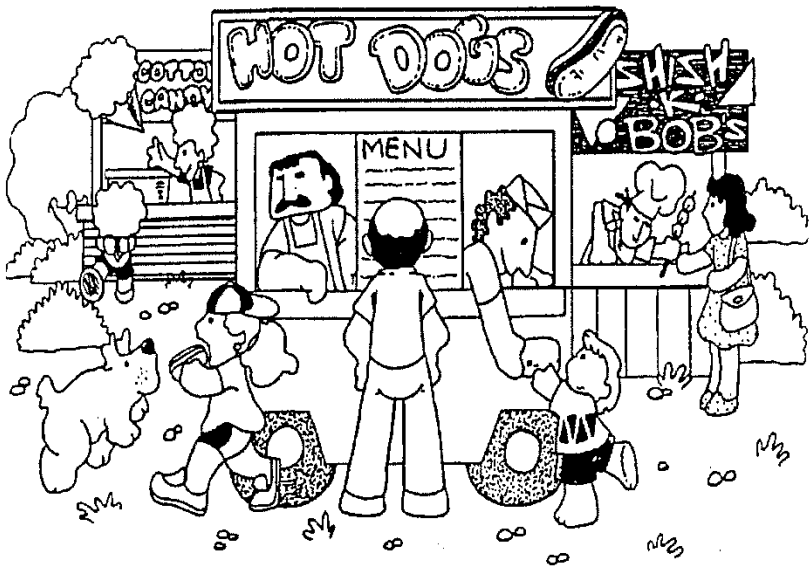


TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS



**Jefferson County Department of Health
Environmental Health Services**



Food and Lodging Protection Division



**Jefferson County Department of Health
Environmental Health Services**

Food and Lodging Protection Division

1400 6th Avenue South
Birmingham, AL 35233
Phone: (205) 930-1260
Fax: (205) 939-3019

Web Site: <http://www.jcdh.org/>

TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS

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Application (Center of Booklet)

Application and Payment:

- A. The fee is \$100 for applications received at least 14 days prior to the event.
- B. The fee is \$200 for applications received less than 14 days prior to the event.
- C. Applications and fees *may not be accepted if received less than 7 days prior to the event.*
- D. The application and fee must be submitted together.**
- E. Payments sent by mail *must be in the form of a money order or cashier's check made out to the Jefferson County Department of Health.*
- F. Payments may be made in person by cash, credit card, money order, or cashier's check.
- G. Application fees are non-refundable.

Mailing Address:

**Jefferson County Department of Health
Food & Lodging Protection Division
1400 6th Av. South
Birmingham, AL 35233**

Types of Food Service and Requirements:

Temporary food services can be grouped into **two basic types**----those that handle raw animal products and those that do not.

If raw animal products are handled (Full Food Service), the following will be required:

1. 3-compartment sink large enough to accommodate the largest re-usable utensil, and which is plumbed with hot (at least 110 F) and cold water under pressure supplied through a food-grade or drinking water grade hose

OR

the vendor has a commissary located within a 2-hour drive of the festival site; the vendor must use disposable pans and have at least 4 of each type of re-usable utensil needed for each day of operation; each utensil must be replaced every 4 hours of operation; and the vendor must provide documentation for a current commissary permit

OR

the vendor obtains pre-approval to use only disposable pans and disposable utensils for the duration of the event and the utensils are observed at the time of the permitting inspection

OR

the organizer of the event has agreed to provide a properly plumbed 3-compartment sink for the sole use of named vendor(s), the sink is conveniently located for use by the named vendor(s), this arrangement is noted on the application and the arrangement has been approved by the JCDH.

2. Separate utensils must be used for handling raw and fully cooked animal products and “in use” utensils must be exchanged for clean utensils at least every 4 hours—

take this into consideration when determining the number of utensils needed for the event.

3. A hand sink supplied with hot (100 F) and cold water under pressure, soap, and paper towels.
4. A food-grade or drinking water grade hose and a hose bib vacuum breaker for connecting to the on-site municipal water supply.
5. A waste water container large enough to accommodate the drainage from the 3-compartment sink (when required) and the hand sink; however, whenever possible, it is best to run the waste water line directly to the gray water tank provided by the organizer.
6. Mechanical refrigeration capable of maintaining food at 41 F or below.
7. Adequate cooking equipment.
8. Adequate equipment for maintaining potentially hazardous food at 135 F or above until served.
9. A stem-type thermometer or thermocouple.
10. Dish soap, bleach, and chlorine test papers.
11. Leftover food must be discarded at the end of each operating day.
12. Use of at least one of the unit designs listed under *Unit Design Requirements* on page 7.

