



CENTER FOR ENVIRONMENTAL HEALTH

Dr. Robert L. Yeager Health Center
50 Sanatorium Road, Building D
Pomona, New York 10970
Phone: (845) 364-2608 Fax: (845) 364-2567



Public Health
Prevent. Promote. Protect.

EDWIN J. DAY
County Executive

SAMUEL RULLI, PE
Director, Environmental Health

TEMPORARY FOOD SERVICE PERMIT APPLICATION INSTRUCTIONS

The application should be submitted at least 5 days before the event. Applications received later than 12:00 P.M. the business day before the event will not be processed. Any facility that has not made application and operates without a valid permit may be ordered closed and the operator liable for a penalty of up to \$2,000.00 for each day of illegal operation.

COMPLETE SECTIONS A, B, C, G and H. Incomplete applications will be returned and will delay issuance of the permit.

SECTION A: Facility business name and address. Mailing address for documents, along Email address.

SECTION B: Owner or Operator information. (provide name & home address)

SECTION C: Provide information regarding the event.

SECTION G: Attach the Workers' Compensation and Disability Insurance documents specified or a signed Certificate of Exemption Form CE-200 attesting that there are no employees. <http://www.businessexpress.ny.gov>

NO permits will be issued without proper insurance documentation. (See page 2, section G of the application for acceptable documents).

SECTION H: Sign and date the application.

PERMIT FEE of \$60.00 waived for HVCF so long as you have a an active permit within Rockland County

No personal checks from out of county residents/businesses. Make a certified check or money order payable to "Commissioner of Finance". If fee exempt, submit a copy of IRS Section 501(c)3 Determination Letter issued within the past five years. To obtain a current copy, contact the IRS at 877-829-5500. Mail all applications to the address below, or deliver them to the Department of Health drop box located at the Main Entrance to Building A. **No walk-in applications will be accepted.**

Rockland County Department of Health
Environmental Health
50 Sanatorium Road, Building D
Pomona, New York 10970
Phone: 845-364-2603
Fax: 845-364-2567
Rocklandgov.com

**ROCKLAND COUNTY DEPARTMENT OF HEALTH
APPLICATION FOR A PERMIT TO OPERATE**

*******APPLICATIONS FOR A TEMPORARY FOOD SERVICE ESTABLISHMENT RECEIVED AFTER 12PM THE BUSINESS DAY BEFORE THE EVENT WILL NOT BE PROCESSED. ALL APPLICATIONS MUST BE MAILED OR DELIVERED TO THE BUILDING A DOH DROP BOX. NO WALK-IN APPLICATIONS WILL BE ACCEPTED *******

Section A: Facility Information

Facility Name: _____ Telephone # _____
Facility Address: _____ Fax # _____
_____ E-mail address _____

PRIMARY OPERATION (Check one):

Mailing Address (if different from facility address):

___ Food Service Establishment
___ Temporary Food Establishment
___ Mobile Food Establishment

Anticipated Opening Date: _____

Will Operate: ___ Year Round ___ Seasonal- Closing Date _____

Days and Hours of Operation:

Section B: Owner/Operator Information

Number of Seats/ Pools/ Campers/ Machines _____
Fee \$ _____ Exempt- 501(c)3 attached _____

Water Supply
___ Public (Municipal)
___ Private (Well)

Sewage System
___ Public (Municipal)
___ Private (Septic)

Legal Operator or Operating Corporation _____

Person in Charge _____
First M.I. Last Title

Mailing Address _____

City, State, Zip _____

Telephone # _____ Cell # _____ Fax # _____

E-mail Address _____

MAIL COMPLETED APPLICATION TO:

Rockland County Department of Health
Environmental Health Section
Food & Recreation
50 Sanatorium Road- Building D
Pomona, New York 10970

Phone: (845) 364-2603
Fax: (845) 364-2567

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TEMPORARY FOOD SERVICE ESTABLISHMENT- FOOD PREPARATION REVIEW

Establishment Name: _____

Applicant Name: _____ Telephone: _____

Name & Location of Event: **3rd Annual Hudson Valley Chili Fest @ Rockland BOCES, West Nyack, NY**
Event Organizer **Kendell Brenner**

This two-page form must be completed in full if you wish to prepare or serve potentially hazardous foods such as meat, fish, poultry, egg or dairy products, sliced tomato, cut leafy greens, cut melon, cooked rice, cooked beans, cooked pasta, or cooked vegetables. Submit this form with your application for a permit. All food offered to the public must be prepared in an approved location. Proper documentation must be submitted for food that is not prepared at the event location. Refer to the document titled *Temporary Food Service- Approved Food Source*.

