



**Rockdale Environmental Health Services**  
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## Temporary Food Service Establishments Application Form

Application Date: \_\_\_\_\_

### FACILITY INFORMATION

Event Date: From \_\_\_\_\_ To \_\_\_\_\_

Facility Name (Example: Bob's Chicken at the Rockdale County Fair)  
 \_\_\_\_\_

Event Location Name \_\_\_\_\_

Event Address \_\_\_\_\_

Event Coordinator \_\_\_\_\_ Phone \_\_\_\_\_

Type of Food Served \_\_\_\_\_

Total Number of Employees \_\_\_\_\_

When will you be ready for an onsite inspection? Day \_\_\_\_\_ Time \_\_\_\_\_

### OWNER INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

E-mail \_\_\_\_\_

#### Hours of Operation

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Opening time							
Closing time							

#### Name(s) of Any Certified Food Safety Professionals working in this Establishment (Use additional sheets if necessary)

Name	Title	Certified by Whom?	Certificate Number & Expiration Date

### AUTHORIZED OWNER/AGENT INFORMATION

Print Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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

**Affiliation with facility (check one):**    Owner    Other \_\_\_\_\_

# Requirements for Temporary Food Service Establishments

The following minimum requirements must be met in order for a permit to be issued:

1. Submit a food service permit **application, applicable fees, copy of the menu, and sketch of facility** 30 days before the event date.
2. The temporary food service operation shall be ready for inspection prior to the opening of the event.
3. Floors within the food preparation and display areas shall be kept clean and in good repair and constructed of concrete, asphalt, tight wood or other similar material.
4. When food is being prepared on site, a system capable of producing enough hot water for cleaning and sanitizing utensils and equipment shall be provided on the premises.
5. Foods to be served must be prepared on site or at an inspected and approved base of operation. Facilities for the washing, rinsing, and sanitizing of utensils and equipment shall be provided at the temporary site or permitted base of operation.
6. All potentially hazardous food shall be kept at or below 41°F or at or above 135°F in approved equipment. (Please note: You will need to keep your hot food hot and cold food cold.)
7. A backflow prevention device must be provided for attachment to the potable water system. All sewage including liquid waste shall be disposed of to sanitary sewer or other approved method.
8. A convenient hand washing facility consisting of at least warm running water, soap and individual paper towels must be provided.
9. All food preparation and food display areas shall be adequately protected by means of walls, ceilings, shields, screens or other approved devices.
10. Only potentially hazardous foods requiring limited preparation, such as seasoning and cooking may be served.
11. The health authority may impose additional requirements to protect against health hazards.
12. Fee 1 – 14 days \$125.00.

***All fees for temporary food service events must be paid by cash, money order, or credit card if paid less than 30 days prior to the event.***

If you have any questions, please contact Rockdale County Environmental Health. Your cooperation is appreciated. We hope that this advance notice will prevent any misunderstandings and allow ample preparation time for the permitting process.

# Temporary Food Service Checklist

ALL ITEMS BELOW MUST BE APPROVED AND DETERMINED IN COMPLIANCE BEFORE A TEMPORARY FOOD PERMIT IS TO BE ISSUED.

Please use this checklist as a guide on setting up your Temporary Food Service Booth.

Vendors **MUST** have receipts for **ALL** foods. Foods shall be from approved sources (check receipts and sources). **No** precooked/prepared foods unless from an approved source or restaurant.

*Foods from unverifiable sources are **NOT** permitted (e.g. home prepared foods)*

- NOTE: limited food prep is allowed (cooking of foods, garnishing of food, etc.) The health department MAY limit the types of foods that are to be served at the event to protect the public's health.
- The preparation of pastries filled with cream or synthetic cream, custards, salads or sandwiches containing meat, poultry, eggs, or fish is **PROHIBITED**.

Vendors **MUST** ensure that **ALL** potentially hazardous foods are received or delivered to the event are at a temperature of 41°F or below OR at a temperature of 135°F or above.

Must have overhead protection (gazebo style tents) AND at least the sides screened and the back of the booth screened (screening is to be from the top to the ground) (**see the picture #2**).

Vendors should have adequate means to properly cold/hot hold **ALL** potentially hazardous foods (functional coolers and/or freezers, or ice, or foods in steam wells, foods over sternos, etc).

