



**Richmond City Health District**  
 Division of Environmental Health  
 Food Safety Section  
 400 East Cary Street, Suite 322  
 Richmond, Virginia 23219-1538  
 (804) 205-3912  
 FAX (804) 371-2208



## APPLICATION FOR A TEMPORARY HEALTH PERMIT

**Instructions:**

- 1 Complete all sections of application (Make notes to explain any omission)
- 2 Sign and date the application
- 3 Make check or money order payable to: **Richmond City Health District**

All applications and payments must be received 30 days prior to the event. No Temporary Health Permits will be issued without submission of a completed application along with appropriate remittance of fees.

Business Name:		Name of Event	
Location of Event			
Date(s) of Event		Starting time (when food will be served)	Liquid Waste Disposal
Phone #		Water Service	Sewage Disposal & Solid Waste Disposal
Person in Charge/Owner			Phone number
Address			
City		State	Zip
Name of individual (s) certified in food protection (if any)			
			Phone #
Name of parent company or owner			
<b>* I hereby certify that I am the license holder, or the authorized representative of the temporary food service operation :</b>		Date	
Signature		Print Name:	

## Temporary Food Permit Application Form

**\*\*Complete and Return with Application and Fee\*\***

Before opening a temporary food service or retail food operation you must complete this form and submit to the event coordinator **30 DAYS** prior to the event. Make payment to: Richmond City Health District (**there is a twenty dollar (\$20.00) fee per event up to a maximum of one hundred dollars (\$100.00) per year.**

\*A designated person in charge must be present at all times during operation

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**Menu:** List all food and beverages to be served. \_\_\_\_\_

**Source:** All food must be purchased from approved food distributors or permitted grocery stores. All food must be prepared on site or in a permitted food service facility and transported to the temporary food service location by a method approved by the Health Department. **Do not prepare or cook food at home.** List the sources of all foods and beverages to be served. \_\_\_\_\_

**Hand Washing Facilities:** Describe the type of hand washing system to be used. \_\_\_\_\_

**Food Storage:** Mechanical refrigeration must be used for overnight storage of potentially hazardous foods. List the type of equipment to be used for storage of hot and cold food. \_\_\_\_\_

**Equipment and Utensils:** A 3-compartment sink or bucket system must be provided and used for washing, rinsing and sanitizing of equipment and utensils. **List (a) the dishwashing system and (b) the sanitizer to be used.**

**Support Facilities:** The operator of a temporary food facility must provide to the satisfaction of the Health Department a safe water supply, sewage and waste water disposal system, toilet facilities, and garbage and refuse disposal system. List the provider or method to be used for each.

**Note:** Food workers must have clean clothes, clean hands, and hair restraints. No person with a communicable disease, nausea, vomiting, fever, sore throat, diarrhea, jaundice, cuts, or sores is to sell, prepare or in any way be in contact with food. Smoking is not allowed in food preparation areas. Only people assigned to work in food preparation areas are to prepare and serve food; unauthorized people and animals are not allowed in the operation.

## **TEMPORARY HEALTH PERMIT FEE**

Food vendors must complete and submit the Temporary Food Permit Application with a check for \$20.00 per event up to a maximum of \$100.00 per year.

Make checks or money orders payable to the **Richmond City Health District**

The Health Permit/Receipt will be delivered to you the day of the event

**The fee, information form and application must be submitted to the Coordinator 30 days prior to the event:**

**Questions, please contact:** Horace Parham, 804-205-3912, or Kenneth Smith, 804-205-3912

**A diagram of your temporary food booth MUST be drawn below:**

### **Make sure you include these items:**

- Handwashing station
- Dishwashing ( 3 buckets or sinks)
- Location of equipment, coolers, etc  
Prep tables  
Service area

# Food Safety at Temporary Events



**Food safety** is the most important aspect of any food service operation. Temporary events are special situations and require their own rules, permits, and guidelines. Use of the following 15 step guide and the tow checklists to ensure the safety of the food you will be serving.

## The Top 5 Causes of Foodborne Illness:

- Food from Unsafe Sources
- Inadequate cooking
- Improper holding temperature
- Poor personal Hygiene
- Contaminated Equipment

## Clean Hands For Safe Food:

- Use soap and water
- Wash all surfaces including backs of hands, wrists and areas between finger and underneath fingernails.
- Rinse under clean warm water
- Dry hands with a paper towel
- Turn off the water using paper towel instead of your bare hands



## Equipment Checklist

- Hand Washing Supplies
  - Continuous flow of warm running water (e.g. coffee urn)
  - Bucket to catch waste water
  - Soap
  - Paper towels
- Gloves
- Extra utensils
- Sanitizer and sanitizer test kit
- Stem thermometer to check food temperatures
- Food grade water hose with backflow prevention device
- Hot and cold holding equipment for **ALL** potentially hazardous foods
- Mechanical refrigeration for overnight storage – with internal thermometer
- Separate containers for washing vegetables
- Ice scoop with handle, if you are using ice
- Bucket with sanitizing solution for the storage of wiping cloths

# 15 Steps to Safe and Sanitary Temporary Food Events

## 1. Permits

Each vendor must fill out and return the Temporary Food Event application/information form with payment to the Richmond City Health District. This will let the Richmond City Health District know what you plan to serve, where the food will come from, how you will prepare and transport the food and the precautions that you will take to keep your food safe.

