

**2018 Application for a License to Conduct a:** (check only one)

Food Service Operation

Retail Food Establishment

**Instruction:**

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: **Kent City Health Department**  
**\$100.00 Commercial and \$50.00 for Non-commercial**
4. Return check and signed application to:  
**Kent City Health Department**  
**414 East Main Street P.O. Box 5192**  
**Kent, OH 44240**

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/renewing a license. This action is governed by Ohio Revised Code 3717.

Name of Temporary food facility:			
Location of event:			
Address of event:			E-mail
City Kent	State Ohio	ZIP 44240	
Start date:	End date:	Operation time(s):	
Name of License Holder			Phone #
Address of license holder			
City	State	Zip	E-mail
List all foods being served/sold:			

I hereby certify that I am the license holder, or the authorized representative, of the food service operation or retail food establishment indicated above:	
Signature	Date

**Licensors to complete below**

Valid date(s):	License fee:
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Application approved for license and certified as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no



**Fill out this form, sign and return**

**TEMPORARY FOOD OPERATION CHECKLIST**

**This checklist is to be used to help you meet licensing requirements.**

**Items Marked with a (\*) are required for every temporary food service operation. Failure to comply with items marked with a (\*) can result in suspension of your license and your ability to sell regulated food items at the event you are applying for.**

For further clarification of requirements, see enclosed Food Safety at Temporary Events

**You must return this signed checklist with your signed application and your letter of intent to conduct a temporary operation before a license will be issued. Please make a copy if you need one.**

All non-prepackaged foods (meat, poultry, fish, cooked vegetables, dairy products, etc.) will be prepared at the event or in an existing licensed food operation.

All food products must come from an approved source (\*).

All foods not in their original containers and readily identifiable must be labeled as to identity or common name (\*).

All food products packaged for retail sale must be labeled with the name of the food and a list of ingredients at a minimum. Additional labeling may be required. Please see the enclosed Food Safety at Temporary Events handout.

Potentially hazardous (Time and temperature controlled for food safety) foods will be kept hot (135°F) or cold (41°F) at the event and during transportation to the event by using insulated containers or mechanical means (\*).

All raw foods will be stored in a manner that minimizes cross contamination of ready to eat foods (\*).

Mechanical refrigeration will be used for overnight storage of potentially hazardous food (\*).

A metal stem-type thermometer will be used to assure proper temperatures. This thermometer is required for all operations selling potentially hazardous foods.

All food will be protected from dirt, dust, flies, sneezing, or customers (\*).

All foods, food items and single service utensils will be stored at least 6 inches above the ground (\*).

Three sinks or containers will be provided for the necessary washing, rinsing, and sanitizing of utensils and cookware. These containers must be large enough to submerge the largest pot, bowl or utensil in (\*).

Test papers and a comparison chart will be used for checking chemical sanitizer strength. Please make sure that you have the appropriate papers and comparison chart for the type of sanitizer that you are utilizing (\*).

A method for washing hands will be provided within the operation. Hand sanitizers cannot be used as a substitute for an approved method of hand washing (see guide page 5) (\*).

Disposable gloves and hair restraints (hat, visor, bandanna, hair net, etc.) are required of all food handlers (\*).

Water from a safe, tested source will be used (\*).

Sanitary toilet and hand washing facilities will be available within 300 feet of the unit (\*).

Wastewater will be disposed into a sanitary sewer (\*).

Refuse will be stored in covered, moisture resistant containers until disposal at an approved facility. The operation will be free of unnecessary items and litter (\*).

Food preparation area, ware washing area and hand washing station will be properly set-up under a tent or canopy (\*).

A person in charge will be present in the operation at all times that the operation is open. This person must demonstrate knowledge of safe food preparation and handling methods (\*).

Only employees in good health will be allowed to work with foods. Any ill employees will be excluded from working with foods (\*).

A food choking poster will be displayed at all times during operational hours (\*).

The presence of insects, rodents and other pests shall be controlled to minimize their presence (\*).

Live animals will be excluded from the area under the control of the operator of the temporary operation (\*).

Containers of poisonous or toxic materials and personal care items will be kept to a minimum and will bear a legible manufacturer's label (\*).

The Letter of Intent to Operate a Temporary Food Operation and a drawing of your facility is included (\*).

**The undersigned agrees to comply with all of the provisions stated above:**

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

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

**Reminder: Please draw your facility layout on the last page of this form (see example)**

Identify and describe all equipment including cooking equipment and hot and cold holding equipment, handwashing facilities, worktables, dishwashing facilities, food and single service storage, garbage containers, and customer service areas.

**Return this form Return this form**

**Letter of Intent to Conduct a Temporary FSO/RFE**  
**(Please draw your facility layout on back of this form)**

What foods do you intend to prepare or serve?

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What is the source of the food (where did you get the food from)?

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Describe any hot holding and/or cold holding facilities that you are proposing to use.

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Describe your proposed hand washing facilities (hand washing facilities are required).

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Describe your water supply and water disposal.

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Describe any equipment and utensils that you are using.

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Describe any support facilities that are available (restrooms, public hand washing stations, dish machines, etc.).

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**PLEASE DRAW THE TEMPORARY FACILITY LAYOUT ON THIS PAGE**

Identify and describe all equipment including cooking equipment and hot and cold holding equipment, handwashing facilities, worktables, dishwashing facilities, food and single service storage, garbage containers, and customer service areas.

