

# TEMPORARY OPERATIONS

## Temporary Retail Food Establishments

Ohio Revised Code defines a temporary retail food establishment as a retail food establishment that is operated at an event for not more than five consecutive days. A retail food establishment means a premises or part of a premises where food, over-the-counter drugs, nutrients designed for use in lieu of pharmaceuticals, and products designed for use as dietary supplements are stored, processed, prepared, manufactured or otherwise held or handled for retail sale.

## Temporary Food Service Operation

Ohio Revised Code defines a temporary food service operation as a food service operation that is operated at an event for not more than five consecutive days. A food service operation means a place, location, site or separate area where food is served for a charge or required donation. As used in this division, “served” means a response made to an order for one or more individual portions of food in a form that is edible without washing, cooking or additional preparation and “prepared” means an action that affects a food other than receiving or maintaining it at the temperature at which it was received.

## Application

Ohio Law requires that each person or government entity seeking a temporary food service operation license or a temporary retail food establishment license apply for a license. A copy of this application is included in this packet. Please be reminded that this license is only valid:

1. For a single event
2. In one location
3. For a period of not longer than five consecutive days

**Per ORC 3717.43 (D) a temporary food license must be obtained prior to the first day of operation or a twenty-five percent penalty will be added to the license fee.**

Not more than ten temporary retail food establishment/temporary retail food service operation licenses will be issued per licensing period to the same person or government entity to operate at different events within Stark County. For each particular event, the Stark County Health Department will issue only one temporary retail food establishment/temporary retail food service operation license to the same person or government entity.

## General Information

A regular catering food service operation license cannot be substituted for this license.

Each operator must provide a safe and sanitary operation. The enclosed checklist may be used to help you meet this intent.

When your application is approved, the license will be sent to you.

The license must be displayed in a conspicuous and public manner in your operation during the event.

If you have any questions, please contact the Stark County Health Department at (330) 493-9904.

**STARK COUNTY HEALTH DEPARTMENT TEMPORARY**  
**FOOD SERVICE LICENSE APPLICATION**

*Please complete this application in as much detail as possible. The approval of your operation depends on the information supplied to us.*

**1. EVENT:**

A. Name of Event: \_\_\_\_\_

B. Location/Directions: \_\_\_\_\_  
\_\_\_\_\_

C. Date(s): \_\_\_\_\_

D. Serving Time(s): \_\_\_\_\_

E. Sponsoring Organization: \_\_\_\_\_

**2. PERSON IN CHARGE OF FOOD SERVICE OPERATION:**

*This person must be present at the unit and have knowledge of proper food handling, sanitation procedures and use of required equipment.*

A. Name: \_\_\_\_\_

B. Address: \_\_\_\_\_

C. Telephone (daytime): \_\_\_\_\_ Home: \_\_\_\_\_

**3. FOOD:** (check box or boxes where applicable)

D. List **ALL** proposed menu items (be specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Where will these items be purchased? (**All food products must come from an approved source**)

Local Grocery Store: \_\_\_\_\_

Other Supplier(s): \_\_\_\_\_

C. Where will these items be prepared? **NO HOME PREPARED FOODS OR ICE.**

**Cream, custard or pumpkin pies are prohibited unless electrical refrigeration units will be used to hold product.**

On location the day of the event

At a licensed food service operation: \_\_\_\_\_

Other: \_\_\_\_\_

D. When will these items be prepared?

Food Item	Date	Time
_____	_____	_____
_____	_____	_____
_____	_____	_____

**4. FOOD PROTECTION**

A. How will the food be kept cold (**41°F or lower**) at the event and during transportation to the event?

- Mechanical refrigeration
- Cooler chests
- Other (specify): \_\_\_\_\_

**\* MECHANICAL REFRIGERATION MUST BE USED FOR OVERNIGHT STORAGE OF POTENTIAL HAZARDOUS FOODS**

B. How will the food be cooked and/or kept hot (**140°F or higher**)?  
**Use crock-pots only for holding foods at 140°F or higher. Do not use to cook foods.**

