NOTED IN "TEMPORARY FOOD OPERATION GUIDELINES" (see REVERSE). **A DRAWING (use separate sheet) OF YOUR PROPOSED OPERATION SETUP MUST BE INCLUDED WITH THIS APPLICATION.**

Signature: \_\_\_\_\_

----- DO NOT WRITE BELOW THIS LINE -----

**REVIEW AND APPROVAL (PENDING FINAL INSPECTION):**

CHD Approval \_\_\_\_\_ DATE \_\_\_\_\_

**LICENSE WILL BE VALID FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_**

**CINCINNATI HEALTH DEPARTMENT  
FOOD SAFETY OFFICE**

**ADDENDUM TO TEMPORARY FOOD OPERATION LICENSE APPLICATION**

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Pursuant to the Ohio Revised Code, an equipment/fixture layout drawing is required to accompany the written applications for temporary food operation license. In the space below provide a diagram of your proposed operation showing all equipment and fixtures (number and identify equipment and fixtures). Free-hand drawings are no acceptable (i.e. – use a straight edge for lines, etc.). Drawing must be to a MINIMUM scale of ¼ inch equals 1 foot. **Applications received without a drawing will be rejected.**

Operation Name / Contact Person: \_\_\_\_\_

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

**Drawing:**

**Equipment / Fixture List (Indicate # on drawing also):**

1		6		11	
2		7		12	
3		8		13	
4		9		14	
5		10		15	

# CINCINNATI HEALTH DEPARTMENT

**YOU MUST BE IN COMPLIANCE WITH ALL ITEMS LISTED BELOW TO BE LICENSED. NO FOOD SALES PERMITTED UNTIL APPROVED TO OPERATED BY HEALTH DEPARTMENT.**

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NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

EVENT: \_\_\_\_\_

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<u>OK</u>	<u>ITEM</u>	<u>COMMENTS</u>
	Approved sanitizer available.	
	Proper utensil washing setup available.	
	Handwashing facilities available (including soap, towels, and catch basin).	
	Wiping cloths in a sanitizer solution.	
	Adequate cold holding facilities (only mechanical refrigeration – no ice permitted).	
	Adequate hot holding facilities (steam tables, hot boxes) – Warn operator about use of STERNO.	
	Approved thermometer(s) available.	
	Compatible sanitizer test kit available.	
	Food/preparation shielded/protected from contamination from public and environmental sources.	
	Food stored off ground.	
	All food preparation and all facilities of operation confined within the food booth.	
	Cleaning supplies (broom, dust pan, waste can, etc.) available.	
	Disposable food grade gloves available – verify adequate supply.	
	<b>THE ENTIRE OPERATION MUST BE WITHIN THE BOOTH/TENT. NOTHING PERMITTED OUTSIDE – NOTHING!</b>	
	License fee collected (\$135.00)	

Sanitarian \_\_\_\_\_

Date/Time \_\_\_\_\_