If NO raw animal products will be handled (Limited Food Service), the following will be required:

1. At least a 2-compartment sink plumbed with hot (110 F) and cold water under pressure connected to a municipal water supply through a food-grade or drinking-water grade hose, with a hose bib vacuum breaker attached, and which is also drained to an appropriately sized waste water container

OR

Enough utensils are provided so that at least 4 of each type of utensil are available for each operating day, the plan has been pre-approved by the JCDH, the utensils

are available at the time of the permitting inspection, the soiled utensils are bagged and removed at the end of each operating day and all pans are disposable

OR

the vendor has a commissary located within a 2-hour drive of the festival site, in which case the pans and utensils may be returned to the commissary daily for cleaning; however, the vendor must provide enough utensils so that soiled utensils can be exchanged for clean utensils at least every 4 hours. The soiled utensils must be bagged.

2. Equipment such as shaved ice machines, cotton candy machines and hot dog grills must be cleaned in place at least every 24 hours.
3. A temporary hand washing station consisting of at least a 2-gallon container of water with a flip spout, soap, paper towels, and a pail to catch the waste water.
4. A food-grade or drinking-water grade hose with a hose bib vacuum breaker attached to refill the water container and to provide water for sanitizing solution **OR** commercially packaged water (at least 5 gallons per day of operation) to supply the hand washing station and for preparing sanitizing solution
5. A stem-type food thermometer (unless only non-potentially hazardous foods are being handled)
6. Mechanical refrigeration capable of maintaining food at 41 F or below and an accurate thermometer if cold holding potentially hazardous foods
7. Adequate hot holding equipment to maintain food at 135 F or above if hot-holding potentially hazardous foods
8. Dish soap, bleach, and chlorine test papers
9. Leftover food must be discarded at the end of each operating day.
10. Use of at least one of the unit designs listed under *“Unit Design Requirements”*

Unit Design Requirements

- **Booth Construction:** Overhead protection must be provided, such as a canvas tarp that will prevent the entrance of rain and contamination from birds and other sources. Insect screening or solid panels must be provided on at least 3 sides. Food and food contact surfaces must be protected (see *Food Protection*). Ware washing and hand washing facilities must be located inside the protected area of the booth.
- **Mobile Food Unit:** Floors, walls, & ceilings must be in good repair and easily cleanable. Outer openings must be protected against the entry of pests.
- **Pushcart:** The unit must be in good repair and have adequate overhead protection such as an umbrella. Pushcarts shall operate as a satellite operation of an on-site commissary or an approved off-site commissary meeting the requirements listed under *Off-site Food Preparation*.
- **Combination Mobile Unit with Connected Booth:** Requirements for both types of units must be met.
- **Smokers:** These units may be located outside of the tent or mobile unit.
- **Corn Roasting Units:** These units may be located outside of a booth; however, the butter-dipping and seasoning table must be protected by a large umbrella and a sneeze guard or partitioning to protect the food handling area.

Note: All tarps and other materials must be flame retardant as determined by the local fire department. Consult with the event organizer regarding the requirements of other agencies such as plumbing, gas, electrical, and fire inspection departments.

Definitions

Imminent Health Hazard – an extended interruption of electrical or water service, complete lack of hot water under pressure, complete lack of refrigeration, sewage backup, misuse of poisonous or toxic materials, onset of an apparent food-borne illness outbreak, gross insanitary occurrence or condition, or any other circumstance that may endanger public health

Packaged Food – food or beverages that have been bottled, canned, boxed, or securely bagged or wrapped, whether packaged in a permitted retail food establishment or a permitted food processing plant

Potentially Hazardous Food – any food that consists in whole or in part of milk products, eggs, meat, poultry, fish, shellfish, edible crustacea or other material or synthetic ingredients capable of supporting the rapid growth of infectious or toxin-producing microorganisms

Non-potentially Hazardous Food – foods such as fruit pies, dry goods and cereals, dehydrated foods, and baked goods. Examples of these foods include cookies, breads, cakes, potato chips, popcorn, cotton candy, roasted nuts, etc

Raw Animal Products—foods such as raw eggs, meat, poultry, seafood or other fish, uncooked sausages, breaded uncooked chicken tenders, etc.

