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## NOTICE

As of June 1, 2018 Summit County Public Health no longer accepts checks for payment of temporary food licenses. Payment must be made in the form of cash, credit card, or money order.

Please indicate the name of your event on your application.

You must provide a phone number on your application for an inspector to reach you if further information is needed.

Please note: Temporary licenses cannot be transferred nor refunded, even if the event is cancelled.

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# Summit County Public Health

1867 West Market Street ♦ Akron, Ohio 44313-6901

Phone: (330) 923-4891 ♦ Toll-free: 1 (877) 687-0002 ♦ Fax: (330) 923-6436  
www.scphoh.org

## 2025 TEMPORARY FOOD OPERATIONS REQUIREMENTS

Ohio Revised Code defines a temporary retail food establishment (RFE) or temporary food service operation (FSO) as a facility that is operated **at an event for not more than five consecutive days**. A RFE means a premises or part of a premise where food is stored, processed, prepared, manufactured, or otherwise held or handled for retail sale. A FSO means a place, location, site, or separate area where food intended to be served in individual portions is prepared or 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 any action that affects a food other than receiving or maintaining it at the temperature at which it was received.

### Applications/Licenses

Ohio Law requires that each person or government entity seeking a temporary food license apply for a license. Be sure to allow **ten business days** or more for processing. While our department will make every attempt to process late applications, if the application is received less than 3 business days prior to the start of the event, SCPH cannot assure a temporary food license will be issued and **you cannot operate without the temporary food license**.

A copy of this application is included in this packet. Please complete, sign and return pages 3-6 of this form. If your application is approved, the license will be brought to you the day of the event. The license must be displayed in a conspicuous and public manner in your operation during the event. Please note this license is only valid:

- For a single event
- In one location
- For a period of no longer than five consecutive days

A temporary license is not renewable and may not be transferred. **Not more than ten** temporary RFE and/or FSO licenses will be issued per licensing period to the same person or government entity to operate at different events within Summit County. For each event, a licensor may issue only one temporary license to the same licensee.

When a licensed RFE or FSO leaves their facility and operates at another location they **must** obtain a temporary license in the health district where the operation will be conducted. A regular or catering food service operation license cannot be substituted for a temporary license.

A temporary license is **not** a mobile license. A mobile food service is defined as "a food service operation that is operated from a movable vehicle, portable structure or watercraft, routinely changing location, and does not remain at any one location for more than **forty (40)** consecutive days."

### License Fee

The temporary license fees for the Summit County Health District are charged per event. A commercial license is **\$160.00** and a license for non-commercial food operation is **\$80.00**. "Non-commercial food operation" means a food operation as described in Chapter 3717. of the Revised Code, conducted by any of the following: an agency of the government, a church, school, non-profit youth group whose membership consists primarily of persons aged eighteen or younger, or an organization which is described in subsection 501(c)(3) and are tax exempt under subsection 501(a) of the Internal Revenue Code.

**If you have any questions, please contact the Food Safety Program at 330-926-5600.**

# Application for a License to Conduct a Temporary: (check only one)

## Instructions:

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to: **Summit County Health District**
4. Return check and signed application **to:**

**Summit County Health District  
1867 West Market Street  
Akron, OH 44313**

- Food Service Operation  
 Retail Food Establishment

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

Name of temporary food facility		
Location of event		
Address of event		
City		State ZIP
Start date	End date	Operation time(s)
Name of license holder		Phone number
Address of license holder		
City		State ZIP
List all foods being served/sold		
_____		
_____		

*I hereby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:*

Signature	Date
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### Licensors to complete below

Valid date(s)	License fee:
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.

## Supplemental Application Information:

Name of Event	
Event Coordinator Name	Event Coordinator Phone Number
Location within the Event	
Time Ready for Inspection AM / PM	
License Holder Email	
Contact Person for Day of Event (Name and Phone Number) if different from License Holder	
What foods/beverages do you intend to prepare or serve?	

### TEMPORARY FOOD OPERATION CHECKLIST

**Each operator must provide a safe and sanitary operation and declare their intent to conduct a temporary FSO/RFE.** This checklist is to be used to help you meet licensing requirements. For further clarification of requirements, see enclosed Planning for Food Safety Document.

Failure to comply with food safety laws and rules can result in suspension and/or revocation of your license and your ability to sell regulated food items at the event you are applying for.

