

2025

(CHECK ONLY ONE)

APPLICATION TO CONDUCT A TEMPORARY:

FOOD SERVICE OPERATION

RETAIL FOOD ESTABLISHMENT



Instructions:

1. Complete the applicable sections. (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:

BELMONT COUNTY HEALTH DEPARTMENT
BELMONT COUNTY HEALTH DEPARTMENT
68501 BANNOCK ROAD
ST. CLAIRSVILLE, OH 43950
740-695-1202

FEE:
\$25.00 PER DAY
NON-COMMERCIAL (NON-PROFIT)
EIN: _____
\$50.00 PER DAY
COMMERCIAL (FOR PROFIT)

Before the license application can be processed the application must be completed and the fee submitted.
 Failure to complete this application and remit the fee will result in not issuing the license.
 This action is governed by Ohio Revised Code 3717.

Name of Temporary Food Facility:			
Location of Event:			
Address of event (include city, state, zip)			
Start Date:	End Date:	Operation Start Time:	Operation End Time:
Name of License Holder:		Phone Number:	
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Address of License Holder (include city, state, zip)			
List all foods being served or sold:			

I HEREBY CERTIFY THAT I AM THE LICENSE HOLDER, OR AUTHORIZED REPRESENTATIVE, OF THE TEMPORARY FOOD SERVICE OPERATION OR TEMPORARY RETAIL FOOD ESTABLISHMENT INDICATED ABOVE.	
Signature: _____	Date: _____

LICENSOR TO COMPLETE BELOW

Valid Date(s):	License Fee:
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APPLICATION APPROVED FOR LICENSE AND CERTIFIED AS REQUIRED BY CHAPTER 3717 OF THE OHIO REVISED CODE:

BY: _____
 AUDIT NO.: _____

DATE: _____
 LICENSE NO: _____

Please take notice: No home produced foods will be permitted unless you comply with cottage foods regulations or have a home baker's license from the Ohio Department of Agriculture. All foods must be prepared and/or cooked on site or in a licensed facility.

1. Where did you purchase the food and/or ingredients for the food items you will be selling at the event? List all vendors, suppliers and/or licensed facilities.



2. Will you be selling any cottage food items or bakery products produced at home? If so, please list the food items, and include if you have a home bakery license with Ohio Department of Agriculture.

3. Please list your menu items below.

4. Please draw an overhead view of how you will set up your temporary food operation. Include your handwashing station and location(s) of food storage, food preparation, all cooking equipment and refrigerated units and shelving.



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www.BelmontCountyHealth.com

PREPARATION AND TEMPERATURES

- All food must come from an approved source and it must be prepared in a licensed food service operation OR at the site of your temporary food service operation during the event.

FOOD PREPARED AT HOME WILL NOT BE PERMITTED

- Food preparation on site must be conducted with the use of clean utensils, and on smooth, cleanable surfaces (e.g., cuttingboards).
- Foods must be cooked according to the proper temperatures below: Ice coolers are allowed to maintain temps

Cooking Temperatures

Product	Temperature in Fahrenheit
Poultry and ground poultry	165 F for 15 seconds
Stuffing and casseroles	165 F for 15 seconds
Ground meats	155 F for 15 seconds
Injected meats	155 F for 15 seconds
Pork, beef, veal, lamb, goat	145 F for 15 sec: roast 145 F for 4 minutes.
Fish	145 F for 15 seconds
Shell eggs for immediate service	145 F for 15 seconds

- All foods must be transported and held at the proper temperature.
- All cold Temperature Controlled for Safety (TCS) foods such as meat, eggs, cut leafy greens, and dairy products must be maintained at 41 F or below.
- All hot TCS foods such as cooked meats, soups, hot sandwiches, hot dogs, must be maintained at an internal temperature of 135 F or above.
- If ice is used to keep food and packaged drinks cold, it cannot be used for consumption.
- A calibrated food thermometer is required to be onsite to ensure proper holding and cooking temperatures.

FOOD PROTECTION AND STORAGE

- Food and utensils must be stored off the ground. This includes drinks, oils, fruits, and vegetables. Pallets, crates and tables are acceptable means to keep items off the ground.
- All areas of the temporary food service operation must be protected from the weather. Tents and other types of overhead structures are acceptable. Any open flame grills or fryers must be placed outside the overhead covering in accordance to local fire codes.
- Food products on display (i.e. condiments) must be shielded or covered to protect from possible contamination. This includes the use of lids, covers and sneezeguards.