Temporary Food Establishment – a food establishment that operates at a fixed location for a period of time not more than 14 consecutive days in conjunction with a single community-wide event or celebration such as a fair, carnival, circus, or public exhibition

Policies and Procedures

Off-site Food Preparation:

- A. Pre-packaged food received from a permitted food processing establishment is allowed.
- B. Some low risk foods such as cookies, brownies, raw chopped vegetables, etc., prepared at a permitted fixed-site facility outside of Jefferson County which is owned or operated by the temporary food vendor may be allowed; **however, this plan must be pre-approved by the JCDH prior to the event.** The plan must include a **copy of the most recent inspection report and a complete list of foods to be prepared at the off-site location.** The request to prepare food at an off-site location must also be noted on the application. This allowance has been made so that a restaurant operator would be able to prepare such low risk items as cookies, brownies, sauces, chopped vegetables, etc., at the out-of-town facility and bring them to a temporary event. **Some foods such as cakes, frozen pies, etc, that the operator has purchased in bulk from another permitted facility outside of Jefferson County, may be portioned for individual sale provided that the original packaging clearly identifies the source and the product is properly labeled. A sample label of the product may be requested by the JCDH for pre-approval purposes.**
- C. Cooked/Chilled potentially hazardous food prepared at a fixed-site permitted food service establishment in **Alabama** may be reheated on site provided that the facility is owned or operated by the temporary food vendor, a copy of the most recent inspection report is provided, a complete list of foods to be prepared off site is provided, and a written protocol for cooking/chilling/transporting/reheating the product is provided (does not have to be a HACCP plan, but it

must at least contain the critical control points to demonstrate that the operator is knowledgeable of the process and so that the JCDH has documentation of the approved plan). *This documentation must be provided prior to the day of the event.*

- D. Cooked/Chilled potentially hazardous food prepared at a food service facility **outside of Alabama** (excluding permitted food processing facilities) **will not be allowed.**
- E. Food that was prepared (at any stage) at a previous temporary event will not be allowed to be sold.

Supply Trucks:

Supply trucks are considered an extension of the temporary food establishment's vending unit; therefore, permitting of the vending unit(s) is contingent upon approval of the supply truck.

Left-over Food:

Leftover potentially hazardous food that was cooked or reheated on site must be discarded at the end of each operating day Vending units will be inspected to verify that leftover food has been discarded.

Imminent Health Hazard:

The vending unit shall voluntarily close in the event of an imminent health hazard. If the Health Department observes that the unit operated during the presence of an imminent health hazard, the temporary food establishment permit will be immediately suspended and all food determined to have been compromised due to the hazard will be discarded.

Water Supply

- Water must be obtained from a municipal water supply dispensed via a food-grade hose.
- A hose bib vacuum breaker (backflow prevention device) must be installed on the water supply hose bib to which a food-grade hose is connected.

This device must be installed at the point of connection of ***your*** water supply hose even if the organizer has installed a device at the main connection.



- A water heater with enough storage capacity and input to provide hot water under pressure at 110°F or above for a utensil sink and 100°F for a hand washing sink (if required according to the food being prepared)

Waste Water Disposal

- A grey-water holding tank is to be provided by the organizer.
- The temporary food establishment's waste water disposal line should be directly connected to the grey-water collection tank whenever possible. *If a direct connection is not possible due to distance or terrain, portable waste water containers of adequate size to accommodate discharges from the 3-compartment sink and the hand washing sink must be provided.*
- A pump will be required if the line must run uphill to the grey-water tank.
- Self-contained mobile units must empty their waste water holding tanks daily to prevent overflow. The waste water is to be disposed into a grey-water holding tank.