**You must return this signed checklist with your signed application with appropriate fees before a license will be issued. Please make a copy if you need one.**

- [ ] SCPH has a **NO REFUND** policy regarding Temporary licenses and events. If your event is cancelled for any reason, a refund cannot be issued. Additionally, event dates cannot be transferred.
- [ ] **A person in charge will be present in the operation at all times that the operation is open.** This person must demonstrate knowledge of safe food preparation and handling methods.
- [ ] All non-prepackaged foods (meat, poultry, fish, cooked vegetables, dairy products, etc.) **will be prepared at the event or in an existing licensed food operation.** All food products must come from an approved source.

What is the source of the food/beverages (where are you getting the food from)?

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- [ ] All foods not in their original containers and readily identifiable must be labeled as to identity or common name.
- [ ] All food products packaged for retail sale must be properly labeled. Please see the enclosed **Planning for Food Safety Document** for additional information.
- [ ] Potentially hazardous food will be kept hot (135°F) or cold (41°F) at the event and during transportation to the event by using insulated containers or mechanical means.

Describe any hot holding and/or cold holding facilities that you are proposing to use.

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- [ ] Mechanical refrigeration will be used for overnight storage of potentially hazardous food.
- [ ] All raw foods will be stored in a manner that minimizes cross contamination of ready to eat foods.
- [ ] A metal stem-type thermometer will be used to assure proper temperatures. This thermometer is required for all operations selling potentially hazardous foods.
- [ ] All food will be protected from dirt, dust, flies, sneezing, or customers.
- [ ] Three sinks or containers will be provided for the necessary washing, rinsing, and sanitizing of utensils and cookware. These containers must be large enough to submerge the largest pot, bowl or utensil.

Describe your proposed warewashing (dishwashing) facilities.

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- [ ] Test papers and a comparison chart will be used for checking chemical sanitizer strength. Please make sure that you have the appropriate papers and comparison chart for the type of sanitizer that you are utilizing.
- [ ] Describe any equipment and utensils that you are using.

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- [ ] A method for disinfecting hands will be provided within the operation. Hand sanitizers cannot be used as a substitute for an approved method of hand washing.

Describe your proposed hand washing facilities (hand washing facilities are required).

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- [ ] Disposable gloves and hair restraints are required of all food handlers.
- [ ] Water from a safe, tested source will be used.

[ ] Sanitary toilet with hand washing facilities will be available within 300 feet of the unit.

Describe type (eg. portable, directly plumbed, etc.) and location of restrooms and accompanying handwashing facilities.

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[ ] Wastewater/graywater will be disposed into a sanitary sewer.

Where will wastewater/graywater be disposed of?

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[ ] Refuse/trash will be stored in covered, moisture resistant containers until disposal at an approved facility. The operation will be free of unnecessary items and litter.

Where will refuse/trash be disposed of?

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[ ] The presence of insects, rodents and other pests shall be controlled to minimize their presence.

[ ] Live animals will be excluded from the area under the control of the operator of the temporary operation.

[ ] Containers of poisonous or toxic materials and personal care items will be kept to a minimum and will bear a legible manufacturers label.

[ ] The above intent to operate a Temporary Food Operation checklist and a drawing of your facility is included.

**The undersigned agrees to comply with all of the provisions stated above:**

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Facility Layout Drawing:**

Please draw the proposed layout for your temporary food facility. This drawing should be a “bird’s eye view” of the layout, as though you were looking down onto the area from above. Identify and describe all equipment including cooking equipment and hot and cold holding equipment, handwashing facilities, worktables, warewashing facilities, food and single service storage, garbage containers, and customer service areas. See example (on page 11) if you have any questions.

A large, empty rectangular box with a thin black border, intended for the user to draw a bird's-eye view of their temporary food facility layout. The box is currently blank.

**This section is provided to help explain the requirements of operating a temporary food service location.  
Please review this section carefully and retain it for your reference.**

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### **Planning for Food Safety:**

**If applicable, have methods for adequate refrigeration of foods.**

This can be done with a refrigerator, or closed cooling chest containing ice or dry ice. If ice is used, keep foods above or out of melted ice water.

**Food must be kept below 41°F to prevent unnecessary bacteria growth.**

Mechanical refrigeration must be used for overnight storage of potentially hazardous food.

