



## Temporary Food Permit Vendor Application

The Eau Claire City-County Health Department requires a Temporary Food Permit in order to sell or serve food at a special event. All food vendors, including restaurants, are required to apply for a Temporary Food Permit when participating in a special/temporary event. **Application and fees must be completed and paid prior to the event.** The Fee for the Temporary Food Permit is: **\$200**. Make checks payable to **"Eau Claire City-County Health Department"**. If you have a State of WI Temporary Food Permit then you will only be charged a \$60 inspection fee. Please attach a copy of permit. Non-profit groups shall discuss licensing with the Health Department to determine if a permit is required. Review Temporary Food Stand Requirements before filling out this application.

### Applicant Information (Please print clearly)

Name of Business/Food Stand: _____
Name of Owner/Licensee: _____
Owner/Licensee Address: _____ State: ____ Zip: _____
Owner Phone: (____)-____-____ E-Mail: _____
<b>Local Contact/Onsite Operator-(person in charge of food)</b>
Name: _____
Phone: _____ E-Mail: _____

### Event Information

Event: _____ Date: _____
Location of Event: _____
Event Contact: _____ Phone: _____
Days/Dates of Operation: _____
Time of Arrival: _____

### Office Use Only

<b>Eau Claire City-County Temporary Food Permit</b>	
<b>Fee= \$200</b>	<b>Date Paid:</b> _____
<b>Permit Issued:</b>	<b>Date:</b> _____
<b>If a State of WI Temporary License or Mobile Cart License is provided then a permit is not required. Only an inspection fee of \$60 will be charged. Attach copy of permit.</b>	
<b>Inspection Fee Charged:</b>	<b>Date:</b> _____

**Mail application to: Eau Claire City-County Health Dept.**

**720 Second Ave  
Eau Claire, WI 54703**

**A. Food Preparation**

- I. Food Source: No Home Prepared Foods Allowed!
  - 1. Food Source: Restaurant  Retail/Grocery Store  Other
  - 2. Specify Source: \_\_\_\_\_
- II. Where will food be prepared?
  - 1. Off-site  On-site at event  Both onsite and offsite
  - 2. If off-site list location: \_\_\_\_\_
- III. How will food be transported?
  - 1. Cooler w/ice  Refrigerated Truck  Cambro  Other
  - 2. Specify: \_\_\_\_\_

**B. Menu Information**

- I. List a complete menu: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- II. List Food Processing Steps: Fill out the chart below or provide more detail on the back of the last page of this application.

List Food/Beverage Item	Describe Food preparation and/or storage	Cooking & Reheating	Holding equipment

Please Note: Cooking and cooling foods is not allowed at the temporary food stand. It will only be considered if a refrigerated truck is available onsite and with Health Department approval prior to the event.

**C. Food Stand Requirements**

- I. Handwash Station: must be located in the food stand, cooking stations, utensil wash stations, and food prep stations if they are in separate areas.
  - 1. Five gallon food grade container with spigot and catch basin. Soap and paper toweling. Water must be free flowing-no push buttons!
- II. Water/Waste Water:
  - 1. Where will potable water be provided? \_\_\_\_\_
  - 2. Where will waste water be disposed of? \_\_\_\_\_
- III. Overhead Protection: (tent/canopy?): \_\_\_\_\_

**D. Maintaining Food Temperatures:**

- I. Only commercial refrigeration is allowed. How will food be maintained at 41°F or below: \_\_\_\_\_
- II. How will hot held food be maintained at 135°F or above?  
\_\_\_\_\_
- III. What type of thermometer do you have? \_\_\_\_\_

**E. Special Notes:**

- I. No bare hand contact with food allowed. Provide tongs, deli tissue, or disposable gloves.
- II. **Employees may not work sick.** Provide areas for taking breaks, eating, and storing personal items.

**F. Food Stand Diagram:**

- I. Provide a diagram of your food stand. Please include the location of the handwash station, utensil wash station, cold and hot hold equipment, grills or cooking equipment.

**G. Consent and signature:**

- I. **I have read the Temporary Food Stand Requirements Brochure and understand what is required to operate a temporary food stand. Any changes to the menu and stand will be reviewed in advance of the event by the Health Department. Any violations may mean that the permit will not be issued or revoked.**

**H. Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_