- Stove
- Charcoal/Gas grills
- Electric roasters or skillets
- Gas camping stoves
- Other (specify): \_\_\_\_\_

**\*METAL STEM THERMOMETER MUST BE USED TO MEASURE TEMPERATURES**

**5. EQUIPMENT/ HAND WASHING**

A. Provide a complete explanation of how people working at the sale site will wash their hands. **Warm running water, soap and paper towels must be provided. Hand sanitizers are NOT a substitute for hand washing.**

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B. **HOW** and **WHEN** will food equipment be cleaned? Explain by using the wash, rinse, sanitize and air dry method.

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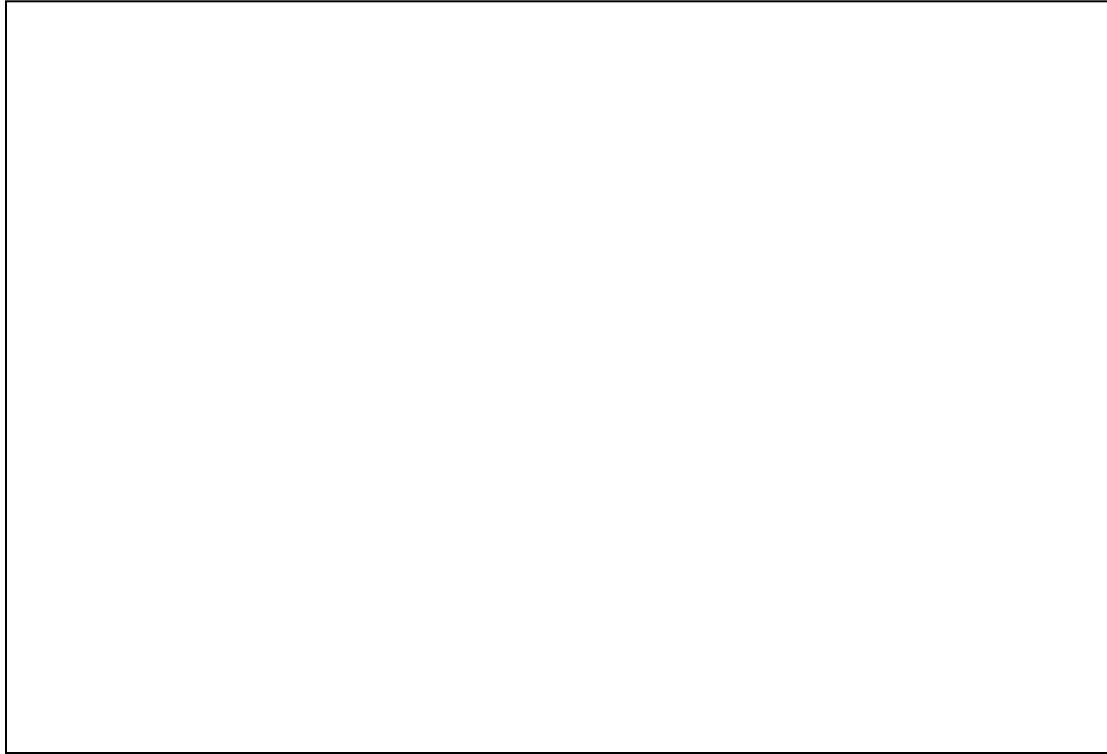
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C. What type of sanitizer will be used for both equipment and food contact surfaces?

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**\*TEST STRIPS AND COMPARISON CHART FOR CHECKING CHEMICAL SANITIZER STRENGTH MUST BE PROVIDED**

**6. TEMPORARY OPERATION FLOOR PLAN DIAGRAM (or provide an attached copy)**



Please return this application and fee to:

**STARK COUNTY HEALTH DEPARTMENT  
ATTENTION: FOOD SAFETY  
3951 Convenience Circle, NW  
Canton, OH 44718-2660  
Phone: (330) 493-9904  
Fax: (330) 493-9920**