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FOOD HANDLING AND GENERAL HYGIENE

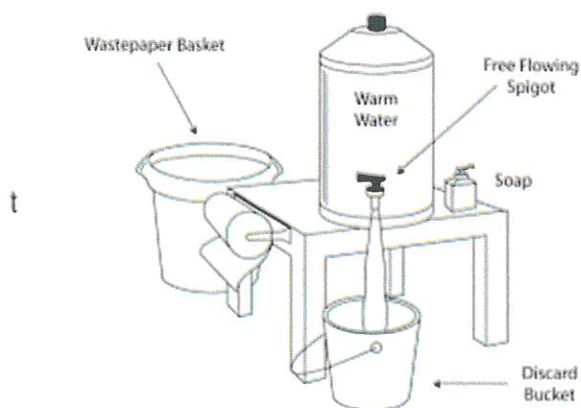
- The use of gloves, clean utensils, deli tissue, spatulas, and tongs may be used to handle ready-to-eat foods. Bare hand contact with ready-to-eat foods is prohibited. Examples of ready-to-eat foods include buns, cheese, cut fruit, and lettuce.
- Food workers must be healthy and are not showing symptoms of illness or disease such as diarrhea, nausea, fever, sore throat, or have open sores or infected wounds.
- Food handlers must restrain their hair. Hats, hair nets and visors may be used.
- No eating or smoking is permitted within the temporary space. Drinks may be consumed, if they are in a covered container with a straw, and stored in a manner to prevent contamination risks.

HAND WASHING AND DISHWASHING

- It is essential that proper handwashing procedures are being followed and all necessary handwashing supplies are present.
- This includes a handwashing station that is able to provide warm water in a continuous flow (e.g. coffee urn), soap, single-use towels and a bucket to collect unclean waste water.

Employees must wash their hands:

- Prior to starting food handling activities
- After using the restroom
- After touching their clothes and any bodypart
- After sneezing, coughing, blowing your nose, eating and drinking.
- After handling money or other soiled items
- After handling the trash
- After the use of cell phones



- A means to wash-rinse-sanitize utensils and equipment is required. Large bus tubs or plastic basins that are large enough to submerge your largest piece of equipment, are required.
- Warm water and dish soap must be available to wash any dishes or utensils. Items must be aired dried. The hand washing station may not be used to wash any dishes or utensils.



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HAND WASHING AND DISH WASHING (CONTINUED)

- An approved sanitizer must be used. You are permitted to use sanitizer tablets (quaternary ammonium) or regular unscented bleach. You must also have the proper sanitizer test strips to test the concentration of sanitizer solution.



- The most common sanitizer is regular unscented bleach
- Using 1 cap full of bleach to 1 gallon of water. That is equal to about 100 ppm
- If you use tablets, the proper concentration should be 200 ppm.
- Quaternary sanitizer can be used per manufacturer instructions to equal 200 ppm
- Vendors must use a food grade hose when accessing potable water.

LIQUID AND SOLID WASTE

- All waste water must be disposed of properly. Do not dispose of liquid or solid waste in creeks/streams or directly on the ground. Solid waste and trash must be disposed of in trash cans and transported to an approved waste disposal area.



In order to be prepared for your inspection, please make sure that all requirements have been met.

Keep This Page for Your Use

- The Application to Conduct a Temporary Food Operation has been completed and submitted to Belmont County Public Health 5 days prior to the event along with the fee of per day (up to 5 consecutive days per temporary license)
- Foods are obtained from approved sources or prepared in a licensed food operation.
- Hair restraints are available.
- Disposable gloves, tongs and/or utensils are available to ensure that there is NO bare hand contact with ready to eat foods.
- A working and properly calibrated food thermometer is available.
- All workers are healthy; wear clean outer garments and do not smoke in the temporary food operation.
- A protective covering is available to cover the entire food operation, exclusive of equipment with open flames.
- A means to transport and hold all TCS hot foods at least 135 F, and all cold TCS foods at or below 41F are available.
- Three basins large enough to submerge your largest piece of equipment must be available along with dish soap, warm water, sanitizer and the correct sanitizer test strips. For sanitizer, Regular (unscented) bleach may be used. Use one tablespoon of bleach per gallon of water.
- A handwashing station that dispenses water in a continuous flow container, hand soap, and single use paper towels are available.
- A means to keep all food at least six inches off the ground.
- A food grade hose is available with a backflow prevention device, if water will be supplied by a food grade hose.
- Hot-holding temperatures must be maintained at 135 degrees F. or more. Cold holding temperatures must be maintained at 41 degrees F. or less. Keep coolers out of direct sunlight to help maintain cold food at the proper temperature.
- All wastewater must be poured into a holding tank or a sink drain that goes to a sanitary sewer. Do not pour water on the ground or down a storm drain.