

**KANKAKEE COUNTY HEALTH DEPARTMENT**  
**DIVISION OF ENVIRONMENTAL HEALTH**  
2390 W. Station  
Kankakee, IL 60901  
Telephone (815) 802-9410 Fax (815) 802-9411

AMT. RECD.	_____
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CARD TYPE _____	APPRVL # _____
RECD BY _____	
DATE RECD _____	
APPROVED BY _____	

**TEMPORARY FOOD SERVICE ESTABLISHMENT LICENSE APPLICATION**

I/We hereby apply for a license to operate a Food Service Establishment on a temporary basis in Kankakee County for a period of \_\_\_\_\_ days, beginning on \_\_\_\_\_ and ending on \_\_\_\_\_.

Name of Event \_\_\_\_\_ Location of Event \_\_\_\_\_

Name of Establishment/Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ PHONE \_\_\_\_\_

**HOURS OF OPERATION**

Sat. \_\_\_\_\_ to \_\_\_\_\_ Sun. \_\_\_\_\_ to \_\_\_\_\_ Mon. \_\_\_\_\_ to \_\_\_\_\_ Tues. \_\_\_\_\_ to \_\_\_\_\_  
Wed. \_\_\_\_\_ to \_\_\_\_\_ Thurs. \_\_\_\_\_ to \_\_\_\_\_ Fri. \_\_\_\_\_ to \_\_\_\_\_

**FEE SCHEDULE**

**Seasonal Food Operations** (Concession Stands) ( ) \$80.00 per season

**Farmer's Market** - ( ) \$65.00 (14 collective days) ( ) \$120.00 (28 collective days)

**Temporary Food Sales**

1 Day....( ) \$25.00 2 to 14 consecutive days....( ) \$40.00 Not for Profit (must meet guidelines)....( ) No Fee  
Multiple Date Events ( ) **\$40.00 for first event \$10.00 for each additional event (list additional events on event page)**

Please return this signed, dated application and stipulated fee in the form of a money order ( ), check ( ), or cashier's check ( ) made payable to **Kankakee County Health Department**. Credit card instructions are below.

When you provide a check as payment, you authorize us to use information from your check to process a one-time electronic Funds Transfer (EFT) or a draft drawn from your account, or to process the payment as a check transaction. When we use information from your check to make an EFT, funds may be withdrawn from your account as soon as the same day we receive your payment and you will not receive your check back from your financial institution. If your payment is returned unpaid, you authorize the collection of your payment plus a return fee of \$25.00 by EFT or drafts drawn from your account.

**If you would like to pay by credit card, please fill out the following information:**

( ) Please charge my credit card for the amount as indicated above per the Annual Fee Schedule

**Card Type (Please Circle):** VISA      MASTERCARD      DISCOVER      AMERICAN EXPRESS  
CARD NUMBER: \_\_\_\_\_ CVS#: \_\_\_\_\_ EXP. DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**A LATE FEE OF \$25.00 SHALL BE ASSESSED FOR ALL APPLICATIONS OR EVENTS THAT FAIL TO SUBMIT THIS FORM AND FEE SEVEN (7) WORKING DAYS BEFORE THE EVENT**

Mail Application and fee to: KANKAKEE COUNTY HEALTH DEPARTMENT  
Division of Environmental Health  
2390 W. Station  
Kankakee, IL 60901

## ADDITIONAL TEMPORARY EVENTS

**Fee is \$40.00 for first event plus \$10.00 for each additional event**

**Food Vendor:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**First Event:** \_\_\_\_\_

Total Cost **\$10.00**

2<sup>nd</sup> Event-Name of Event \_\_\_\_\_ Date: \_\_\_\_\_

Location \_\_\_\_\_

Date and Hours of Operation: \_\_\_\_\_

Menu Items: \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Total Cost **\$10.00**

3rd Event-Name of Event \_\_\_\_\_ Date: \_\_\_\_\_

Location \_\_\_\_\_

Date and Hours of Operation: \_\_\_\_\_

Menu Items: \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Total Cost **\$10.00**

4th Event-Name of Event \_\_\_\_\_ Date: \_\_\_\_\_

Location \_\_\_\_\_

Date and Hours of Operation: \_\_\_\_\_

Menu Items: \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Total Cost **\$10.00**

5th Event-Name of Event \_\_\_\_\_ Date: \_\_\_\_\_

Location \_\_\_\_\_

Date and Hours of Operation: \_\_\_\_\_

Menu Items: \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Total Cost **\$10.00**

6th Event-Name of Event \_\_\_\_\_ Date: \_\_\_\_\_

Location \_\_\_\_\_

Date and Hours of Operation: \_\_\_\_\_

Menu Items: \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Total Cost **\$10.00**