The New York State Sanitary Code Part 14-2 states, “Temporary food service establishments may serve only food which requires limited preparation requiring only seasoning and cooking. The preparation or service of other potentially hazardous foods is prohibited except if prepared under approved conditions.”

You must specifically state how the food will be prepared, kept hot or cold, and served at the preparation site and at the service location. *On the back of this form, list each potentially hazardous food you wish to serve and the methods of preparation and hot/cold temperature maintenance.*

A permit to operate will not be issued until your application is fully approved. Operation without a valid permit will lead to closure of your establishment and a possible penalty of up to \$2,000.00 per violation of the Sanitary Code.

Please contact this office at 845-364-2078 or 845-364-2603 if you have any questions.

Name of Establishment: _____ Date of Event: _____

1. NAME OF FOOD: _____

List all the ingredients: _____

Where will it be prepared? _____

What temperature will it be cooked to (if applicable)? _____ Will you use a metal-stem thermometer? _____

Will you rapidly cool the food to 45°F. (if applicable)? _____ How? _____

Is the food kept cold (45°F.) at the site (if applicable)? _____ How? _____

Is the food reheated to 165°F. (if applicable)? _____ How? _____

Is the food kept hot (140°F.) during service (if applicable)? _____ How? _____

2. NAME OF FOOD: _____

List all the ingredients: _____

Where will it be prepared? _____

What temperature will it be cooked to (if applicable)? _____ Will you use a metal-stem thermometer? _____

Will you rapidly cool the food to 45°F. (if applicable)? _____ How? _____

Is the food kept cold (45°F.) at the site (if applicable)? _____ How? _____

Is the food reheated to 165°F. (if applicable)? _____ How? _____

Is the food kept hot (140°F.) during service (if applicable)? _____ How? _____

3. NAME OF FOOD: _____

List all the ingredients: _____

Where will it be prepared? _____

What temperature will it be cooked to (if applicable)? _____ Will you use a metal-stem thermometer? _____

Will you rapidly cool the food to 45°F. (if applicable)? _____ How? _____

Is the food kept cold (45°F.) at the site (if applicable)? _____ How? _____

Is the food reheated to 165°F. (if applicable)? _____ How? _____

Is the food kept hot (140°F.) during service (if applicable)? _____ How? _____

Rockland County Health Dept. Use Only: Temporary Food Service Establishment Food Preparation Review

Permit Approved: _____ Not Approved: _____ Reviewed by: _____ Date: _____

Comments: _____



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TEMPORARY FOOD STAND F.A.Q.'s

Do I need a permit? A permit is required if there is any preparation of food at the stand. This includes cooking, mixing of drinks, slicing of cakes, etc. If you serve any potentially hazardous food (meat, fish, poultry, egg or dairy products, sliced tomato, cut leafy greens, cut melon, cooked rice, cooked beans, cooked pasta, or cooked vegetables) a permit is required because proper food temperature maintenance is very important to prevent foodborne illness. Call the Department of Health (DOH) if you have any questions regarding the need for a permit and a possible fee.

Can I make food in my home? The New York State Sanitary Code does not allow any homemade foods to be sold to the public at events such as street fairs and festivals unless the home kitchen has a license. Food must come from an "approved source". An approved source is a restaurant or other food service establishment that has a permit or license from a government agency. Anyone offering food to the public, whether it is sold or given away, must have proof of the source of the food if it was not prepared at the food stand (this includes cakes, cookies and candies). A copy of the permit or license or receipts that show where the food was purchased must be present at the food stand. The Sanitary Code requires that food from an unknown source to be discarded or embargoed.

Can I offer samples or leave food on my table for self-service? All food that is offered to the public must be protected from all sources of contamination. Food that is uncovered or unwrapped may not be displayed where patrons could touch or contaminate the food in any way. Food samples and all food on display must be under the direct control and observation of the vendor to prevent tampering or contamination. Call the DOH for guidance.

What will the Department of Health inspectors look for? DOH staff will visit all food stands to check permit status. Staff will confirm that all food is from an approved source and that all food is protected. Vendors that serve potentially hazardous foods must use a metal-stem thermometer to ensure that proper food temperatures are maintained. Adequate hand washing facilities must be available. Vendors must wear clean clothes, have their hair restrained, and use utensils or gloves to avoid hand contact with prepared food.

What can happen if I do not abide by these requirements? DOH staff can order a food stand to close if the vendor fails to immediately comply with certain provisions of the Sanitary Code. Potentially hazardous food that has not been maintained at the proper temperature or food that is touched with bare hands can be ordered to be discarded. The local police department will assist DOH Staff with enforcing Sanitary Code regulations.

For more information see the Temporary Food Stand Fact Sheet or call the DOH at 845-364-2078 or 845-364-2603.

