

**Charles County Department of Health  
Environmental Health Services**

**APPLICATION FOR LICENSE/PERMIT  
TO OPERATE A TEMPORARY FOOD  
ESTABLISHMENT**

**P.O. Box 1050**

**White Plains, MD 20695**

**301-609-6751 Phone 301-609-6684 Fax**

**Type of Application:**  Profit  
 Non Profit

Application is hereby made to operate a food establishment in accordance with the Health-General Article 21-305, Annotated Code of Maryland. The license application fee of **\$100.00**, with fees payable to: "Charles County Health Department". A **\$20.00** service fee will be applied to establishments that are Excluded Organization (COMAR 10.15.03.02B20).

**Application must be submitted a minimum of 14 days prior to the event.**

<b>EVENT INFORMATION</b>	Name of Event		Event Date(s)												
	Event Address/Location		Set Up Time												
	Event Coordinator/Contact Person	Daytime Phone #	E-mail Address												
<b>APPLICANT INFORMATION</b>	Trading Name or Organization ( What will appear on Permit License)		Applicant Phone Number												
	Name of Applicant and/or Corporation Name (What will appear on Permit License)		Applicant Cell Phone Number												
	Applicant Mailing Address		Applicant E-mail Address												
	City	State	Zip Code												
<b>Menu</b> (Indicate the source of all commercially prepared items)															
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">_____</td> <td style="width: 33%; border: none;">_____</td> <td style="width: 33%; border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table>				_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____													
_____	_____	_____													
_____	_____	_____													
<b>Approved Food Source:</b> _____															
<b>Ice Supply Source:</b> _____															
<b>TYPE OF OPERATION</b>	Check all items listed below that best represent your operation														
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Cook &amp; Serve</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Cold Hold &amp; Serve</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Cook, Hot Hold &amp; Serve</td> <td style="border: none;"><input type="checkbox"/> Cook, Chill, Reheat, Hot Hold &amp; Serve</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Commercially Processed</td> <td style="border: none;"><input type="checkbox"/> Other, Please Specify</td> </tr> </table>			<input type="checkbox"/> Cook & Serve	<input type="checkbox"/> Cold Hold & Serve	<input type="checkbox"/> Cook, Hot Hold & Serve	<input type="checkbox"/> Cook, Chill, Reheat, Hot Hold & Serve	<input type="checkbox"/> Commercially Processed	<input type="checkbox"/> Other, Please Specify						
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**Water Supply:**  Public  Private

**Sewer:**  Public  Private

Either attach or draw a diagram below detailing the layout of the temporary food area/booth/unit, noting items listed below.

**The following items are required for temporary food service operations**

Hot & Cold Running Water  
 Method to Wash, Rinse, & Sanitize Dishes  
 Hot/Cold Holding Equipment/Thermometer  
 Method of Protecting Food from Contamination  
 Roof, Screening, or Acceptable Protection Method

Wastewater & Waste Disposal  
 Detergent, Sanitizer & Test Strips  
 Conveniently Located Toilet facilities  
 Soap & Paper Towels  
 Flooring, ex: mats, covering, etc.

<b>WORKERS' COMP INFO</b>	Does this business have covered employees? (Workmen's Compensation Insurance)      YES____ NO____
	Workers' Compensation Insurance Company and Binder Number (or attach copy of exemption or self-insurance certificate)  Company Name _____ Binder # _____
<b>PLEASE SIGN</b>	I HAVE EXAMINED AND READ THE ABOVE APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT, AND THAT IN OPERATING A FOOD SERVICE FACILITY, I AGREE TO COMPLY WITH ALL APPLICABLE LAWS AND REGULATIONS INCLUDING, BUT NOT LIMITED TO, THE STATE OF MARYLAND AND CHARLES COUNTY.  I UNDERSTAND THAT FALSIFICATION OF THIS APPLICATION MAY RESULT IN THE DENIAL, SUSPENSION OR REVOCATION OF THE PERMIT.  BY SIGNING THIS APPLICATION, I HEREBY ACKNOWLEDGE THAT MY BUSINESS IS IN COMPLIANCE WITH MARYLAND WORKERS' COMPENSATION LAWS AND REGULATIONS.
	_____ Printed Name of Applicant                                      Signature of Applicant                                      Date of Signature