Hand Washing Facilities

- A. Vendors who prepare **raw animal products** on site are required to provide a hand washing sink supplied with *hot and cold water under pressure* through a combination faucet or mixing valve. The sink must be conveniently located near the area where the raw animal products will be handled. **If the operation is located under a tent, the sink must be *inside* the tent.** Liquid soap and paper towels must also be provided.
- B. Vendors who are **NOT handling raw animal products** are required to at least provide a *temporary hand washing* station that consists of the following facilities:
- at least a 2-gallon insulated water container with a flip-type release dispensing nozzle for hands-free dispensing of wash water
 - catch basin for collecting the waste water
 - liquid soap and paper towels
 - a food-grade water hose for filling the container or a plan approved in advance for supplying water. The open end of the hose must be protected when not in use.



Utensil and Equipment Cleaning

1. All food contact surfaces must be washed-rinsed-sanitized at least daily or more often as needed to prevent contamination of food and equipment. Three-compartment sinks, *when required*, are to be set up in the following manner when utensils are being cleaned:
 - 1st compartment – Hot (at least 110°F), soapy water
 - 2nd compartment – Warm, clean rinse water
 - 3rd compartment – Sanitizing solution testing at 50-100 ppm chlorine (bleach)
2. Equipment that cannot be submerged for cleaning (e.g., popcorn popper, frozen drink machine) must be cleaned in place.
3. Non-food contact surfaces such as countertops and cooler door handles must be cleaned and sanitized daily or more often as needed to prevent residue accumulation and odors.
4. A pail of sanitizing solution testing at 50-100 ppm must be provided for storing wiping cloths that will be used to clean tables, countertops, etc.
5. ***Vendors must provide a separate pail of sanitizing solution for cleaning equipment that has come in contact with raw animal products.***

Food Source and Labeling

- All food, beverages, and ice must be obtained from an approved source.
- ***Home-prepared food or ice shall NOT be sold or used.***
- Food prepared off-site must be in compliance with the requirements listed under “*Policies and Procedures*”.
- Packaging for meat, poultry, seafood, etc., must either bear USDA or Alabama Department of Agriculture seals or, if the packaging has been discarded, receipts indicating the dates, items, and places of purchase must be presented.
- All food must be unadulterated and in sound condition.

Food Protection

- All food preparation must be done under an approved tarp or tent, inside a mobile unit, or on a pushcart.
- Raw animal products must be stored below produce and ready-to-eat food.
- At least one metal stem thermometer capable of measuring food temperatures between 0°F and 220°F must be provided. A digital thermometer is required for checking the internal temperatures of cooked hamburgers and similar thin meats.
- All coolers and freezers must be provided with an accurate refrigerator/freezer thermometer.
- Mechanical refrigeration must be capable of maintaining an internal product temperature of 41°F or below.
- Hot holding equipment must be capable of maintaining an internal product temperature of 135°F or above.
- Crock pots shall not be used for cooking; however, they are acceptable as hot holding units.
- Frozen potentially hazardous food must be thawed in a cooler at or below 41°F or as part of a continuous cooking process.

- All food, utensils, and supplies must be stored at least 6" above the floor or ground.
- Food must be protected from the public by either a sneeze guard or distance. (Example: a table may be placed in front of the booth adjacent to the cooking/display area).
- Condiments at self-service tables must be dispensed in individual packets, squeeze or pump containers, or shakers.
- Wrapped foods such as sandwiches must not come in direct contact with ice.
- Ice that is used to keep pre-packaged food or canned/bottled beverages cold must be stored in a container which will allow the melted ice to drain.
- Ice intended for consumption must be stored in a food-grade container (if unpackaged) and it must be stored separately from ice that has been used for cooling food.
- Utensils that have come in contact with raw animal products must be cleaned and sanitized prior to re-use.
- Grill cooking: Separate utensils shall be used for handling partially cooked and ready-to-eat meats and poultry.
- Chemicals, medicines, and 1st aid supplies shall be stored away from food and food contact surfaces.

Hygienic Practices

- Disposable food service gloves must be worn when handling ready-to-eat food unless utensils with handles can be used for this purpose. **BARE HAND CONTACT WITH READY-TO-EAT FOOD IS PROHIBITED!**
- Hands must be washed whenever there has been probable contamination, such as: coughing; sneezing; scratching; after using the restroom; after handling raw animal products; after handling trash or wastewater, etc.
- Workers suffering from intestinal illnesses, dripping respiratory infections or infected hand wounds shall be prohibited from the food preparation area.
- Eating, drinking, and smoking in the food preparation area are prohibited.
- Clothing must be clean and hair must be adequately restrained.