**If applicable, have methods for adequate heating of foods.**

This can be done with grill, barbecue, deep fryer or conventional heating method.

Foods prepared may be kept in a covered electric rotisserie but keep the product stirred so that the temperature of all the food stays constant and keep the temperature setting as high as possible (at least 135°F).

A metal stem-type thermometer is required to assure the attainment and maintenance of proper temperature.

**Avoid offering higher risk food items for sale to the public.**

This would include:

- cream-filled pastries (homemade)
- cream-filled pies (homemade)
- any readily perishable dairy products in crock pots
- shredded chicken or meat products in crock pots
- home-canned foods are not to be displayed, sold or distributed in any manner
- salad-type sandwich spreads such as ham or chicken salad
- creamed macaroni or potato salad dishes
- raw, raw marinated, or partially cooked beef, poultry, pork, fish, mollusks or shellfish
- unpasteurized juices

**Use foods from approved sources.**

Generally, foods purchased from your local grocery stores are from an approved source.

**Food packaged in a temporary food service operation or temporary retail food establishment and offered for self-service must be labeled.**

Label information shall include:

- the common name of the food, or absent a common name, an adequately descriptive identity



statement;

- if made from two or more ingredients, a list of ingredients in descending order of predominance by weight, including a declaration of artificial color;
- flavor and chemical preservatives, if contained in the food;
- an accurate declaration of the quantity of contents;
- the name and place of business of the manufacturer, packer, or distributor;
- the name of the food source for each major food allergen contained in the food unless the food source is already part of the common or usual name of the respective ingredient

**All food offered for sale must be protected from contamination, other foods, toxic or poisonous materials, dirt, dust, flies, sneezing, coughing or handling by customers, etc.**

This can be accomplished by keeping all displayed foods covered with wax paper, cellophane, clear plastic lids, etc. A food shield consisting of an intercepting pane of clear plastic or glass situated between the customers and the food to be protected is also acceptable.

Do not set up your stand so the cooking surface (grill, etc.) is to the front since this can result in customers leaning over prepared foods with the potential of contamination of food with dirt, sneezes, etc.

**All raw fruits and vegetables must be thoroughly washed in water or an approved vegetable wash before being served, cut or combined with other ingredients.**

**All raw animal food products must be cooked to heat all parts of the food to the following temperatures:**

- ONE HUNDRED FORTY-FIVE (145) DEGREES FAHRENHEIT or above for fifteen seconds for raw eggs broken and prepared in response to an order for immediate service, fish, and intact meat.
- ONE HUNDRED FIFTY-FIVE (155) DEGREES FAHRENHEIT or above for seventeen seconds for ratites, nonintact or comminuted meats, and raw eggs not broken and prepared in response to an order for immediate service.
- ONE HUNDRED SIXTY-FIVE DEGREES (165) FAHRENHEIT or above for less than one second (instantaneous) for poultry, baluts, stuffed fish, stuffed meat, stuffed pasta, stuffed poultry, stuffed ratites, or stuffing containing fish, meat, poultry, or ratites.

**All food products must be stored a minimum of six inches off the ground or floor.**

**Only persons in good health should prepare or serve food.**

**Under no circumstances should persons with colds, sore throats, skin infections, upset stomachs, diarrhea, cuts or boils, prepare or serve foods.**

**Persons handling food should wear clean clothes and wash hands frequently.**

**No smoking or use of tobacco is permitted while preparing or serving foods.**

**Hand washing facilities for persons handling food is important to reduce the possibility for food contamination and consist of one of the following:**

- Warm, running water under pressure with soap and single-use disposable paper towels and posted with sign instructing employees to wash hands;
- Coffee urn (or something similar) containing warm water with soap and single-use disposable paper towels. This is required of all operators preparing food;

- Disposable towelettes that contain an approved sanitizer (Benzethonium chloride, dimethyl benzyl ammonium chloride, chlorine, citric acid, etc.) may be used in certain, approved situations where NO exposed food will be handled. Air dry your hands after using these products, do not dry them with a paper towel. Always use all products per manufacturer's recommendations;
- Hand sanitizers cannot be used as a substitute for one of the above methods of hand washing;
- See example handwashing station below, on page 12.