<p><b>FOR MOBILE UNITS:</b></p> <p><b>The Owner or Operator by signing this application agrees that Potable (Drinking) and Gray (Waste) Water as well as Evacuated Grease when applicable MUST BE DISPOSED AT AN APPROVED COMISSARY, DEPOT, AND/OR COUNTY/MUNICIPAL/STATE FACILITY SUCH AS THE MATTAWOMAN TREATMENT PLANT.</b></p> <p style="text-align: center;">           _____            Printed Name of Applicant                                      Signature of Applicant                                      Date of Signature         </p>
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LAYOUT OF TEMPORARY FOOD AREA/BOOTH/UNIT



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### REQUIREMENTS FOR OPERATING A TEMPORARY FOOD BOOTH KEEP FOR INFORMATIONAL PURPOSES

This information has been developed to help concessionaires set up and run food operations in a sanitary and healthful manner and to minimize the possibility of food borne illness.

Concessionaires should contact the Health Department as early as possible when planning a food booth.

A sanitarian will be pleased to help with your plans. He/she will point out the steps that must be taken to help ensure a sanitary operation that will protect the public from food borne illness.

#### I. Definition

A Temporary Food Service Establishment is a food establishment that operates at a fixed location for a period of time not more than 14 consecutive days in conjunction with a single event or celebration, such as:

- A fair
- Carnival
- Circus
- Public Exhibition
- Or Similar Transitory Gathering

#### II. Licensure Requirements

A. Temporary Licensure if required by Law. The State food regulation C.O.M.A.R. 10.15.03 states that “No person shall operate a food service establishment who does not have a valid license issued to him/her by the health officer”. A valid license shall be conspicuously posted in every food service establishment, mobile unit and temporary food service establishment. These requirements were included to help ensure that food handled in food establishments will be as safe as possible. **MANY, MANY OUTBREAKS OF FOODBORNE ILLNESS HAVE BEEN TRACED BACK TO FOOD IMPROPERLY HANDLED AT TEMPORARY EVENTS.**

B. Individuals or groups planning to hold events that are open to the public must have a license.

Our department requires that a temporary food license be purchased for each food booth in operation during an event. If you advertise your event with flyers, banners, newspaper articles, or by other means, it is considered a public event. Church dinners or other events that are for members and their guests only and are not advertised are not considered to be public events.

#### III. Application and Review

Individuals must apply for a license in order for the Health Department to review the proposed food service techniques.



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The Health Department's Environmental Sanitarian will work with you to review the following steps:

- The types of foods to be prepared
- How they will be prepared
- And the methods used to keep foods hot and cold

He/she may also suggest shortcuts that will enable your booth to operate more efficiently and safely.

Applications may be obtained from the Charles County Environmental Health Department, located at 4545 Crain Highway, White Plains, Maryland, by mail at P.O. Box 1050, White Plains, Maryland 20695 or by calling 301-609-6751. Office hours are weekdays from 8:00 A.M. to 5:00 P.M.

We **RECOMMEND** the application be returned with the fee a minimum of 2 weeks before the event.

This allows time for the Health Department staff to adequately review the application and to make any changes necessary well in advance of the event.

#### IV. Minimum Requirements to Operate

- A. Fill out a temporary application, and submit it with the fees at least 2 weeks before the event.
- B. Food booth operators may be required to make an appointment for a pre-opening inspection prior to the first day of the event.
- C. All food preparation and utensil washing areas shall have effective and approved control measures to eliminate the presence of rodents, flies, birds, roaches, and other vermin on the premises (i.e. screening, effective air curtains/fans, tarps, etc.)
- D. All foods / single service items / equipment – utensils, must be protected from contamination at all times. Store all items a minimum of 6 inches off the “floor” and in “containers” that protect.
- E. Scoops must be provided for dispensing ice. Utensils must be provided to minimize food handling.
- F. A metal-stem thermometer must be available and used to check internal food temperatures; thermometers must be able to measure from 0 degrees to 165 degrees F.
- G. Hand washing facilities – The facility shall consist of at least warm running water, soap, individual paper Towels, and a catch basin to collect the dirty water. For example, an air pump thermos or a thermal insulated container of warm water with a flip spout will be an acceptable method used to obtain warm running water.
- H. All personnel must wear clean clothing, hair restraint and wash hands frequently.
- I. Wiping cloths – A separate labeled bucket of sanitizer must be present for rinsing/storing wiping cloths to be used on table tops, counters, and so forth. For example, one capful of liquid bleach added to one gallon of cool water will be acceptable. This should be changed frequently during the day to ensure sanitizer potency.