Cooking and Holding Temperatures

All parts of potentially hazardous foods requiring cooking shall be cooked to the following minimum internal temperatures:

- stuffed meats and poultry, stuffing containing meat, fish, or poultry----- 165°F
- ground, injected, or restructured meats (beef, pork sausage, lamb) and fish products, as well as ratite meats (ostrich, emu), rabbit, and alligator ----- 155°F
- intact beef, pork, lamb ----- 145°F
- fish, shellfish, other potentially hazardous foods - 145°F

Once the cooking process has been completed, potentially hazardous food must be held at an internal temperature of 135°F or above unless it is served immediately.

Potentially hazardous food that is to be served cold must be held at an internal temperature of 41°F or below.

Foods Approved for Sale Without a Permit

Commercially Prepared Pre-packaged Shelf-stable Food Packaged & Labeled for Individual Service such as:

1. snack chips, crackers, peanuts, jerky, popcorn
2. cookies, candy, snack cakes
3. pickles, pickled pig's feet, pickled eggs
4. canned and bottled beverages which do not require refrigeration: carbonated drinks, thirst quenchers, alcoholic beverages, coffee beverages, etc.

Commercially Prepared Pre-packaged Items Requiring Refrigeration for Quality Standards:

1. ice from an approved ice processor which is sold by the bag
2. frozen novelties such as: ice cream, popsicles, fruit pops, etc., that are packaged for individual service

Other Items:

1. boiled peanuts in the shell
2. roasted peanuts in the shell
3. any other roasted nut in the shell
4. raw nuts in the shell
5. honey in sealed containers
6. whole, uncut produce
7. shelled fresh beans (uncooked)
8. any commercially prepared shelf-stable product in the original packaging
9. non-potentially hazardous baked goods such as bread, cookies, cake and candy, prepared and sold by a charitable organization—provided that a sign is posted indicating that the products were made at a facility which does not have a health department permit.
10. Coffee—served with commercially pre-packaged shelf-stable condiments



JEFFERSON COUNTY DEPARTMENT OF HEALTH

1400 SIXTH AVENUE, SOUTH • P.O. BOX 2648 • BIRMINGHAM, AL 35202-2648 • 205.933.9110 • WWW.JCDH.ORG

ENVIRONMENTAL HEALTH SERVICES

Jonathan Stanton, P.E., Director

To Whom It May Concern:

Temporary food events are special occurrences or celebrations that last no more than 14 days, are open to the public, and will *typically* involve the sale of food/ a fee to participate (i.e. cover charge). There are two options for how food can be provided during such occasions.

1. Establishments with a current Alabama annual *mobile* food permit (e.g. food trucks or push carts). The permitted unit **must** return to the approved commissary every day of operation. If the mobile food unit is unable to return to the commissary each day, a temporary food permit must be obtained. Permit status can be verified by the permit holder or local Health Department and must be prominently displayed.
2. Establishments with a current food permit or other food vendors. The food service would be classified as a temporary food service establishment; must comply with the *Temporary Food Establishment Requirements* (attached); and complete the appropriate form(s):
 - a. If the event lasts **less** than 24 hours, the organizer may apply for a permit exemption by completing the *Application for Exemption*, including a list of vendors and payment of \$150.
 - b. If the event lasts **more** than 24 hours:
 - i. Each vendor must apply for a temporary food permit by completing the attached *Temporary Food Service- Vendor Application*. The application fee is \$100 per unit, or \$200 per unit when received less than 14 days prior to the event. *Applications and fees may not be accepted if received less than seven days prior to the event.*
 - ii. All organizers will need to complete the attached *Temporary Food Service- Organizer Application*. There is no application fee and is due 30 days prior to the event.

Payments sent by mail must be in the form of a money order or business check made payable to Jefferson County Department of Health. Payments may also be made in-person by cash, credit card, money order, or business check.