**Multiple use equipment and utensils must be smooth, easily cleanable and free of pits, chips, dents, etc.**

**Single service or single use articles may not be reused.**

**All multi-use utensils and food contact surfaces must be cleaned and sanitized as often as needed to minimize the potential for cross-contamination.**

**Disposable gloves and hair restraints are required of all food handlers. In addition, handle food with tongs or single-service paper and serve to customer on single service, disposable tableware.**

**Ensure that all ketchup, mustard, sugar and similar condiments are dispensed from pump-type containers, squeeze-type containers or individual serving packets.**

**Pour-type products should not be dispensed from uncovered containers with spoons, knives or forks used for application.**

**Use (dry) non-dairy products instead of milk or cream for coffee creamer.**

**Avoid use of insecticides or other hazardous chemicals.**

**If you have reusable utensils (pots, pans, spatulas, etc.) they should be properly washed before reusing. This requires three sinks or containers (5 gallon buckets are commonly used).**

1. Wash with detergent.
2. Rinse with clear, clean water.
3. Sanitize with an approved sanitizer (i.e. Chlorine at 25-100ppm, Quaternary ammonia at 200 ppm or Iodine at 12.5-25ppm).

**Test papers are required for checking concentration of chemical sanitizer.**

**Wiping cloths must be rinsed frequently in a sanitizing solution and stored in the sanitizing solution between uses.**

**Use only water and ice from a safe, approved source.**

**Dispose of all wastewater into a sanitary sewer.**

**Have sanitary toilet and hand washing facilities within 300 feet of operation, during all hours of operation.**

**Store refuse in covered, moisture resistant containers until it can be properly disposed.**

## Food Security:

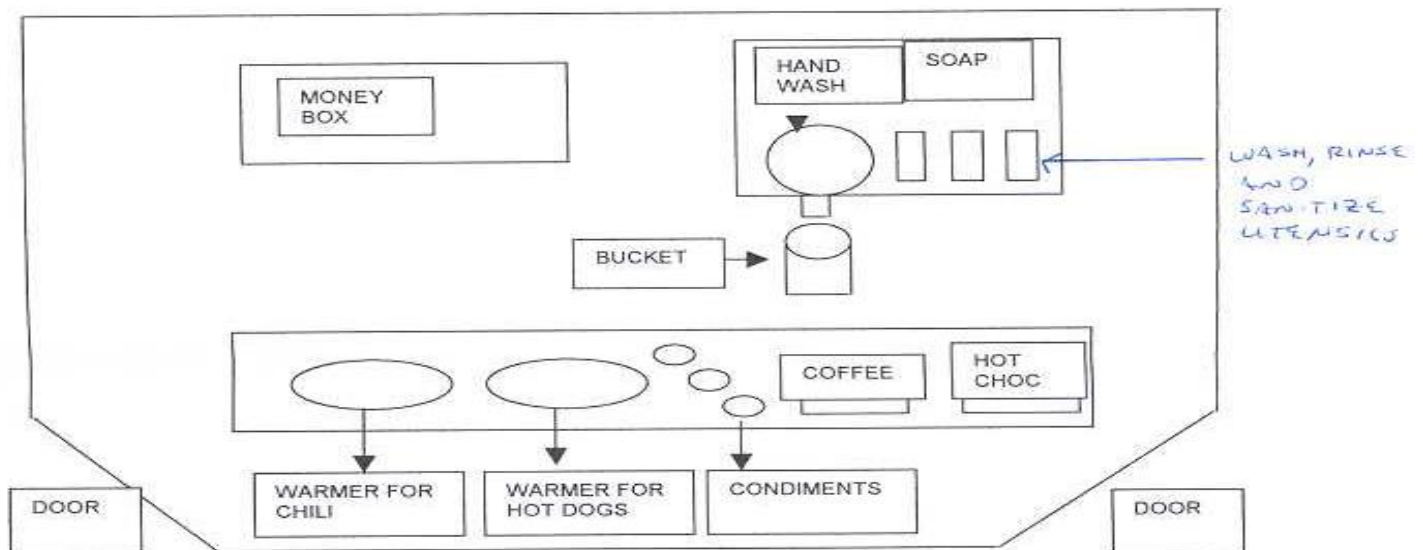
Food security is a vital element of planning for outdoor events. Unless personnel apply proper security practices to all areas of the outdoor food operation, food may become a target for contamination and intentional tampering and present a danger to public health.

