

Jay County Health Department
Food Permit Application
504 W. Arch Street, Portland, IN 47371
Phone: 260-726-8080 Fax: 260-726-2220

APPLICATION FOR A PERMIT TO OPERATE A RETAIL FOOD ESTABLISHMENT

Application is hereby made for a permit to operate a retail food establishment. By this application, it is agreed that the establishment will comply with the provisions of the Indiana State Department of Health Rule 410 IAC 7-24 and the Jay County Food Operation Ordinance 2012-08 or any subsequent regulations. It is further agreed that the establishment shall be open to inspection by agents of the Jay county Health Department. Application for permit renewal shall be made prior to the expiration date of the existing permit unless establishment is seasonal which shall be made prior to reopening. Please include a drivers' license number if you are paying with a check.

YOUR PERMIT IS NON-TRANSFERABLE

Any change of ownership or location requires a new permit. A new permit or change of ownership permit issued will be at the same fee of \$70.00 per establishment and the permits expire on December 31st of the year issued. **YOU MUST FILL OUT THIS FORM COMPLETELY AND ACCURATELY AND RETURN THE SIGNED ORIGINAL FORM WITH THE PROPER FEE TO THE JAY COUNTY HEALTH DEPARTMENT.** Submitting application does not guarantee a permit will be issued.

PERMIT FEES

- **Food Service & Retail Food Establishment Permit: \$70.00 (fee must be received by Dec. 31st or a late fee will be charged)**
- **Food Service & Retail Food Establishment Permit Late Fee: \$20.00**
- **Vending Permit: \$70.00**
- **Food Service Plan Review (Prior to Construction): \$25.00 (After Construction Commences): \$25.00**
- **Yearly Mobile Food Establishment Permit: \$70.00 (fee must be received 10 days prior to the first event)**
- **Reinstatement of permits due to revocation or transfer to another ownership will be the charge of a regular permit.**
- **Temporary Food Service and Mobile Food Establishment: \$25.00 per event (fee must be received 10 days prior to event)**

NON-PROFIT ONLY

No permit fee shall be paid by an organization that is exempt from taxation under Section 501 of the Internal Revenue Service Code. Events conducted by the organization under this section take place no more than 15 days in any calendar year. This section does not prohibit an exempted organization from waiving the exemption for a license under this chapter. A copy of tax exemption required.

Our organization waives the exemption:

Signed: _____ Title: _____ Date: _____

Name of Establishment: _____

The name commonly used, known or the "doing business as" name.

Location of Establishment: _____

The physical location of this establishment. This may not be the same as the mailing address.

Establishment Mailing Address: _____

The legal mailing address of this business by which the local operator or manager may be reached.

City: _____ **State:** _____ **Zip:** _____

Business Telephone: _____ **Fax:** _____

Business Owners Name: _____

The person or corporation which owns this establishment.

Business Owners Address & Phone #: _____

(Continued on back)

Drivers' License #, if paying with a personal check _____

Temporary Event Permit Date: _____

Certified Food Handler's Name & Position: _____

Certificate must be posted at establishment & a copy sent with application

Certified Food Handler Certificate's Expiration Date: _____

On-Site Manager's Name: _____

The person responsible for the daily operation and is available at the business

Number of Employees: _____

Indicate maximum number of employees working for food establishment.

Building Owner's Name: _____

The person or company that owns the physical structure that houses the business.

Building Owners Telephone #: _____ **E-Mail Address:** _____

Emergency Telephone: _____

Number which will reach someone in authority in case of an emergency when business is close.

