



Temporary Food Service or Retail Food Establishment Requirements

Temporary licenses are good for a maximum of five (5) consecutive days and one license per location.

Residents of Wood County can purchase a temporary license for the Wood County Fair, and operate for the full ten days. (Non-Wood County residences must pay for two (2) licenses to cover the Wood County Fair.)

2023 Prices (cost subject to change)

Temporary License - \$75.47

How to obtain The Temporary Food License?

Complete an application and pay the required fee to the Wood County Health Department at least ten days before the event. This may be done in person during regular business hours, 8:30 to 4:30 Monday through Friday. The application will require you to list the menu items and make a drawing of the "floor plan" of the food service areas. The sanitarian will come to inspect your temporary food operation the day of the event. The sanitarian may suggest changes at that time. When the sanitarian is assured the food service operation can provide safe food, the license will be issued at the time of the onsite inspection.

Temporary Food License Checklist:

- Stem Thermometer ranging from 0° to 220°F or digital thermometer.
- Source of Hot Water (example - coffee urn).
- Handwashing – container to hold 100° F water (example - igloo cooler with a free flowing spigot), soap, paper towels, container to catch waste water.
- 3 large plastic containers for dishwashing. Set up Wash-Rinse-Sanitize.
- Sanitizer to set up sanitizer bucket and for ware washing.
- Sanitizer bucket(s) to clean food contact surfaces.
- Test strips to monitor sanitizer concentration.
- Refrigerator or cold holding capabilities.
- Hot holding capabilities (electric roaster or crock pots).
- Garbage can.
- Disposable gloves to handle ready to eat food.
- Hair restraints.
- Flooring - if not on pavement.
- Tent or covering for any exposed food or cooking equipment.

The following **MUST** be available at the time of inspection:

- Employee Health Agreement (attached)
- Vomit/Diarrhea clean up policy (attached)
- Choking Poster (attached)

All food must be prepared on site (not at home), or at a licensed food service location.

Please feel free to contact us with any questions.



Festival-Temporary Food Service or Retail Food Establishment Application

Event Information:

Name of the Event: _____

Exact location of the Event: _____

Date(s) of the Event): _____ Hours during which food will be served: _____

Time that you will be ready for an inspection: _____

**If the time changes or a cancellation is necessary contact
the Wood County Health Department (419-354-2702) immediately**

Person in Charge:

It is the responsibility of the license holder or person-in-charge designee to demonstrate applicable knowledge of foodborne prevention, hazard analysis and requirements of OAC Chapter 3717-1.

Who is the person in charge is that will assume responsibility for this Food Service activity?

Name: _____ Address: _____

Phone: _____ Alternate Phone: _____

Email: _____

Menu

All food must be prepared on site (not at home), or at a licensed food service location.

Where will the foods be prepared?

- At the Temporary Location At a Licensed FSO/RFE Facility (additional information required)

Name and address of the FSO/RFE: _____

All perishable foods must be held in hot or cold holding units.

Cold Holding Items

Food Items	Name of Source (grocery store, restaurant)	Cold Food Storage (cooler with ice, refrigerators)

Hot Holding Items

Hot Food Item	Source of Hot Food (name of grocery store/restaurant or prepared on premise)	Hot Food Storage (steam tables, crock-pots)

Non-Perishable Food Items

Food Item	Name of Source (grocery store, restaurant)

Cooking Equipment

Type of cooking equipment (fryers, grills, microwave)	Fuel (gas or electric)	Quantity

Do you plan to defrost foods? No Yes, under refrigeration Yes, during the cooking process

What kind of thermometers will you be providing for temperature checks?

Metal stem thermometer 0° to 220°F Digital 0° to 220°F Other, please specify: _____

Food Storage and Handling:

Food must be protected from potential contamination. Tables must be provided for food preparation.

What will be your barrier between ready to eat foods and bare hand contact?

- Gloves Deli paper Tongs or other utensils Other, please specify:_____

Where will food preparation take place?

- Indoors Outdoors Both

What type of flooring will be under the food preparation area?

- Wood Concrete Asphalt Other (must be non-absorbent):_____

Sanitation:

What kind of three compartment wash-rinse-sanitize system will you use?

- Dishpans Buckets Three compartment sink Other, please specify _____

What sanitizer will you be using?

- Bleach (5.52%, unscented household) Quaternary Ammonia Iodine

What corresponding sanitizer test strips will you be using?

- Chlorine (50-100ppm) pHDrion QT-10 (200ppm) or QT- 40 (150-400ppm) Iodine (25ppm)

Handwashing:

A handwashing station, with potable water (must be obtained from an approved source). This includes ice, water for preparing foods, ware washing, and hand washing.

Where is your water source for the event? _____

How will you be heating your water to maintain 100°F?_____

What type of hand washing station will you be providing?

- Portable hand sink Insulated thermos type container with free flowing spout

- Other, please specify _____

What type of overhead protection will be used:

- _____ Tent
_____ Located indoors
_____ Other:_____

Other

All food contact equipment must be cleaned prior to use.

If serving at night, additional lighting will be required.

A garbage can for trash disposal will be required.

Hair must be effectively restrained. Proper hair restraints are: hats, visors, hair nets.

Temporary Layout

Draw a diagram of your food storage, preparation and serving areas. Show the locations of washing, cooking, and serving equipment and counter. Indicate where you expect people to line up to receive their food, pay for it, and eat it. (Attach on separate page if needed)

Items to include:

- Three (3) containers for wash water to clean dishes and equipment.
- Hand washing station, with soap, paper towels, and waste water container.
- Source of hot water on the site.
- Prep Tables
- Service area
- All cooking, cold and hot holding equipment

Signed: _____

Position: _____