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- J. Dishwashing facilities – Equipment and utensils must be washed in three compartments/sinks. The process includes washing the utensils/equipment in hot soapy water, rinsing in hot water, sanitizing, and air drying. Sanitizing test strips must be available.
- K. All food preparation must be done in the booth or in an approved “kitchen” facility [e.g., the “kitchen” is permitted by the Health Department] to minimize the potential for food borne illness. Home preparation of foods is not allowed.
- L. Smoking, eating, or drinking in booths while working is not allowed. All non-working, unauthorized persons are to be kept out of the booth.
- M. Crock pots, steam tables, or other hot holding devices are not to be used for heating foods; they are to be used only for hot holding purposes at a temperature of 135°F. Reheated foods should reach 165°F for 15 seconds within 2 hours.
- N. No person who is infected with a communicable disease, such as a cold, flu, or who has open sores or infected cuts on his/her hands, shall work in any temporary food establishment.
- O. Chemicals such as liquid bleach and detergents must be stored in a separate area away from food preparation and display areas.
- P. Toilet facilities shall be located within a reasonable distance and accessible during all hours of operation.
- Q. An adequate number of refuse containers with tight-fitting lids should be available for the garbage.
- R. Provide adequate waste disposal for hand wash, utensil wash and other sewage water. It must be discharged to a sanitary sewer.
- S. Adequate ventilation must be provided for cooking.
- T. All items must be stored off of the floor / ground a minimum of 6 inches and at least high enough to avoid contamination from the ground / elements. Wooden pallets as well as plastic -milk / soda crates / containers are not approved. Cleanable tables, dunnage racks, sealed preapproved wood shelving etc. are examples of approved methods for compliance.
- U. Temporary food establishments must be located on surfaces that are not subject to wet conditions. Asphalt, concrete, plywood, or other similar cleanable materials in good repair are acceptable. If the establishment is set up on grass, sawdust, or dirt, provisions for covering the ground include the use of rubber mats, tarps, or indoor/outdoor carpeting.
- V. Water and ice must be from safe and approved potable sources.
- W. Temperature control-proper cold storage of foods.
  - 1. All potentially hazardous foods must be stored below 41°F except during necessary preparation or procedures.
  - 2. All potentially hazardous foods such as salads prepared from eggs, meat, potatoes, or pasta must be prepared using pre-chilled ingredients (chilled to at least 41°F).



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3. Foods stored in containers on ice must be stored at 41° F or below. Foods must be stored so that the ice level on the outside of the container is as high as the food is on the inside of the container. Containers must be self-draining if ice is used as a refrigerant.
4. Enough cold holding equipment must be present, properly designed, maintained, and operated so that all potentially hazardous foods can be stored at or below 41°F as required. Separate containers must be used for raw meats and ready to eat foods when ice is used as a refrigerant.

X. Temperature control, proper hot holding of potentially hazardous foods.

1. Potentially hazardous foods stored hot must be kept at 135° F or above during hot holding.
2. Enough hot holding equipment must be present, properly designed, maintained, and operated to keep hot foods at required temperatures.

Y. Temperature control, proper cooking and reheating of potentially hazardous foods.

\*NOTE- Items marked with an asterisks have lower cooking temperatures that directly correspond to increased holding times at the specified temperature see Chart 1 of COMAR 10.15.03)

Food Items	Minimum Internal Temperature	Holding Time at Specified Temperature
Shell Eggs. Fish, meat, and all other potentially hazardous food not specified in this chart	145°F	15 Seconds
*Shell eggs not prepared for immediate service, comminuted fish and meats, game animals, and injected meats	*155°F	15 Seconds
*Whole Roasts (beef, Corned beef, pork, and cured pork roasts, such as ham)	*155°F	22 seconds
Poultry; stuffed meat, pasta, or poultry, and exotic bird species; wild game animals; and stuffing containing fish, meat, or poultry	165°F	15 seconds
Raw foods of animal origin cooked in a microwave oven	165°F	Hold for 2 minutes after removing from microwave oven
Fruits and vegetables cooked for hot holding and ready-to-eat commercially processed foods	135°F	None

\*NOTE- Once the initial cook temperature has been reached the food may remain at the hot hold temperature 135°F