



# TOWN OF NEW MILFORD

Department of Health

10 Main Street

New Milford, Connecticut 06776

*Creating a Healthy Community One Step at a Time*

## APPLICATION FOR TEMPORARY FOOD SERVICE PERMIT

All vendors serving food and/or beverages to the public at temporary events are required to have a temporary food service permit. Non-profit food vendors (religious, civic or municipal organizations) are exempt from permit fees but must still submit an application for temporary food service.

A copy of the New Milford Health Department (NMHD) Temporary Food Service Guidelines is enclosed for your reference. Please note that a current water analysis from an approved testing lab must be submitted if property is served by a well.

### ALL LICENSING IS NON-REFUNDABLE

Temporary Events (1 - 2 days):	\$50.00 per event
Farmer's Market:	\$125.00 for the season
Elephant's Trunk:	\$125.00 Itinerant Vendor for the season
	\$125.00 Class 1 or 2 Stationary for the season
	\$250.00 Class 3 or 4 Stationary for the season

**Please be sure to fill out the application completely including the appropriate attachments.**

**Business/Organization Name:** \_\_\_\_\_

**Business/Organization Mailing Address:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Please circle the appropriate non-profit: (No Permit Fee)**    Religious    Civic    Municipal

**Name of Event(s):** \_\_\_\_\_

**Event Date(s)/Time of Event:** \_\_\_\_\_

**I acknowledge the following:**

- The receipt and retention of this permit depends on compliance with CT Public Health Code Regulations 19-13-B42.
- I have read the attached NMHD Temporary Food Service Permit Guidelines.
- In the case of long term seasonal events, there will be no additions or modifications to the menu that was presented with the application without prior NMHD approval.
- Pre-operational inspections are required prior to licensing.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### Health Department Use Only

**Approved by:** \_\_\_\_\_ **Fee Paid:** \_\_\_\_\_ **Check#** \_\_\_\_\_ **Cash** \_\_\_\_\_

**License: Mailed:** \_\_\_\_\_ **Picked up:** \_\_\_\_\_ **Type of Vendor:** \_\_\_\_\_ **Inspected:** \_\_\_\_\_

**PROPOSED MENU - LIST MENU ITEMS BELOW**

• List all food and beverage items provided at the event(s)


**PLEASE CHECK APPLICABLE BOXES FOR PROPOSED MENU ITEMS**

**1. On-Site Temperature Control Methods**

Cooking and/or Reheating	Hot Holding	Cold Holding	Transport
<input type="checkbox"/> Gas Grill	<input type="checkbox"/> Electric Steam Table	<input type="checkbox"/> Refrigerators	<input type="checkbox"/> Cambros
<input type="checkbox"/> Fryolater	<input type="checkbox"/> Hot Holding Cabinet	<input type="checkbox"/> Coolers and Ice	<input type="checkbox"/> Coolers and Ice
<input type="checkbox"/> Stove / Oven	<input type="checkbox"/> Gas Grill	<input type="checkbox"/> Freezer Chest	<input type="checkbox"/> Mobile Refrigeration
<input type="checkbox"/> Propane Burner	<input type="checkbox"/> Sterno Chafing Dishes	<input type="checkbox"/> Refrigerated Truck	
<input type="checkbox"/> Induction	<input type="checkbox"/> Stove / Oven		
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

**2. Food Booth / Food Truck/Trailer**

<input type="checkbox"/> Food Booth:	<input type="checkbox"/> Overhead Covering	<input type="checkbox"/> Enclosed Structure
<input type="checkbox"/> Food Truck/Trailer		
<input type="checkbox"/> Other:		

**3. Hand Washing Facilities**

<input type="checkbox"/> Temporary Hand Wash Station
<input type="checkbox"/> Commercial Portable Hand Wash Sink
<input type="checkbox"/> Hand Wash Sink Inside Food Truck/Trailer

**4. Hand Washing Accessories**

<input type="checkbox"/> Water, Soap, Paper Towels
<input type="checkbox"/> Waste Receptacle
<input type="checkbox"/> Other:

**5. Water Supply**

<input type="checkbox"/> Public Water
<input type="checkbox"/> Private Well – Submit Analysis
<input type="checkbox"/> Commercially Bottled Water

**6. Approved Source**

<input type="checkbox"/> Meat & Poultry – USDA or CT DOA Approved
<input type="checkbox"/> Dairy – USDA Approved
<input type="checkbox"/> Eggs – USDA or CT DOA Approved
<input type="checkbox"/> Fish Commercially Caught

**7. Licensed Facility**

<input type="checkbox"/> Foods Prepared in a Licensed Facility
Name of Facility: _____ <input type="checkbox"/> Other:

**ATTACHMENT A – PREPARATION OF MENU ITEMS (make additional copies of more space is needed)**

• Check all applicable boxes for each menu item

<p><b>Menu Item:</b></p>  <p><b>Location of Food Preparation:</b>  <input type="checkbox"/> On-Site at the event   <input type="checkbox"/> Licensed Kitchen</p>	<input type="checkbox"/> Approved Food Source <input type="checkbox"/> Cut – Wash - Assemble <input type="checkbox"/> Cold Holding <input type="checkbox"/> Cooking Involved	<input type="checkbox"/> Cooling Involved <input type="checkbox"/> Hot Holding <input type="checkbox"/> Reheating
<p><b>Describe Preparation Process:</b></p>		
<p><b>Menu Item:</b></p>  <p><b>Location of Food Preparation:</b>  <input type="checkbox"/> On- Site at the event   <input type="checkbox"/> Licensed Kitchen</p>	<input type="checkbox"/> Approved Food Source <input type="checkbox"/> Cut – Wash - Assemble <input type="checkbox"/> Cold Holding <input type="checkbox"/> Cooking Involved	<input type="checkbox"/> Cooling Involved <input type="checkbox"/> Hot Holding <input type="checkbox"/> Reheating
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<p><b>Describe Preparation Process:</b></p>		
<p><b>Menu Item:</b></p>  <p><b>Location of Food Preparation:</b>  <input type="checkbox"/> On-Site at the event   <input type="checkbox"/> Licensed Kitchen</p>	<input type="checkbox"/> Approved Food Source <input type="checkbox"/> Cut – Wash - Assemble <input type="checkbox"/> Cold Holding <input type="checkbox"/> Cooking Involved	<input type="checkbox"/> Cooling Involved <input type="checkbox"/> Hot Holding <input type="checkbox"/> Reheating
<p><b>Describe Preparation Process:</b></p>		



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## **NMHD TEMPORARY FOOD SERVICE PERMIT GUIDELINES**

The NMHD temporary food service permit guidelines will provide service personnel basic knowledge in planning and setting up a food vendor at a temporary food service event. The goal is to ensure the safety of the foods prepared and served at a temporary event which in turn will protect the public and prevent food-borne illness.

**All applicants must complete the temporary food service permit application and submit the proposed menu to the NMHD.** The appropriate fee must accompany the application. The NMHD may deny your application if it is NOT complete.

A Sanitarian may contact the applicant prior to the event to verify the information in the application and to discuss food handling procedures. The person in charge of the food truck/booth will be responsible for ensuring proper procedures are understood and followed by all the food truck/booth workers, should be actively involved in the preparation of the foods that will be served, and will be on-site for the event.

### Menu

- The NMHD has the right to limit, restrict or modify menu items offered at the temporary event and may also restrict or modify preparation methods.
- Food service establishments located outside of the NMHD jurisdiction applying for a temporary food permit must provide a copy of their current food service permit, a copy of their most recent inspection report, a Certified Food Protection Manager (CFPM) certificate, and, if applicable, a current water analysis if their property is served by a private well.
- Foods must be from an approved source. Receipts and invoices must be retained and may be requested by the Sanitarian.
- Meat and poultry must be USDA inspected and/or from an approved CT Department of Agriculture processing facility.
- All foods must be prepared either in a licensed kitchen or on-site at the food truck/booth.
- Home cooking/preparation/canning of foods is NOT permitted.

### Temperature Control for Time, Temperature Control for Safety (TCS) Foods

#### A. COLD HOLDING:

- Cold hold TCS foods – a minimum of 41°F
- Provide internal thermometers for coolers and/or mechanical refrigeration.
- Use and maintain an adequate supply of ice in coolers.

#### B. COOKING (FDA minimum temperature requirements):

Poultry, stuffed meat/pasta products, reheated foods – 165°F

Beef – 145°F

Eggs – 145°F

Pork, pork products – 145°F

Ground meats – 155°F

Fish – 145°F

- (Check with the Fire Marshal for approval of cooking equipment location and placement of propane cylinders, etc.)
- Use approved cooking equipment (gas grill, stove/oven, fryolator, propane burner, induction burner, etc.)

### **C. REHEATING :**

- Reheat TCS foods quickly to 165°F or higher.
- Use approved equipment to reheat TCS Foods.
  - Gas grill, stove, oven, propane burner, induction burner, other approved device.
  - Crockpots or steam tables are NOT designed to “re-heat” PHF.

### **D. HOT HOLDING:**

- Maintain TCS Foods at 135°F or higher.
- Use of Sterno fired chafing dishes is strongly discouraged.
- Provide and use electric steam tables, hot holding cabinets, gas grills and other approved hot holding equipment that are consistent sources of heat to maintain TCS foods at 155°F or above.

### **E. Other:**

- Use a thin probe thermometer to check food temperatures (digital thermometers are recommended).
- Sanitize probe thermometers with a sterile alcohol swab.
- Discard ALL leftover foods.
- Do not thaw foods at room temperature.
- Do not refreeze TCS Foods that have been thawed.
- Never re-use marinades.