7th Event-Name of Event \_\_\_\_\_ Date: \_\_\_\_\_

Location \_\_\_\_\_

Date and Hours of Operation: \_\_\_\_\_

Menu Items: \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

1. Indicate the origin of the food/beverages (i.e. where will the food be purchased or provided from; include labels if possible) : \_\_\_\_\_  
\_\_\_\_\_
2. All food and beverage must be prepared on-site or in a licensed kitchen (not a domestic one). Provide the following information for the facility where advanced food prep will take place
  - a. Facility name: \_\_\_\_\_
  - b. Address: \_\_\_\_\_
  - c. Date and time of advance preparation: \_\_\_\_\_
3. Indicate the distance and time for transporting food or beverage to the food service site.
  - a. Distance: \_\_\_\_\_
  - b. Time: \_\_\_\_\_
4. How will food temperatures be maintained during transportation (hot foods hot; cold foods cold)?  
\_\_\_\_\_
5. Describe the equipment to be used at the event for:
  - a. Cold holding \_\_\_\_\_
  - b. Hot holding \_\_\_\_\_
  - c. Cooking \_\_\_\_\_
6. Water Source: ☐ On-site municipal supply ☐ On-site well  
☐ Other \_\_\_\_\_
7. How will the waste water be disposed? \_\_\_\_\_
8. Means for handwashing: ☐ Plumbed sink ☐ Gravity flow  
☐ Other \_\_\_\_\_
9. Means of garbage disposal: ☐ Cans collected on-site ☐ Dumpster  
☐ Other \_\_\_\_\_
10. Statement from Applicant: I certify the information in this application is complete and accurate. I understand the Kankakee County Health Department does not provide verbal approval of the plans or the deviation of approved plans, and that any deviation from the plans and procedures in this application without prior written information from the Kankakee County Health Department may nullify final approval and result in my not obtaining a permit, or having the permit suspended or revoked after it is issued.

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

## TEMPORARY FOOD SERVICE ESTABLISHMENT APPLICATION – Food Being Served and Methods of Preparation

<b>POTENTIALLY HAZARDOUS FOOD ITEMS</b> <small>(i.e. meat, fish, shellfish, poultry, eggs, milk and dairy products)</small>	<b>ADVANCE PREPARATION?</b>	<b>COOKING PROCEDURES PLEASE CHECK ALL THAT APPLY</b>					
(List potentially hazardous foods to be served)	Yes/No	THAW	PREP	COOK	HOLD	COOL	OTHER

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Explain the thawing method/process to be used at the event: \_\_\_\_\_

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List remaining food and beverages to be served.


**Kankakee County Health Department**  
**Environmental Health Division**  
**Temporary Food Service Establishment Guidelines**

**A. FOOD**

**1. SOURCE:**

- a. All food, water and ice shall come from an approved source.
- b. No home canned foods shall be allowed.
- c. No homemade foods shall be allowed. (Exception) Section 750.1600 of the Illinois Department of Public Health Food Service Sanitation Code states:

The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food service establishment, may prohibit the sale of some or all potentially hazardous foods, and when no health hazard will result, may waive or modify requirements of this Part, except those requirements of Section 750.1680 and Section 750.1700.

If the temporary food event can demonstrate that no health hazard will result from the method of preparation of potentially hazardous foods based upon information provided by the Health Department, the Health Department may allow certain home prepared foods to be served provided proper temperature requirements can be met.

Technical release #32 states:

Non-potentially hazardous foods such as cookies, cakes and fruit pies which have not frequently been associated with foodborne illness may be prepared in non-commercial kitchens and sold, provided the sale is limited in nature, i.e. meets the time limitations of a temporary food stand as, for example, a fund raiser for a not-for-profit organization and is not a routine business. It is strongly recommended that this preparation take place in a controlled environment such as a club or church kitchen.

- d. All ground meat intended for use in sandwiches shall be purchased in patty form only.
- e. All prepared foods and/or drinks which are not used must be destroyed at the end of the day.

**2. THAWING OF POTENTIALLY HAZARDOUS FOOD(S):**

Frozen foods must be thawed carefully to prevent contamination and spoilage. NEVER THAW FOOD AT ROOM TEMPERATURE.

- Thaw food -
- a. Gradually under refrigeration. The temperature of the food should remain below 41°F. Use the product as soon as possible after product thaws.
  - b. By cooking frozen food on the stove or in an oven as a continuous (freezer to stove or oven process).
  - c. In a microwave oven. Either to thaw and move to conventional cooking stove/oven or to completely cook in the microwave.
  - d. Under potable running water for no more than two hours. The temperature of the water should be 70°F.

### 3. PREPARATION AND SERVICE:

- a. Hot food, if reheated, must be cooked to an internal temperature of 165°F. All hot foods must be held at an internal temperature of 135°F. or above.
- b. Condiments shall be individually packaged or dispensed from a container which protects the condiment from contamination. Condiments that cannot be poured shall be dispensed from a container with a self-closing lid.
- c. Food and ice shall be handled with scoops, tongs, or other serving utensils that shall be stored:
  1. In the food with handle extended out of the food;
  2. Stored clean and dry; or
  3. Stored in running, potable water.
- d. All food service operations shall take place in an approved food stand. The only exceptions to this are as follows:
  1. The dispensing of soft drinks, beer, etc.
  2. Open, non-controlled flame cooking. However, after the food has been cooked it must be immediately transported into the food stand.
- e. All potentially hazardous foods shall be maintained at an internal temperature of 41°F or below. Note: "Potentially hazardous food" means any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacean, or other ingredients, including synthetic ingredients in a form capable of supporting rapid and progressive growth of infectious or toxigenic micro organisms.
- f. Proper mechanical refrigeration must be provided for storage of all potentially hazardous foods.
- g. All food shall be covered and stored at least six inches off the ground.