Must Submit Menu: _____

A permit will not be issued without this information:

Where is food prepared: _____

On site _____

Commissary _____

Establishments Daily Opening & Closing Times of Operation:

Show the actual opening and closing hours of the business. (i.e.9-5)

Sun: _____ Mon: _____ Tue: _____ Wed: _____ Thurs.: _____ Fri: _____ Sat: _____

Public Water Supply: ____ Yes ____ No

Public Sewage Disposal: ____ Yes ____ No

Is there Off Site Catering from this location: ____ Yes ____ No **If yes is Proper Equipment available for safe handling, transport and hand washing when required:** ____ Yes ____ No

Signature: _____ **Title:** _____

Print Name: _____ **Date:** _____

FOR OFFICIAL USE ONLY: DO NOT WRITE BELOW THIS LINE

Drivers' License # _____

() Food Handling Establishment

() Non Food Handling Establishment

Menu Type: 1 2 3 4 5

Receipt Number: _____

Date Issue: _____

Payment Received: \$ _____

Date permit Expires: _____

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Food

- A. List all proposed menu items including beverages (be specific).

- B. Where will you prepare the food for the event? (check all that apply)

☐ On location the day of the event

☐ A licensed food service operation (please specify) _____

☐ Other (please specify) _____

***No foods may be prepared at home and served to the public for a fee, excluding baked goods.**

Hot and Cold Holding

- A. How will food be cooked and/or kept hot (greater than or at 135 degrees F)?

☐ Stove

☐ Roaster/electric skillet

☐ Crockpot (may not be used for cooking)

☐ Charcoal/gas grill

☐ Other (please specify) _____

- B. How will food be kept cold (less than or at 41 degrees F)?

☐ Coolers with ice

☐ Mechanical refrigeration

☐ Other (please specify) _____

Other

- A. Handwashing is a primary defense against foodborne illness. What method will you be using at the event?

Restrooms that are close to the food stand are not acceptable as a handwashing facility.

☐ Coffee pot or cooler with spigot

☐ Running water at a sink

☐ Other (please specify) _____

- B. Where will utensils/equipment be washed?

☐ On site in three compartment sink or 3 tub method ☐ Other (please specify) _____

☐ Taken back to a licensed facility and washed (adequate amount of utensils needed to switch every four hours)

- C. Basic facilities are needed for protection of outside contamination. What sort of structure/materials will be used?

☐ Inside a normal structure (building, trailer) ☐ Other (please specify) _____

☐ Tent: If using a tent, what will be on the ground _____ for flooring?