## **Food Protection**

### **A. Booth structure: (Village Fair Days and approved Temporary Events only)**

- The food booth in which foods are prepared/dispensed/plated must have adequate overhead protection.
- In cases where the food booth is located in a field or area where the booth is subject to windblown dust and debris, side wall protection and/or screening may be required.
- Food booths may be required to be stationed on pavement, concrete, plywood, or tarpaulin.
- Store food containers off the ground.

### **B. Food Contact:**

- **Bare hand food contact of ready-to-eat foods is prohibited.**
- Use of utensils such as disposable gloves, deli tissue, tongs, spoons, spatulas, etc. is required.
- Keep an adequate supply of disposable gloves on site to handle ready-to-eat foods.
- Food booths may be required to be stationed on pavement, concrete, plywood or tarpaulin.
- Store food containers off the ground.

### **C. Food on display:**

- Food must be adequately protected from flies, dust, sneezing, unnecessary handling or other contamination.
- Individually wrap food when appropriate.
- The use of sneeze guards or other effective barriers are required if food is dispensed or displayed where it is subject to contamination (the display of unwrapped foods must be approved by the Sanitarian prior to the event).
- Condiments must be dispensed in such a manner as to prevent contamination.
  - Use of squeeze bottles, individual packets etc. is required.
  - Self-service open containers are prohibited.
  - Salad bars and other self-service type displays are prohibited.

## **Personnel and Proper Hygiene**

- WASH HANDS FREQUENTLY and PROPERLY!!
  - Before starting your shift, after using the restroom, after smoking
  - In-between handling food and money, in-between handling raw and cooked food
  - After taking a break, after eating, after using cell phones, after disposing of garbage
- Keep an adequate supply of liquid hand soap and paper towels on site.
- Only authorized personnel are allowed in the food vending area (No animals in the vending area)
- Cuts on hands or other exposed areas must be bandaged with a water-tight covering.
- Personnel may not work if ill; especially if experiencing vomiting and/or diarrhea. Workers must immediately report their illness to the person in charge of the food vending area.
- Instant hand sanitizer shall not be used in place of hand washing. Hands must be washed frequently using the temporary hand washing station.
- Clean outer clothes and effective hair restraints are required.

**\*\* The Food Handler Log Sheet (included in the packet) MUST BE completed for each temporary event\*\***

## **Sanitization**

- All food contact surfaces shall be cleaned at regular intervals and sanitized as often as necessary to maintain a high standard of cleanliness.
- Sanitize all food contact surfaces (tables, counters, etc.) with a diluted bleach solution (50-100ppm) at the beginning and end of the day and every four hours in between. Have test strips available.
- Do not use scented bleach.
- If using quaternary ammonia sanitizer, check the manufacturer's direction for use.
- Keep an effective sanitizing solution available during all hours of operation.
- Keep towels in an effective sanitizing solution between uses or provide a spray bottle with an effective sanitizer and use disposable towels to wipe surfaces.
- In-use utensils shall be cleaned and sanitized at least every 4 hours or changed every 4 hours.
- Provide and use chemical test strips.
- Manual washing, rinsing and sanitizing using a three compartment sink is **ONLY ALLOWED** in a food truck.
- Food booths may **NOT** manually wash, rinse and sanitize on-site, but must have an adequate supply of utensils that must be changed every four hours.

## **Miscellaneous**

- It is highly recommended that each food booth/truck operator provide an equipment list to the venue organizer **PRIOR** to the event to ensure there will be an ample electric supply.



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## Temporary Event Hand Washing Station



A Temporary Hand Wash Station Setup Must Include:

- Free Flowing Warm Water
- Pump Hand Soap Dispenser
- Paper Towels
- Waste Water Receptacle
- Garbage Can

Hand Washing Must Occur:

- Before starting work
- Before engaging in food preparation
- Before handling clean equipment
- After handling raw foods of animal origin
- After handling money, cell phone or tobacco use
- After engaging in activities which contaminate the hands
- During food preparation as often as necessary

**Hand Sanitizers do not replace the requirements for a Temporary Hand Washing Station**

## FDA Safe Food Temperatures

**Cooking:** Fish – 145°F Beef – 145°F Eggs – 145°F Pork 145°F  
Ground Meats – 155°F Stuffed meats/pasta products & Poultry – 165°F



**Hot Holding:** Minimum Temp -135°F for all (TCS) foods including heat treated Plant foods

**Reheating:** Reheat to 165°F for 15 seconds

**Refrigeration:** Must be 41°F or below

**Use a thin probe thermometer to check food temperatures. Sanitize the thermometer before and after each use with a sterile alcohol swab.**



Procedures for handling Ready to Eat (RTE), foods:

- Start by washing your hands thoroughly for at least 10-15 seconds
- Use gloves, clean utensils or a barrier such as deli tissue to handle food

Gloves must be changed:

- As soon as they become soiled or torn
- Before beginning a different task such as warewashing
- At least every four hours during continual use
- After handling money and raw meat

**Gloves must never be used in place of handwashing and only non-latex!**