## 2. Booth

Design your booth with food safety in mind. The booth will have an overhead covering, proper ground cover and suitable means for precluding public contact with the food preparation area. Only food workers may be permitted inside the food preparation area... no animals or children.

## 3. Menu

Keep your potentially hazardous foods (meats, eggs, dairy products, prepared salads, cut fruits, and cooked vegetables, etc.) to a minimum. Cook to order, so as to avoid the potential for foodborne illness. Use only foods from approved sources. Do not use food that has been prepared at home.

## 4. Cooking

Use a food thermometer to check cooking and cold holding temperatures of all food. Hamburgers and other ground beef should be cooked to 155°F; poultry to 165°F; whole pork, whole beef and seafood to 145°F.

## 5. Reheating

Heat precooked food to 165°F within 2 hours. Do not reheat foods in crock pots, steam tables, or other hot holding devices, or over sterno.

## 6. Cooling and Cold Storage

Foods that need refrigeration must be held at 41°F until ready to serve. To cool hot foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 2 inches deep. Foods should be cooled from 135°F to 70°F in two hours and then from 70°F to 41°F in four hours. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly.

## 7. Transportation

If food needs to be transported, use refrigerated trucks or insulated containers to keep hot foods hot (above 135°F) and cold foods cold (below 41°F).

## 8. Hand Washing

You must have a hand washing facility available at all times. It must have warm running water under pressure, or gravity flow (such as a large urn full of water) for hand washing. Soap dispenser, a roll of paper towels and a bucket to collect waste water must also be provided.

## 9. Health and Hygiene

Only healthy workers can prepare and serve food. Anyone who show symptoms of disease – nausea, vomiting, fever, fever with sore throat, diarrhea, jaundice, or who have open sores or infected cuts on the hands are not allowed in the food booth. Workers must wear clean outer garments and must not smoke in the booth.

## 10. Food Handling

Food employees must not touch ready-to-eat food with their bare hands. Use disposable gloves, tongs, napkins or other tools to handle food.

## 11. Dish Washing

Wash equipment and utensils in a 3-step process; wash in hot, soapy water; rinse in hot water; immerse in water containing a chemical sanitizer. Utensils and dishes must be air dried.

### 12. Ice

Ice used to cool can and bottles beverages, shall not be used in drink cups, ice used for dings shall be stored separately. Use a scoop to serve ice, never the hands or cup. Scoop handle should not be buried in ice.

### 13. Wiping Cloths

Rinse and store your wiping cloths in a bucket of sanitizer at proper concentration – (cl. 50-100 chlorine ppm and quat 200) for example, 1 capful of bleach in 2 gallons of water. Change the solution every hour.

### 14. Insect Control and Trash

Keep food covered to protect them from insects. Place garbage in a trash can with a tight fitting lid.

### 15. Overhead and Ground Cover

Overhead protection must be provided for out door events (i.e. enclosed food trailer, tent, canopy, etc.). All food service operation must be under cover. A ground cover (tarp, non-absorbent matting, felt roofing paper, etc.) will be required for all set-up location.

Now that you have read the steps to take to make your temporary food establishment clean and sanitary, please look over the security checklist below and review the equipment checklist on the first page to be sure that your experience will be safe and secure. If you have any questions about what you have read, or need assistance filling out your application for a temporary food license, please call the Richmond City Health District at (804) 205-3912.

## Checklist

- Employees: Background check of those who will work during the event?  
Current Staff: \_\_\_\_\_  
New Hires: \_\_\_\_\_
- Do employees have visible identification while on duty?
- Is a list posted of employees working on any given day?
- Are employees trained on food safety and food security?
- Is there a Person-in-Charge available at all times to monitor the food operation?
- Was the delivery company and driver verified by the food operation?
- Is incoming food and ice inspected for evidence of tampering?
- Are Storage trucks or trailers locked and secure?
- Are food and supplies located in a secure area?
- Are tamper resistant and tamper evident packaging used to protect food?
- Do you properly restrict customers and non-employees from the operation?
- Does the food operation have an action plan to respond to incidents involving water interruption, power outage and bad weather?
- Have the following areas been inspected and found to be safe and secure? Water Protection: \_\_\_\_\_  
Lighting Levels: \_\_\_\_\_ Electricity: \_\_\_\_\_
- Does your operation have effective security during non-operating hours?