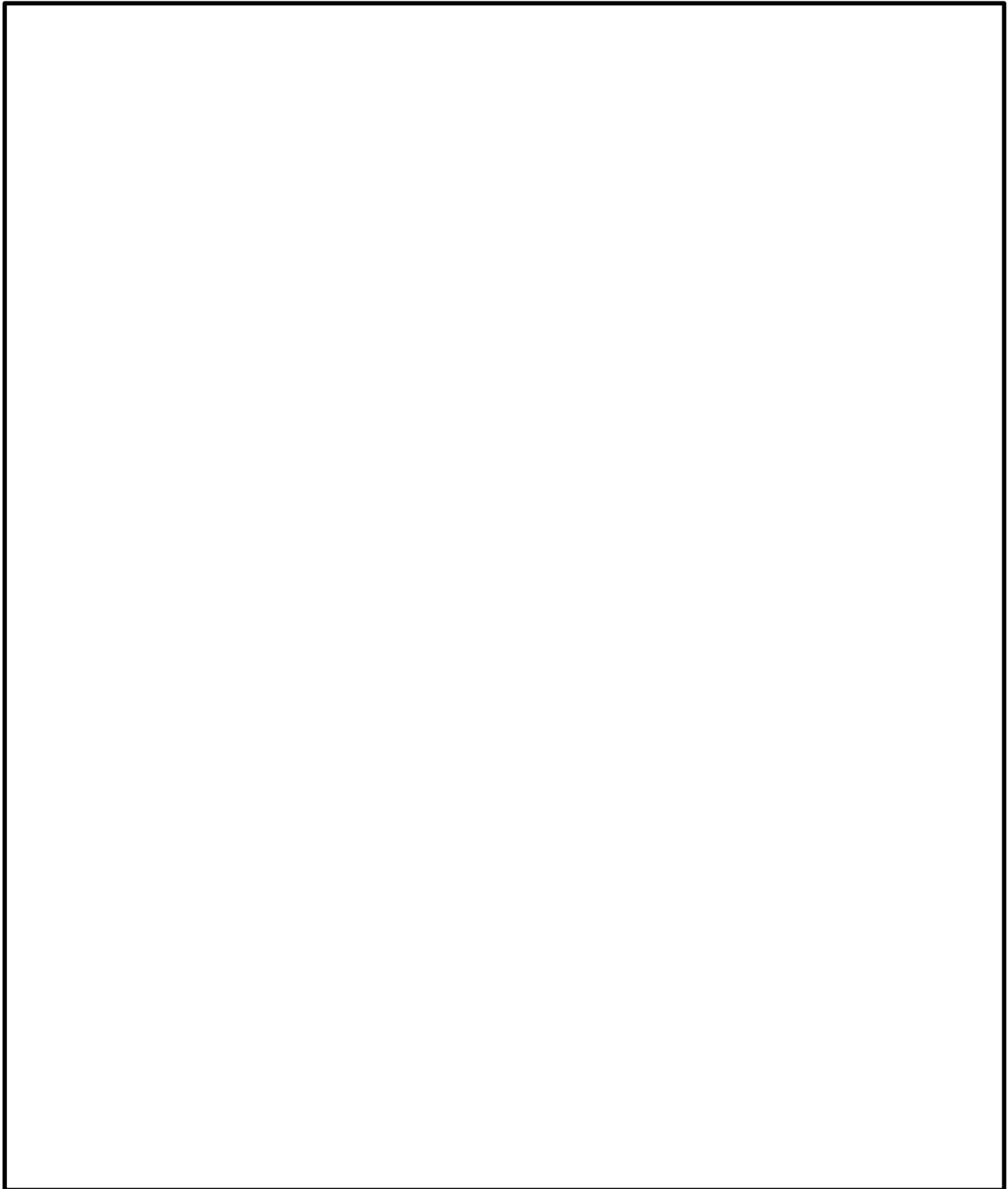
- D. Approximately what time will set-up occur and what time will food be served on the first day of the event?

Set-up: _____ Serving: _____

- E. Please provide a contact name and phone number: _____

Draw in the location and identify all equipment including handwashing facilities, dishwashing facilities, ranges, refrigerators, worktables, food, single service storage, etc.

TOP VIEW OF STAND/BOOTH LAYOUT



Jay County Health Department
504 West Arch Street
Portland, Indiana 47371
Office 260-726-8080 Fax 260-726-2220

Packet for Temporary Food Service Operations/Retail Food Establishments

Temporary food service licenses are required when preparing or serving food for sale at a location that is not otherwise licensed as a FSO/RFE. The license is good for up to five consecutive days (7 days for local groups during the county fair).

The packet consists of a list of requirements, a questionnaire, a page for a sketch of the area, and an application. The requirements are for your own use, but the questionnaire, drawing, and application must be turned into the health department at least 7 days prior to the event. If any of these items are missing the application will not be processed. The license fee is \$25.00 and must be turned in at the same time as the other materials.

Guidelines and Requirements

This information is very important and all people handling food at the event must be educated according to these guidelines and requirements.

Protection from contamination

- Store all food at least 6" off the floor or ground.
- Do not store food in direct contact with ice or in ice that will be used for drinks.
- Do not store raw foods next to or above ready-to-eat foods.
- Use proper utensils for dispensing ice.
- Prevent bare hand contact with ready-to-eat foods by wearing gloves, using deli tissue, or utensils.
- Protect displayed food from consumer contamination by wrapping, using food shields, or other effective barriers.
- Hair must be properly restrained to prevent contamination.



