

CUYAHOGA COUNTY  
BOARD OF HEALTH  
YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

5550 Venture Dr · Parma, OH 44130 · 216-201-2000 · [www.ccbh.net](http://www.ccbh.net)

## License

Ten days before the event the food vendor shall make application for a license; Include floor plan, equipment, menu, and handling procedures with the Cuyahoga County Board of Health, CCBH.

**The license fee is \$44.00 / day and \$ 22.00 / day for non-profit operations.** Temporary Food licenses are issued for a maximum of five days. The sanitarian will deliver the license/permit on the first day in conjunction with the inspection.

Operators selling foods that are not time and temperature controlled for safety (TCS) such as; whole fresh fruits and vegetables, commercially pre-packaged foods, commercial beverages, and cottage foods are exempt from licensing. (Some restrictions apply)

## Food

Food must be from an approved source. Food not prepared at the temporary food operation shall be prepared in a licensed facility and transported to the temporary site by a method approved by CCBH. Foods shall not be prepared at home. Exceptions are cottage foods and home bakeries.

## Food Protection

A. All TCS foods shall be maintained at 41°F or below and 135°F or above. Mechanical refrigeration shall be used for overnight storage of all TCS foods.

B Frozen foods are to be thawed utilizing acceptable methods.

C. Foods must be protected. Covers or an approved type food shield for open or exposed food display must be provided.

D. Food and food containers shall be stored a minimum of 6 inches above the floor or ground.

E. Utensils, non-latex gloves for the transfer, preparing and/or serving of foods shall be provided.

F. Provide and use a probe thermometer to verify cooking and holding temperatures.

## Equipment, Utensils and Supplies

Depending on the type of foods, methods of transport, preparation and hot-cold holding all or some of these items are needed.

**Hand washing facilities.** Method will be approved by the CCBH based on food type and preparation.

**Three compartment sink** or equivalent (three bucket system).

**Sanitizer with test strips.** chlorine (bleach 5.25% concentration), quaternary ammonium, or iodine.

**Probe thermometer(s)**, if handling TCS foods.

**Cold and hot holding equipment;** coolers, grills, etc.

**Utensils, disposable non-latex gloves.**

## Structural Requirements

If determined by the CCBH that floor, walls or ceilings are necessary, the materials used must be smooth, impermeable and easy to clean.

## Support Facilities

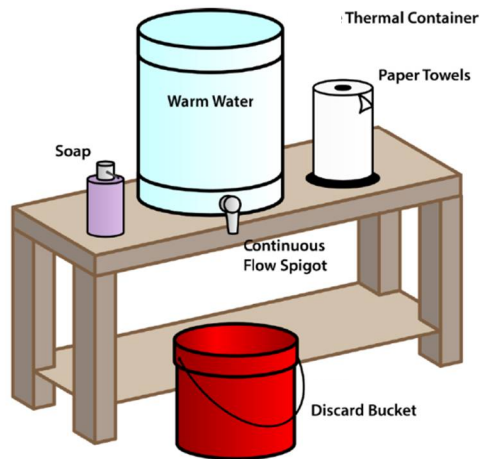
Water is to be provided from an approved source only.

Adequate sewage-waste water disposal site(s).

Portable toilet facilities, hand sinks, and garbage/refuse disposal are required.

# CUYAHOGA COUNTY BOARD OF HEALTH

## TEMPORARY FSO CHECKLIST



### Approved Hand Washing

Each temporary booth is required to have a temporary hand washing station which includes: Warm flowing water, soap, paper towels, and a bucket for waste disposal.

**\*Hand sanitizer is NOT to be used as a substitution**



**ALL** foods must come from an approved source.  
**ALL** foods are to be prepared at the event or at a licensed kitchen.

**\*HOMEMADE FOODS ARE PROHIBITED**

**Exemption: cottage foods and home bakeries**



### Support Facilities

Make portable toilet facilities, hand sinks and garbage disposal available for patrons. Water shall be provided by an approved source. All waste water is to be discarded to the sanitary sewer.

**\*Dumping grey water in storm drains or on the ground is not an approved form of disposal**



### Approved Method for Sanitizing Equipment & Utensils

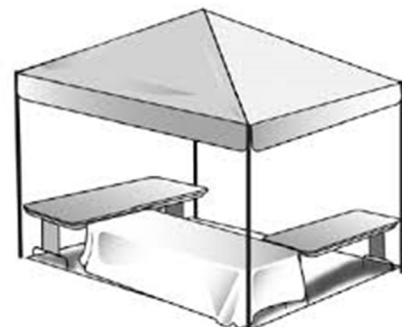
A three compartment sink must be provided to properly wash, rinse and sanitize all equipment (must be able to fit largest piece of equipment.)