Mailing Address:

Jefferson County Department of Health
Food and Lodging Division
P.O. Box 2648
Birmingham, AL 35202-2648

Physical address:

Jefferson County Department of Health
Food & Lodging Protection Division
1400 6th Ave South
Birmingham, AL 35233

Sincerely,

A handwritten signature in black ink, appearing to read 'Jannese Covington', with a long horizontal line extending to the right.

Jannese Covington, MPH
Environmental Health Program Supervisor
(205) 930-1238- Direct
(205) 930-1260- Main
temporaryevents@jcdh.org

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- *Temporary Food Service- Exemption Request*
- *Temporary Food Service- Vendor Application*
- *Temporary Food Service- Organizer Application*



TEMPORARY FOOD SERVICE EVENT APPLICATION FOR EXEMPTION

Jefferson County Department of Health
1400 6th Ave South
Birmingham, AL 35233
Office (205) 930-1260 Fax (205) 939-3019
temporaryevents@jcdh.org

Please provide the fee of \$150.00 (money order or cashier's check if paid by mail) and a Temporary Food Vendor Information List at least five (5) days prior to the event to establish a permit exemption. Mail or deliver the completed application and fee to the above mailing address.

EVENT INFORMATION

Event Name _____
Event Date(s) _____ Start Time _____ End Time _____
Event Location _____
Event Sponsor _____ Name of Contact _____
Email _____ Contact's Phone No. _____

In accordance, the State of Alabama Department of Public Health Rules and Regulations section 420-3-22-.12(2) "Temporary food service establishments" part 12 "Exemptions allowed":

- a) A person, agency, or organization sponsoring, or responsible for, a temporary event with food service may apply for a permit exemption for a temporary event of **no more than one day (24 hours)** duration and shall be issued a permit exemption, provided:
 1. All food operations, from initial food preparation, service to the customer, and final clean-up and removal from the site, are completed within 24 hours, and;
 2. The event site location, the name of each food vendor, and a general description list of foods to be sold from each food vendor is supplied along with, and as a part of, the application for exemption at least 5 calendar days prior to the date of the event, and;
 3. The list of foods meets the restriction of Section (d) of this rule, and;
- b) An exemption is for the event itself and shall apply only to vendors named in the application for an exemption. Individual temporary food service establishments may not receive an individual exemption apart from the event. Individual components of a multiple-day event, such as daily exhibitions as part of a multiple-day event, shall not be construed as separate events eligible for an exemption under this rule.
- c) The Health Officer may issue a stop sale, seize or hold order for any food suspected of being the cause of a foodborne illness, regardless of whether the food is being sold, held, or otherwise processed at an exempt temporary event. Any person to whom such an order is issued shall comply immediately therewith.
- d) An exemption shall not be construed as allowing the sale of low acid foods in a hermetically sealed container (for example, such as home-canned vegetables) when such food is not prepared in a permitted facility.

I, the undersigned, declare that all the above rules have been met and therefore request a permit exemption as specified in § 420-3-22-.12(2) of the State of Alabama Department of Public Health Rules and Regulations.

By typing your name, you are agreeing to the terms listed above.

Signature _____ Date _____

For Office Use Only

Approved by _____ Date _____

Temporary Food Vendor Information for Exempt Events

For each food or beverage vendor, provide their name, a contact number, and a general description of the food they plan to sell. If more space is needed, please write on a separate sheet.

Name	Phone #	Menu
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____



TEMPORARY FOOD SERVICE EVENT VENDOR APPLICATION

Jefferson County Department of Health
1400 6th Ave South
Birmingham, AL 35233
Office (205) 930-1260 Fax (205) 939-3019
temporaryevents@jcdh.org

1. Name of Event _____

2. Address of Event _____ **AL**
State

3. Event Dates and Time(s) _____

4. Organizer Name _____ Organizer Phone _____

5. Vendor Name _____ Vendor Phone _____

6. Vendor Business Name _____

7. Vendor Business Address _____

8. Vendor Email _____

9. Date and time when food booth will be ready to be permitted _____

10. Will food be prepared prior to the event? ☐ Yes* ☐ No

*If "yes", provide the name of the facility where food will be prepared.