- Cold hold foods at 41°F or less
- Hot hold foods at 135°F or more

Vendors are to have a way of heating up water (coffee pot, grill, etc...)

Vendors are to have at least 1 rudimentary hand wash station supplied with soap and paper towels, and a catch basin (**see illustration #1**).

Vendors are to have a rudimentary dish sink – a wash basin, a rinse basin, and a sanitize basin (most use bus pans or buckets) (**see picture # 3**).

Vendors are to have sanitizer available for sanitizing (regular bleach).

Vendors are to have appropriate sanitizer test strips – (bleach test strips) (**see picture #6**).

Single use items (forks, knives, spoons) shall be wrapped (**see picture # 7**).

Vendors are to have appropriate utensils for dispensing foods.

Foods on display are to be covered or properly shielded.

Vendors are to have gloves or suitable utensils to handle ready to eat foods (**see picture # 5**).

Employees working with foods are to have hair restraints.

Vendors are to have appropriate thermometers (**see picture #4**).

No vendors are allowed to be set up on grass or dirt surfaces (concrete or wood are approved surfaces).

An appropriate backflow prevention device is needed if a hose connection to the potable water supply is utilized (consult with your inspector).

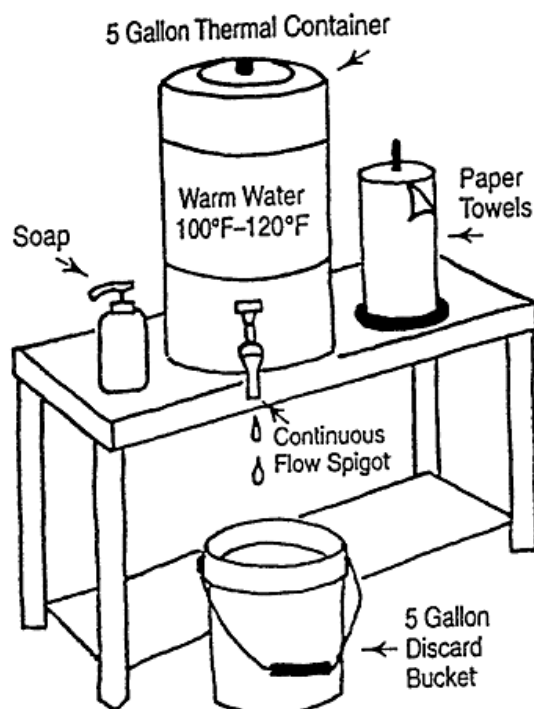
Trash and other refuse must be disposed of in such a manner that does not create a public health hazard or nuisance.

Restroom facilities shall be made available and conveniently located to participants. Determination of location and number of facilities will be determined/approved by the Health Department (290-5-59).

**NOTE:** This is not an all inclusive list. The health authority may impose additional requirements to protect against health hazards.

## Illustrations and Pictures

### (1) Handwashing



#### **Handwashing facility set-up**

Use only potable/safe drinking water.

Hand-washing instructions:

1. Wet your hands
2. Apply soap to your hands and rub them together for 15 seconds
3. Rinse your hands
4. Dry your hands with a disposable paper towel

**(2) Required screening (if event is outside)**



**(#3) Three compartment utensil wash area**



**Utensil washing steps:**

1. Wash the utensil(s) with warm water and dish soap
2. Rinse the utensil(s) in water
3. Sanitize the utensil(s) in water and bleach  
[Mix 1 teaspoon of bleach for every gallon of water]
4. Air dry the utensil(s)

**(#4) Digital thermometer needed (if cooking foods)**



(#5) Gloves needed for handling ready to eat food **(NO BARE HAND CONTACT)**.



NOTE: gloves or other suitable utensils **MUST** be used to handle ready to eat foods.

(#6) Sanitizer (regular bleach) test strips are needed



NOTE: Sanitizer (regular bleach) is to be at a concentration of 50 PPM for sanitizing Utensils

NOTE: Sanitizer (regular bleach) is to be at an ideal concentration of 100 PPM for sanitizing cloth buckets.

(#7) Single use items (spoons, knives, forks)