**\*Approved sanitizers and concentrations: Chlorine 50-99ppm, Quaternary ammonium 200-400ppm or Iodine 12.5-25ppm**



### Approved Cooking & Holding Temperatures

- Cold Holding 41°F & below
- Hot Holding 135°F & above
- Chicken Cooking 165°F
- Ground Beef Cooking 155°F
- Seafood/Roasts/Chops Cooking 145°F
- Fruits and Vegetables Cooking 135°F



### Work Space Requirements

Work surfaces shall be easily cleanable & non-absorbent. Flooring shall be provided if booth is placed in grass. All foods, utensils and equipment must be 6" off of the ground.

# Application for a License to Conduct a Temporary: (check only one)

## 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:

- Food Service Operation  
 Retail Food Establishment

**Cuyahoga County Board of Health  
 Environmental Health  
 5550 Venture Drive  
 Parma, OH 44130**

## Temporary Applications Must be Submitted 10 Days Prior to the Event for Approval

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		Phone number
Address of license holder		
City	State	ZIP
List all foods being served/sold		
_____		
_____		

<i>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:</i>	
Signature	Date

### Licenser to complete below

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

By	Date
Audit no.	License no.

# TEMPORARY FOOD SERVICE INFORMATION

## 1. Food

- A. If food is prepared in advance, how is it transported and where was it prepared? (Food must be prepared at a licensed facility or prepared at the event)

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- B. How will foods be held hot (135°F and above)

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- C. How will foods be held cold (41°F and below)

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**THERMOMETERS MUST BE AVAILABLE TO ENSURE PROPER COOKING AND/OR HOLDING TEMPERATURES. A THERMOMETER MUST HAVE THE AVAILABILITY TO MEASURE TEMPERATURES AT 0-220°F. (LASER THERMOMETERS ARE NOT SUFFICIENT.)**

## 2. Sanitation

- A. How will food handlers wash their hands at this temporary location? (Hand washing facility is required to be at each temporary location)

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- B. How & when will equipment and utensils be washed? (Include type of sanitizer)

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- C. How will the concentration of the sanitizer be measured?(Include type of test kit)

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- D. Water source? (Where is the water coming from)

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- E. Where will waste-water be discarded? (Not on ground or storm drain)

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## 3. Food Protection

- A. How will food on display be protected from contamination?

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- B. Will employees use utensils or gloves to prepare the food? (Latex gloves are prohibited)

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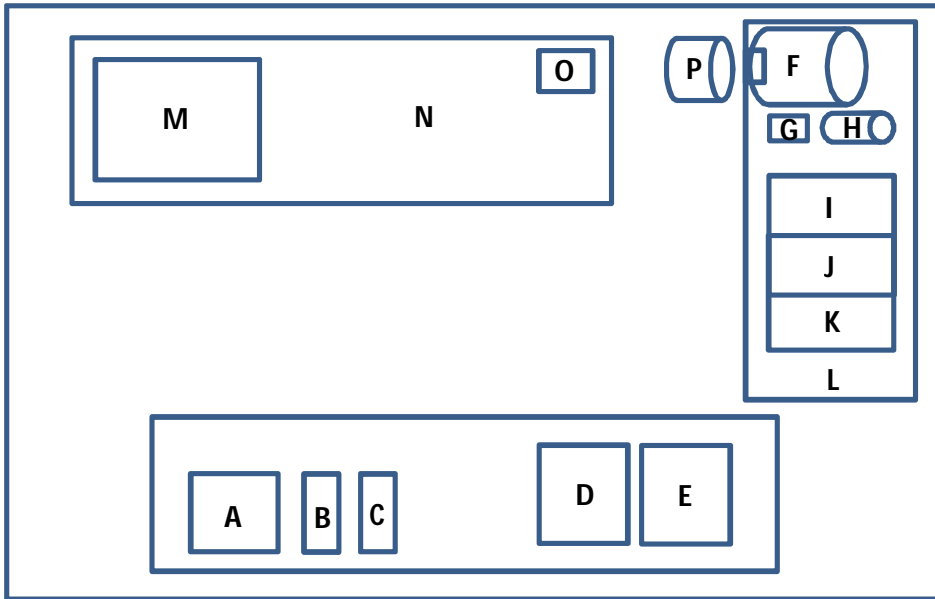
- C. How will employees restrain their hair? (Hats, beard covers, hairnets)

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#### 4. Drawing of Layout

A. Example



#### Legend

- A. Cash Drawer
- B. Napkins
- C. Utensils
- D. Hot chocolate
- E. Coffee
- F. Warm water
- G. Soap
- H. Paper towels
- I. Wash
- J. Rinse
- K. Sanitize
- L. Drying area
- M. Hot holding unit
- N. Working area
- O. Gloves
- P. Bucket for gray water collection

B. Provide a detailed drawing of your floor plan. Show all equipment and utensils, support facilities, and serving areas.