### B. EQUIPMENT, UTENSILS

1. CUSTOMER UTENSILS
  - a. Only single service utensils (fork, knife, spoon, plates, and cups) shall be provided to the customer. No single service article can be reused.
  - b. Single service articles shall **not** be stored on the floor or ground and shall be protected from contamination at all times.
  - c. Single service cups shall be dispensed from an approved tube dispenser or from the plastic shipping wrap surrounding each stack of cups.
2. Food contact equipment and surfaces shall be smooth, easily cleanable, nonabsorbent of food-grade materials and be in good repair. Chipped or crazed enamelware, wood or galvanized surfaces are not acceptable food contact surfaces. Wood utensils are prohibited.
3. Each mechanically refrigerated unit shall be provided with an accurate thermometer.
4. Each stand which serves potentially hazardous foods shall have, **and use,** an accurate metal stem-type thermometer. Scale should be 0°F to 220°F.

5. Cleaning

- a. After each use, all equipment and food contact surfaces (except cooking surfaces) shall be thoroughly washed (hot, soapy water), rinsed (clean water), sanitized in a solution of 50 to 100 ppm available chlorine or equivalent sanitizers, and air dried. Cooking surfaces shall be cleaned at least once a day or more frequently if needed.
- b. Wiping clothes or sponges used for cleaning food contact surfaces shall be cleaned and shall be stored in a sanitizing solution of at least 100 ppm chlorine between uses. A separate cloth and solution shall be used for non-food contact surfaces.

C. PERSONAL HYGIENE

1. No person with infected cuts, burns or boils on their hands or arms; with diarrhea; or with a respiratory infection shall work in a food stand.
2. Hands and the exposed part of arms must be thoroughly washed before starting work, after using the toilet, after smoking, eating or drinking.
3. Fingernails shall be cleaned and trimmed.
4. Employees must wear clean clothing.
5. All employees must wear an effective hair restraint (i.e. hairnet, cap, visor).
6. No eating, drinking or smoking is permitted in food preparation or serving areas.

D. WASTE DISPOSAL

1. No drain lines from beverage dispensing equipment, ice machines, etc. shall past through the ice bin or other storage containers of exposed food.
2. All liquid waste water shall be disposed into public sewers in a manner that does not created a public health nuisance or hazard.
3. All fats, oil and grease shall be disposed into waste grease barrels provided on the grounds for this use.
4. All garbage shall be discarded into the covered garbage disposal containers provided on the grounds for this use.
5. The food stand operator shall keep the grounds surrounding their stand free of scraps, paper, and other debris.

**KANKAKEE COUNTY HEALTH DEPARTMENT  
ENVIRONMENTAL HEALTH DIVISION  
TEMPORARY FOOD SERVICE ESTABLISHMENTS**

**SELF INSPECTION**

The following list is to assist you in conducting a self inspection of your food stand before you open. Carefully read the attached “Temporary Food Service Establishment Guidelines” for more complete information.

- [ ] **Application plus the fee has been submitted to the KCHD, 7 days before the event**
- [ ] Only potentially hazardous foods requiring limited preparation shall be prepared or served. Home preparation or service of other potentially hazardous foods is prohibited. (Exception) If the temporary food event can demonstrate that no health hazard will result from the method of preparation of potentially hazardous foods based upon information provided by the Health Department, the Health Department may allow certain home prepared foods to be served providing proper temperature requirements can be met
- [ ] Provide multiple clean utensils to replace the soiled ones as needed or provide 3 buckets to wash, rinse, and sanitize soiled utensils. Detergent, sanitizers, and a sanitizer test kit must be available in each stand where utensils are cleaned.
- [ ] When facilities are available, hand soap and paper hand towels shall be provided. However, wipes or hand sanitizer cannot be used as a substitute for water, soap, and paper towels.
- [ ] Provide 5 buckets
  - 3 for a wash, rinse, and sanitize for utensils
  - 1 of sanitizer solution for wiping rags
  - 1 as a catch bucket for hand washing
- [ ] All equipment, utensils, etc. must be in good condition (no chips, cracks, pitting, etc.) Wood utensils are prohibited.
- [ ] Provide an accurate metal stemmed thermometer (not glass) for checking food temperatures. Scale 0°F to 220°F.
- [ ] Provide an accurate thermometer for each mechanical refrigeration unit (refrigerator or freezer).
- [ ] Provide sufficient mechanical refrigeration which will hold potentially hazardous food temperatures below 41°F at all times.
- [ ] Provide hot holding equipment that will maintain hot food temperatures of 135°F or above when required.
- [ ] Effective hair restraints must be worn by all employees (caps, visors, hair nets).