

# 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

**New Philadelphia City Health District  
 150 East High Avenue, Suite 011 New  
 Philadelphia, Ohio 44663**

Call (330) 364-4491 X1208  
 If you have any questions

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 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:	
Signature	Date

**Licensors 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.

## *New Philadelphia City Health District*

*John Knisely Municipal Centre*

*150 East High Avenue, Suite 011*

*New Philadelphia, Ohio 44663*

*330/364-4491 x208 330/364-8830 fax*



### TEMPORARY FOOD SERVICE RULES:

1. Food or related items must be stored at least 6 inches off the ground.
2. Provide three (3) plastic dishpans for washing, rinsing and sanitizing of utensils.
3. Dish soap and an approved sanitizer must be provided.
4. Provide a separate handwashing container, hand soap and paper towels.
5. All food or related items must be covered.
6. All food items requiring refrigeration must be held at 41 degrees or colder.
7. Provide thermometers for refrigerated units.
8. All hot foods items must be held at a minimum of 135 degrees.
9. Proper hair restraints such as hats or hairnets must be worn by those involved in food preparation or utensil washing.
10. Bare hand contact of ready to eat foods is not permitted. Use gloves, tongs, napkins, etc.

If you have any questions, please feel free to contact our office.

Sincerely,

Lee C. Finley, R.S.

Director of Environmental Health

*New Philadelphia City Health District  
John Knisely Municipal Centre  
150 East High Avenue, Suite 011  
New Philadelphia, Ohio 44663  
330/364-4491 x208 330/364-8830 fax*



## TEMPORARY FOOD SERVICE OPERATORS

IN ACCORDANCE WITH **OAC 3717-1-09E**, A DRAWING SHOWING THE FACILITY LAYOUT AND A LETTER OF INTENT PROVIDING THE FOLLOWING PERTINENT INFORMATION **MUST ACCOMPANY THE APPLICATION** BEFORE A TEMPORARY FOOD SERVICE LICENSE CAN BE ISSUED.

1. A list of the foods to be prepared and served.
2. List the source of food (ingredients or whole products).
3. Provide information concerning any hot holding facilities, if applicable.
4. Provide information concerning any cold holding facilities, if applicable.
5. Location and type of hand washing facilities.
6. A list of equipment and utensils.
7. Describe any support facilities that may be utilized, i.e., caterers, restaurants.

OPERATION NAME \_\_\_\_\_

Please furnish a drawing of your serving facility layout, including all equipment, hand washing, and sanitizing facilities.