Temporary Food Service Operation / Retail Food Establishment
License Application

Williams County Health Department

Please Return Completed Application And Fee To:
310 Lincoln Avenue P.O. Box 146
Montpelier, Ohio 43543
Phone: 419-485-3141
Fax: 419-485-5420
OPERATION REQUIREMENTS

1. You are required by state law to obtain a food service license even for a one day event. Complete an application and pay for the permit at least 10 days before the event.

2. All potentially hazardous foods must be prepared at the site or in a licensed facility. POTENTIALLY HAZARDOUS FOODS CANNOT BE PREPARED AT HOME. (Potentially hazardous foods are foods that contain meat, poultry, eggs, milk, cheese, etc.) HOME CANNED FOODS ARE PROHIBITED TOO.

3. You must have a meat thermometer to check hot and cold food temperatures.

4. Keep cold foods cold (below 41°F). This applies to all meats, poultry, eggs, milk, cheese, etc. and foods that contain these ingredients.

5. Keep hot foods hot (heat to 165°F then hold above 135°F). This applies to all meats, poultry, eggs, etc. and foods that contain these ingredients.

6. If cold food is on ice, the ice must be drained and the ice cannot be used in beverages.

7. All food must come from an approved source, including water and ice. (You cannot make ice at home or obtain water from your well without first having it tested.)

8. Potentially hazardous food cannot be thawed at room temperature. Thaw in a refrigerator, as part of the cooking process, or in a microwave oven.

9. Wash hands before starting work, during work, after eating, drinking, smoking, or using the restroom.

10. Hair restraints are required for everyone preparing food.

11. Smoking is not allowed in the food preparation area.

12. Bare hand contact with ready-to-eat foods is prohibited. Use utensils, disposable gloves, tissue paper, etc.

13. Facilities must be available to wash, rinse, and sanitize all utensils and equipment. This includes 3 tubs, water, dish soap, and unscented liquid household bleach. (See photo)

14. A hand washing station must be set up at the food preparation area. It must have warm water in a spigot type container, soap, paper towels, and a container to catch waste water. (See photo)

15. Food, equipment, single serve items, must be protected. Store up off the ground, covered for insect control, and under a canopy during inclement weather. It is preferred to be set up on pavement.

16. Trash, garbage, and wastewater must be disposed of properly.

17. Non potentially hazardous baked items can be prepared in the home. The operator is required to have a list of the food items, the name and address of the person who prepared each item and a sign posted which reads: "THIS IS A HOME PRODUCED ITEM".

18. On the day of your event, you may start operation at your scheduled time. An inspection will be made by our Department and your temporary license will be given to you if you are in compliance with all of the above. If you are not in compliance, you will be ordered to correct any violation(s) or immediately cease operation.
Application for a License to Conduct a Temporary: (check only one)

Food Service Operation
Retail Food Establishment

Instructions:
1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to:
4. Return check and signed application to:

WILLIAMS COUNTY HEALTH DEPARTMENT
310 LINCOLN AVE.
P. O. BOX 146
MONTPELIER, OHIO 43543

Before 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 time(s)

Name of license holder

Address of license holder

City
State
ZIP

List all foods being served/sold

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:

Signature
Date

Licensor to complete below

Valid date(s)

License fee:

$50.00

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

By
Date

Audit no.
License no.

AGR 1271 (Rev. 11/08)
HEA 5321 (Rev. 11/08)
Ohio Department of Agriculture
Ohio Department of Health
TEMPORARY FOOD OPERATION PLAN

Please draw a layout of your operation, include your hand washing station, utensil wash area, serving area and equipment. (Also make note of any landmarks to help us locate your operation).

<table>
<thead>
<tr>
<th>FOOD*</th>
<th>SOURCE</th>
<th>WHO PREPARED</th>
<th>WHERE PREPARED</th>
<th>WHEN PREPARED</th>
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</thead>
<tbody>
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(CONTINUE ON SEPARATE SHEET IF MORE ROOM IS NEEDED)

<table>
<thead>
<tr>
<th>Cooking Area:</th>
<th>Cold Hold: (Below 41° F)</th>
<th>Hot Hold: (Above 135° F)</th>
<th>Hot Water:</th>
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<tbody>
<tr>
<td>Stove</td>
<td>Refrigerator</td>
<td>Warmer</td>
<td>Water Tank</td>
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<tr>
<td>Grill</td>
<td>Freezer</td>
<td>Roaster</td>
<td>Coffee Pot</td>
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<tr>
<td>Fryer</td>
<td>Ice Chest</td>
<td>Steam Table</td>
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I have read the guidelines and I understand that my inspection and licensing is dependent on fulfilling these requirements completely.

Signature: ____________________________

Print Name: __________________________

Date: ________________________________