(Over)

3/14/23

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TEMPORARY FOOD STAND FACT SHEET

All operators of temporary food service establishments are required to submit an application to the Rockland County Department of Health, including an operator who sets up a temporary booth outside of his regular establishment during a special event. To obtain a permit to serve food, the following items must be adhered to. **Failure to fully comply could result in immediate closure of the food stand.**

- 1) The application and fee (if required), should be submitted to the Rockland County DOH at least 5 days prior to the day of the event. *In no case will an application be accepted later than 12pm the business day before the event.*
- 2) Food service is limited to items that require minimal handling and minimal preparation such as hot dogs and hamburgers. Foods that require more preparation than hot dogs and hamburgers must be pre-approved by this department.
- 3) Water used for food preparation must come from an approved source. Bottled water (in sealed containers), sales receipts, or other proof of the water source must be on-site.
- 4) Only food that is prepared in a licensed facility or is prepared on-site (with approval) may be served. Food prepared in an unlicensed private home may not be served.
- 5) Hot foods must be held at a temperature of 140°F. or above and cold foods must be held at 45°F. or below during transportation, holding and service. A metal-stem thermometer must be provided and used to monitor food temperatures.
- 6) Proper equipment such as chafing dishes, steam tables, coolers, or hot boxes must be provided to maintain proper food temperatures at all times (including transportation and service).
- 7) Utensils such as plastic gloves or tongs must be used for food handling. The use of bare hands on cooked or ready-to-eat foods is prohibited.
- 8) Hand washing facilities must be present at each site. A container with warm water and a spigot, and supplied with soap, paper towels and a basin for wastewater should be used.
- 9) All food must be protected from contamination from patrons, dust, insects, birds, etc. by the use of adequate covers, wrappings, food shields, tents and canopies as appropriate.

NOTICE: This fact sheet contains only highlights of New York State Sanitary Code Part 14-2. It is provided as a service to food service operators. It is the operator's responsibility to obtain a copy of the Code and comply with all requirements. For more information call the Rockland County Department of Health at 845-364-2603.



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Temporary Food Service- Approved Food Source

All food offered to the public must be from an approved source. An approved source is a location regulated by a government agency. Restaurants with permits or licenses issued by the local Health Department or Board of Health and food processing facilities regulated by a State or Federal agency are approved sources.

Food obtained from a regulated facility and offered to the public must be labeled to show the name, the address and the establishment number issued by the government agency. If the food is removed from a sealed container that displays the required information, the empty container or a copy of the valid permit or license must be available to show the food is from an approved source.

If a vendor wishes to serve food in Rockland County that is prepared off-site, documentation showing approval of the preparation site is required. If the vendor owns a food establishment, a copy of the valid permit or license must be submitted with the application.

If the vendor is using an approved site and does not hold the permit or license the following documents must be submitted with the application:

- A copy of the current permit or license for the location where the food will be prepared.
- A letter of agreement from the permit or license holder that grants permission to use the facility.
- Documentation from the local government agency having jurisdiction that the applicant has approval to share use of the facility to prepare food.

Any vendor found with food that is not from an approved source will be ordered to close, the food embargoed, and the vendor subject to a civil penalty of up to \$2,000.00 per violation.

Questions can be answered and additional information (fact sheets, applications, etc.) is available by contacting the Rockland County Department of Health at 845-364-2078 or 845-364-2603.

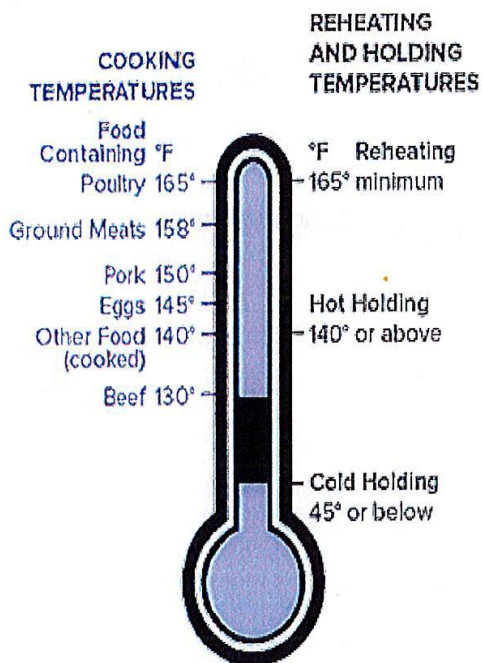
Food Service Vendors: General Guidance for Temporary Food Service Establishments at Events

- [Food Service Vendors: General Guidance for Temporary Food Service Establishments at Events](#) is also available in Portable Document Format (PDF, 94KB, 2pp.; prints on legal-sized paper)

If you will be serving food at an event, even at no charge, you likely will be required to have a Temporary Food Service Establishment permit. Check with your [local health department](#) early in your planning to discuss temporary food service establishment requirements and to obtain any permit(s) you might need. Allow 3-4 weeks for processing permit applications.