Approved source

- Food, ice, and water must be from an approved source. Foods, other than baked goods that do not require time and temperature control for safety, **may not be produced or prepared at home.**
- Food may be prepared at a licensed food service operation or retail food establishment, on-site the day of the event, or at another site approved by the Health Department.
- Food may be purchased already prepared from a licensed facility



Storage and Handling

- Cold food storage
 - Must keep food at or below 41°F
 - May use coolers and ice or mechanical refrigeration
 - Mechanical refrigeration must have a thermometer inside to monitor the temperature.
- Hot food storage
 - Must keep food at or above 135°F
- Thawing of foods may occur in one of four ways:
 - Under cold running water
 - In the microwave before cooking
 - As part of the cooking process
 - In a refrigerator/cooler at or less than 41°F

DO NOT thaw items at room temperature!!
- Bare hand contact **with ready-to-eat foods is not permitted**
 - Use gloves, deli tissue, utensils or other effective means to prevent touching the food with bare hands.



Cooking, Cooling, Reheating

- Crockpots may not be used to cook foods but they may be used to hold them once cooked.
- Cooking temperatures are as follows:
 - Vegetables and pre-cooked foods such as hot dogs or canned foods- 135°F
 - Eggs, whole pork, whole beef, lamb, fish/seafood- 145°F
 - Ground beef and pork-155°F
 - Poultry, stuffed items, and reheated items- 165°F
 - A metal stem thermometer is required to check the temperature of all foods. The range on this thermometer must be 0-220°F.
- Cooling
 - All foods must be cooled from 135°F to 70°F in 2 hours and from 70°F to 41°F in an additional 4 hours. Bacteria grows well in the temperatures in between 135°F and 41°F and cooling quickly keeps food out of this “danger zone” as much as possible.
 - Cool food in a shallow pan under refrigeration to facilitate this process.



Hand Washing

- Hot water must be available on site.
- Hand washing is very important and must occur frequently. Wash hands before putting on gloves, after using the restroom or taking a break, and after eating.
- Soap, warm, running water, and paper towels are required for hand washing.
 - If running water is not available the handwashing station may consist of a coffee pot or drink cooler with a spigot.
 - If this method is used for handwashing then the water must be caught in another container and it must be disposed of properly and not dumped on the ground.
 - Water in a dish pan with soap is not sufficient for handwashing.
 - A restroom nearby cannot replace the handwashing station. There must be a handwashing station at the food stand.



Utensil, Equipment, and Surface Washing

- Utensils and equipment may be washed on site with a three-compartment sink or 3 tubs of sufficient size and the proper wash, clear rinse, and sanitize steps.
 - Bleach or quaternary ammonia are appropriate sanitizers.
 - Test strips must be available to test the level of sanitizer used.
 - The required concentration of bleach for sanitizing is 50-100 ppm and for quaternary ammonia it is 200-400ppm.
- After washing, rinsing, and sanitizing items must be air dried. Limit the use of towels for drying.
- Utensils and equipment may also be returned to a licensed facility where there is a three-compartment sink or dishwasher.
 - There must be an adequate number of utensils on hand to switch every four hours if utensils will not be washed on-site.
- Wiping cloths may be used if they are stored in a bucket of sanitizer.



Facility

- If connected to water supply, a potable water hose must be used, not a garden hose, and an ASSE approved backflow prevention device must be installed.
- All temporary food service operations must be protected from the weather
 - The food stand may be in a building, tent, trailer, or other sufficient cover
 - All stands must have some sort of flooring to prevent contamination from dust/dirt.
 - Indoor/outdoor carpet, a tarp, wood, or other materials may be used to cover the ground if not on concrete or asphalt
- The surfaces used for food preparation and storage must be smooth, non-absorbent, easily cleanable, and durable. Food preparation surfaces should be cleaned and sanitized regularly, especially when switching from raw meats to ready-to-eat foods.
- Proper measures must be taken and maintained to eliminate flies and insects from the food booth. Keep the booth and surrounding area clean and sanitary. Keep products, utensils, and single service items covered with a non-absorbent material to reduce insect contamination.