Name of Prep Facility _____ Permit # _____

Address of Prep Facility _____ **AL**
State

The food booth must be completely set up prior to permitting and food preparation at the temporary event site is **not allowed** until the permit is issued. Advanced preparation is only allowed in a few specific situations and **MUST** be approved prior to the event. The Health Officer may issue a stop sale, seize or hold order for any food that was prepared in advance without prior approval and/or not issue the temporary permit. Please refer to the *Temporary Food Establishment Requirements* booklet for the policies and procedures regarding off-site food preparation.

11. Check the box(es) for all the transport equipment that will be utilized.

☐ Ice Chest ☐ Insulated Food Carrier ☐ Refrigerated vehicle ☐ Other _____

12. The permit holder shall require all food service employees to comply with an approved Employee Health Policy. Do you have an approved Employee Health Policy? ☐ Yes ☐ No

13. Check the box that best describes the structure of the facility.

☐ Tent ☐ Mobile Unit ☐ Other _____

14. Describe the unit design. Must include methods for protecting the overhead and at least 3 sides of the **entire** food preparation service area. Refer to the *Temporary Food Establishment Requirements* booklet for specific requirements.

15. Check the box that best describes the source for potable water.

☐ Public water supplied by the organizer (requires food grade hose) ☐ On-site private well (requires testing prior to the event)

☐ Tap water supplied by vendor (Please specify) _____

16. Check the boxes that best describe the disposal method for the following:

Garbage

☐ Waste taken offsite

☐ Event Dumpster

☐ Other _____

Wastewater*

☐ Portable toilet at event

☐ Event grey water bin

☐ Other _____

Grease

☐ Grease taken offsite

☐ Event grease receptacle

☐ Other _____

*The storm drain is **NOT** an approved source for disposable of waste water.

17. Check the boxes that best describe the equipment that will on-site:

Cold Holding

☐ Refrigerated truck

☐ Mechanical refrigeration

☐ Freezer

☐ Other _____

Cooking/ Hot Holding

☐ Fryers

☐ Electric hot box

☐ Grill/ Oven

☐ Other _____

Food Prep

☐ Mixers

☐ Slicers

☐ Blenders

☐ Other _____

Handwashing*

☐ Mechanical Sink

☐ Gravity flow set

☐ Other _____

Electricity

☐ On-Site Electricity

☐ Generator

☐ Other _____

Utensil Washing*

☐ 3-compartment sink

☐ Disposables only

☐ Other _____

*Please refer to the *Temporary Food Establishment Requirements* booklet for requirements. Approval is limited.

18. What type of chemical sanitizer will be used on-site? _____

19. What will be used for toilet facilities at the event? (Check all that apply)

☐ Portable toilet* ☐ Same building as the event ☐ Provided by Organizer

*See the *Temporary Food Establishment Requirements* booklet for the "Special Event Extended Chart Breakdown" from the Portable Sanitation Association International.

20. List all food and beverage items that will be sold. Denote all preparation steps that apply

Menu Item	Prepared Off-Site	Cold Holding	Cook	Cut	Assemble	Hot Holding
Example: French Fries		X	X			X
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

21. Please note any additional information: _____

STATEMENT: I/we hereby certify that the above information and any attached documents are correct, and I/we agree to comply with all rules and regulations of the Jefferson County Department of Health and hereby authorize the Health Officer or authorized representatives to enter upon the premises of the above named establishments for inspection services. Furthermore, I/we understand:

- a. This food establishment may not operate without approval from the Jefferson County Department of Health, and;
- b. A preoperational inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with local laws governing food service establishments, and;
- c. I/we may not operate without meeting the requirements and obtaining the approval of other regulatory agencies, including, but not limited to, local fire, building, plumbing, gas, and electrical inspection services departments, and;
- d. Any changes to my operation must be submitted to the Jefferson County Department of Health for review and approval prior to the day of the event, and;
- e. All time/ temperature control for safety foods (TCS) also commonly known as potentially hazardous foods (PHF) must be maintained at approved temperatures (41°F or below for cold food and 135°F or above for hot food) during transport, holding, and/or service, and;
- f. Failure to maintain approved temperatures of PHF/TCS foods may result in disposal or embargo of the food, and;
- g. Permits must be posted in a conspicuous place as designated by the regulatory authority,

Additionally, I/we understand that non-compliance with the requirements above are considered to be violations of the 420-3-22.12 State of Alabama Department of Public Rules and Regulations, and I/we may be subject to legal action as deemed necessary by Jefferson County Department of Health.