Below is information about New York State requirements for Temporary Food Service Operators at events. The complete regulatory requirements for Temporary Food Service Establishments can be found in [Subpart 14-2](#) of the New York State Sanitary Code.

Specific Requirements for Food Preparation and Storage



- Food must be prepared on site or in a health department-approved kitchen.
- Home prepared foods are not allowed.
- On-site food preparation should be limited to seasoning and cooking.
- All food must be kept covered while in holding or on display.
- During any transport, proper hot/cold holding temperatures must be maintained.
- All food must be stored at least 6 inches off the ground and placed in food safe containers.

Food Cooking/Holding Temperatures

A food thermometer (accurate to $\pm 2^{\circ}\text{F}$) must be on site and used to check cooking temperatures and hot/cold holding temperatures. Typical thermometers read from 0°F - 220°F .

Food Cold Storage

Cold holding must be 45°F or below.

- Cold storage food must be kept in refrigerators and coolers.
- Accurate thermometers ($\pm 2^\circ\text{F}$) must be in all refrigerators and coolers.
- Ice being used to chill foods cannot be used in beverages.

Drinking Water

All water used for drinking, preparing food, and making ice (potable/consumable) must be from these sources:

- a municipal public water supply,
- a NYS or county approved water supply, such as from a restaurant, or
- certified bottled water.

All physical connections to a water supply must maintain adequate backflow prevention, such as a vacuum breaker.

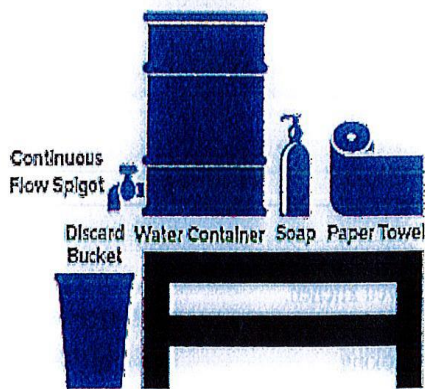
Waste Water

All waste water must be disposed of in a sanitary sewer, an approved septic system, or in a holding tank.

Keep Area Clean

- The ground within the food preparation and food storage areas must be kept clean, and measures should be taken to prevent build-up of dust or mud.
- Place all garbage into trash containers with plastic bag liners.

Hand Washing



- All food handlers must be free of illness, infections, open cuts, or sores.
- Hand washing facilities must be available, conveniently located on site, and include warm water, soap, and disposable paper towels as shown.

Wash Hands

- Before starting work

- Before putting on single service gloves
- After touching raw, fresh, or frozen beef, poultry, fish, or meat
- After using the bathroom
- After smoking, eating, sneezing, or drinking
- After mopping, sweeping, removing garbage, or using the telephone
- After touching anything that might result in contamination of hands

Proper Hand Washing Procedure



Glove Use

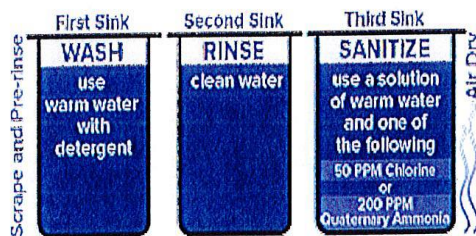
Use gloves, utensils, deli paper, waxed paper, or napkins to prevent bare hand contact with all foods ready to be served to the public.

Always change gloves if they get ripped, torn, or contaminated. Contamination can occur after using the bathroom, smoking, coughing, sneezing, and in between preparing raw and cooked foods. Food workers' hands must be washed thoroughly and be cleaned before wearing new gloves.

Dishwashing

A dishwashing station should be set up using the three sink method and sanitizing solution as shown.

Sanitizing solution for dishwashing
1 teaspoon of household bleach per
1 gallon of water. Use chlorine test
strips to ensure the concentration is
50 - 100 parts per million (ppm).



Tips to Remember

- Check with your local health department early in your event planning to review all requirements.
- Follow all food handling, preparation, and storage requirements.
- Make sure food is cooked to specified cooking temperature requirements ([Subpart 14-2](#)).
- Follow proper procedures to keep food hot or cold.
- Use food thermometers to check cooking and holding temperatures.
- Be sure to use an approved water supply source when preparing food.
- Hand hygiene is important! Wash your hands often, wear your gloves, and change gloves when needed.
- Follow dishwashing procedures.
- Keep garbage in lined containers.
- Keep floors, food preparation, and storage areas clean.

More Information

- [Temporary Food Service at Events](#)
- [Questions? Contact your local health department](#)