The key to protecting food is to make it as difficult as possible for even a single tampering to occur. An effective food security program should consider all points where food is vulnerable to intentional contamination. It is important to remember that human intervention is required before contamination can take place.

Therefore, precautionary measures should focus on eliminating any opportunities for contamination or product tampering throughout the entire outdoor food operation, from receiving to serving food to the customers.

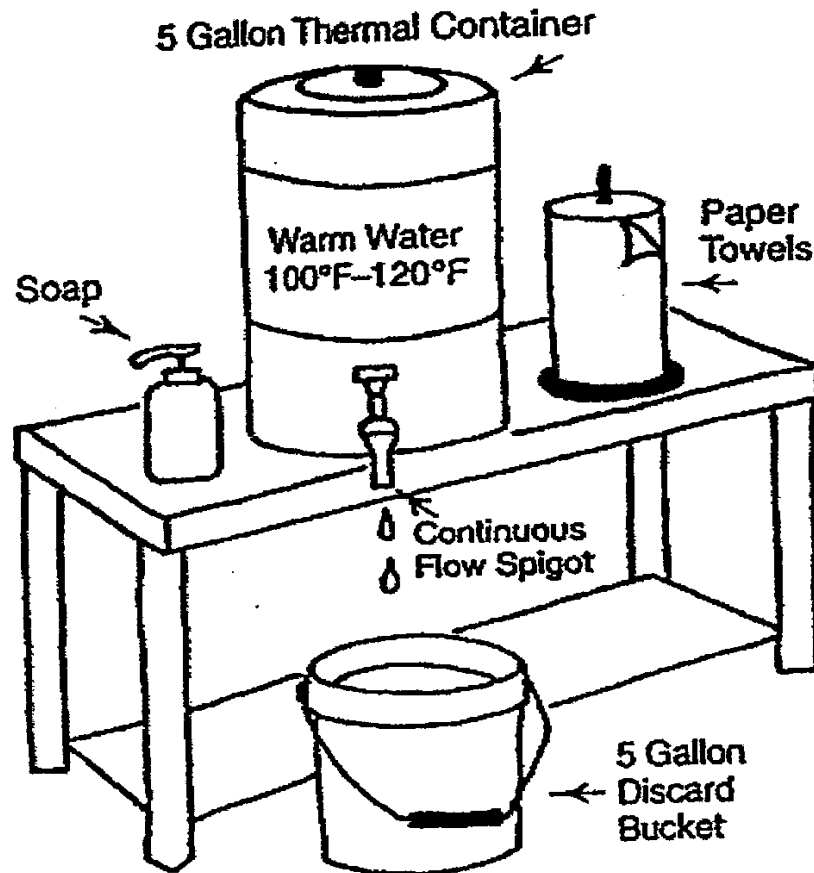
### Example of Facility Layout Drawing

A drawing of the facility layout and equipment list is required for all temporary food service operations and temporary retail food establishments.



(You may keep this form.)

## Example of a Handwashing Station



Be sure all workers frequently wash their hands thoroughly with soap, water and paper towels.

Wash hands each time employees change duties: After cleaning up, handling garbage, touching face, nose and other body parts, between breaks, after handling money, and after using a restroom.

(You may keep this form.)



## Summit County Public Health

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[www.scphoh.org](http://www.scphoh.org)

### Credit Card Payment Instructions

Summit County Public Health accepts major credit cards for payment of the temporary food license fee. A credit card service fee of \$3.00 for purchases of \$100 or less (or 2.5% for purchases of \$100.01 or more) will be added to the license fee by Official Payments Corporation.

If you choose to use a credit card for your temporary food permit you may pay during the front desk hours of operation which are Monday through Friday from 8:00 am to 4:00 pm:

- 1) In person at the Fairway Center Building C front desk counter located at 1867 W Market St., Akron.
- 2) By e-mail and phone. The completed application must be scanned and e-mailed to [ehpayments@schd.org](mailto:ehpayments@schd.org) then call 330-926-5600 to provide the credit card payment information to a member of our staff.
- 3) By fax and phone. The completed application must be faxed to 330-923-6436 then call 330-926-5600 to provide the credit card payment information to a member of our staff.

By giving your verbal authorization, you hereby confirm your acceptance of the service fee charged by Official Payments and agree to pay the "Total Payment" amount indicated, subject to and in accordance with the agreement governing the use of your credit card.

Please call 330-926-5600 if you have any questions.