By typing your name, you are agreeing to the terms listed above.

Signature _____ Title _____ Date _____

FOR OFFICIAL USE ONLY

Application Approved: ☐ Yes ☐ No

Approved by _____ Date _____

Permit Restrictions _____

Disapproved by _____ Date _____

Reason(s) for Disapproval _____



TEMPORARY FOOD SERVICE EVENT ORGANIZER APPLICATION

Jefferson County Department of Health
1400 6th Ave South
Birmingham, AL 35233
Office (205) 930-1260 Fax (205) 939-3019
temporaryevents@jcdh.org

1. Name of Event _____

2. Address of Event _____

3. Event Dates and Time(s) _____

4. Organizer Name _____ Organizer Phone _____

5. Organizer Address _____

6. Organizer Email _____

7. Onsite Coordinator's Name and Phone Number _____
(if different from Organizer)

8. Number of Anticipated Food Booths _____

9. Date and time when food booth(s) will be ready to be permitted _____

10. Will the event include a petting zoo or pony rides? ☐ Yes* ☐ No

*If "yes", how many handwashing facilities will be available? _____

11. Check the box(es) for the items supplied by the organizer

☐ Electricity ☐ Refrigeration ☐ Drinking Water Hoses

☐ Garbage Pick-up ☐ Grease Disposal ☐ Water Disposal

Please provide more details: _____

Water Supply

12. Check the box(es) that best describes the source of potable water for food booths

☐ Public water supplied by organizer ☐ Water supplied by food vendor

☐ On-site private well (requires testing prior to the event) ☐ Other: _____

13. If you are using bottled water as your main supply, please provide the source. (both individual and bulk supply) _____

Toilet Facilities

It is the responsibility of the event organizer to ensure a sufficient number of potable sanitation units are available on-site to prevent a prohibited discharge of sewage or cause a public health nuisance. Event organizers and/or property owners are also responsible for ensuring all portable sanitation units are serviced at least once every seven days, or more frequently if usage requires. (See the Temporary Food Establishment Requirements booklet for the "Special Event Extended Chart Breakdown" from the Portable Sanitation Association International).

14. What will be used for toilet facilities at the event? (Check all that apply)

- ☐ Central supplied facilities ☐ Portable toilets

15. Will general public handwashing facilities with soap and running water be available?
(Not required outside food vending booths, but highly recommended to reduce public health risks of disease outbreaks.)

- ☐ Yes ☐ No

ORGANIZER APPLICATION
Vendor Information

List all participating vendors (including Mobile Food Units and Pushcarts). *If more space is needed, please write on a separate sheet.*

	Name	Phone # / Email	General Menu
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____

STATEMENT: I/we hereby certify that the above information and any attached documents are correct, and I/we agree to comply with all rules and regulations of the Jefferson County Department of Health and hereby authorize the Health Officer or authorized representatives to enter upon the premises of the above named establishments for inspection services. Furthermore, I/we understand that I/we am/are responsible for the following:

- a. To confirm that the requirements and approval of other regulatory agencies, including, but not limited to local fire, building, plumbing, gas, and electrical inspection services department are met prior to operating, and;
- b. At least 30 days prior to the event/ celebration, I/we will provide the Jefferson County Department of Health a list of food vendors who will be allowed in the temporary event/ celebrations, and;
- c. To ensure that only vendors permitted by Jefferson County Department of Health are allowed to participate in the temporary event/ celebration, and;
- d. To require any unauthorized or un-permitted food vendor found participating in the event to immediately leave the event premises, and;
- e. To ensure a sufficient number of portable sanitation units are available on-site (if central toilet units are not available or not sufficient) to prevent a prohibited discharge of sewage or cause a public health nuisance, and;
- f. To ensure all portable sanitation units are serviced at least once every seven days, or more frequently if usage requires,

Additionally, I/we understand that non-compliance with the requirements above are considered to be violations of the 420-3-22.12 State of Alabama Department of Public Rules and Regulations, and I/we may be subject to legal action as deemed necessary by Jefferson County Department of Health.

By typing your name, you are agreeing to the terms listed above.

Organizer Signature _____ Date _____

For Office Use Only

Approved by _____ Date _____