



**DuPage County  
Health  
Department**

Environmental Health Services  
www.dupagehealth.org/safefood

# Temporary Food Service Permit Application

Application and permit fee shall be submitted ten days in advance of the event. Applications will be processed in the order that they are received. Sanitarian must approve menu and booth layout before a permit can be issued.

## Event Information

Event Name \_\_\_\_\_

Location \_\_\_\_\_

Set-Up Date & Time \_\_\_\_\_

Dates: Starting \_\_\_/\_\_\_/\_\_\_ Time \_\_\_\_\_ Ending \_\_\_/\_\_\_/\_\_\_

## Vendor Information

Organization/Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Phone ( ) - \_\_\_\_\_

Fax ( ) - \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

## Menu Information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Supplier Information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MENU ITEMS ARE SUBJECT TO APPROVAL AND MAY BE RESTRICTED.**

Applicant's Signature \_\_\_\_\_

Sanitarian's Signature \_\_\_\_\_

## **Public Health Centers**

**NORTH**

1111 W. Lake Street  
Addison, IL 60101  
phone 630.620.3325  
fax 630.543.9276

**SOUTHEAST**

422 N. Cass Avenue  
Westmont, IL 60559  
phone 630.969.7030  
fax 630.969.6477

**EAST**

1111 E. Jackson Street  
Lombard, IL 60148  
phone 630.620.3350  
fax 630.620.8660

**WEST**

111 N. County Farm Road  
Wheaton, IL 60187  
phone 630.682.7560  
fax 630.462.7945

**TDD 630.932.1447**

**For additional food safety information, visit [www.dupagehealth.org/safefood](http://www.dupagehealth.org/safefood).**

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Office Use Only:  
  
Sanitarian's Name  
\_\_\_\_\_  
\_\_\_\_\_  
  
Risk Type \_\_\_\_\_  
  
Fee Type \_\_\_\_\_  
  
Fee Amount \_\_\_\_\_

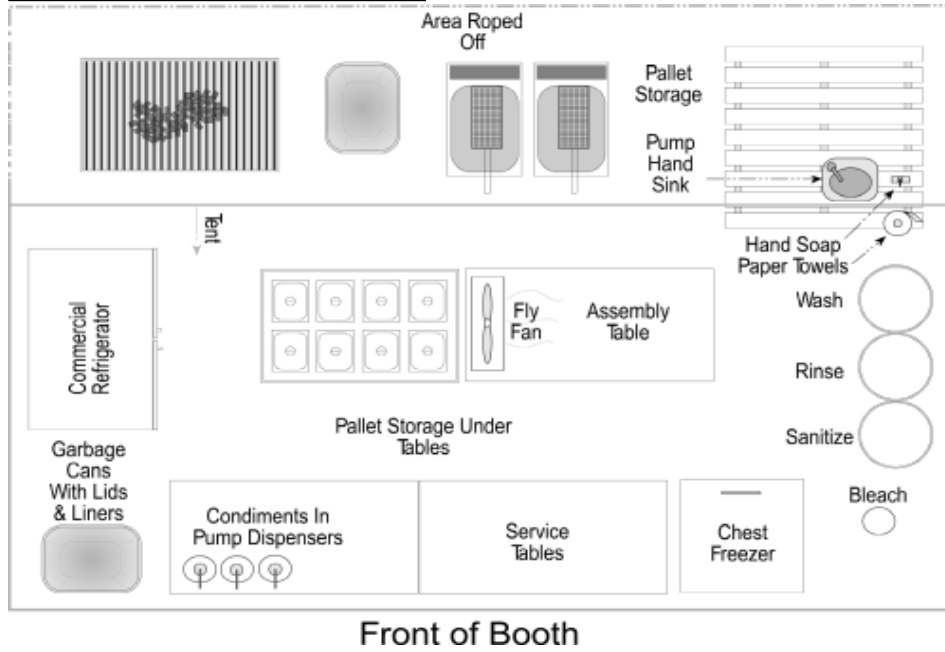


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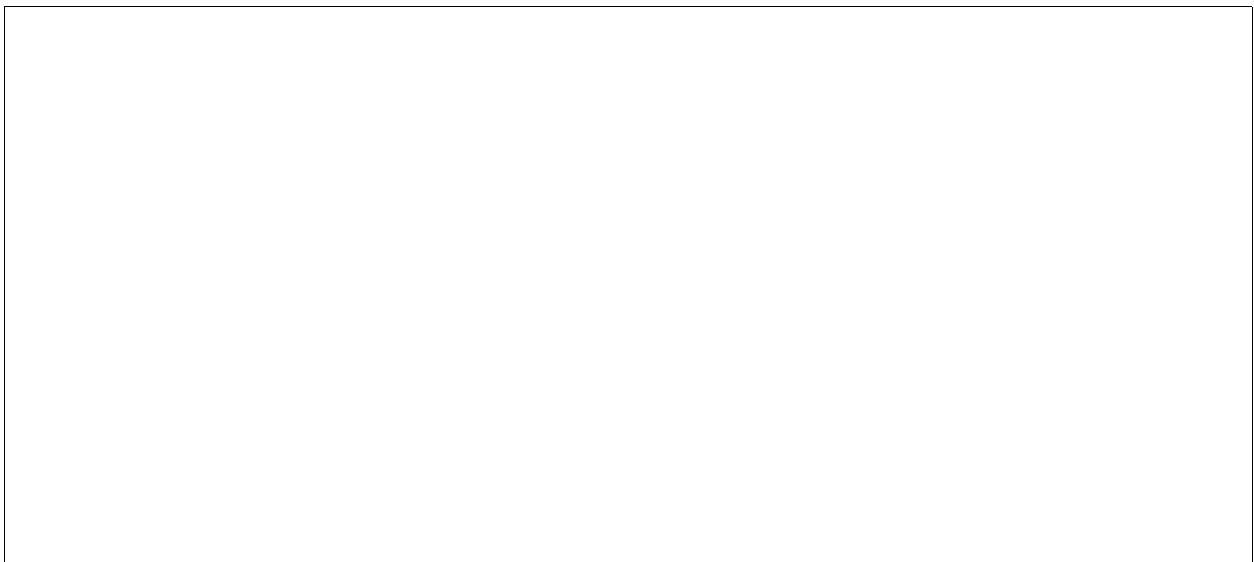
**TEMPORARY FOOD SERVICE  
BOOTH LAYOUT**

Environmental Health Services  
[www.dupagehealth.org/safefood](http://www.dupagehealth.org/safefood)

**EXAMPLE BOOTH LAYOUT**



**VENDOR BOOTH LAYOUT**



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**TEMPORARY FOOD SERVICE  
MENU AND PROCEDURE  
REVIEW**

**MENU INFORMATION**

**PREPARATION/TRANSPORTATION**

<b>Examples:</b>	
Popcorn	On site
Cooked Rice	Made at restaurant, transported in insulated container & hot held at steam table
BBQ Ribs	On site - Purchased frozen, thawed in refrigerated truck, thawed overnight, grilled with sauce, hot held in steam table

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**FEE INFORMATION & RISK CATEGORIES  
FOR TEMPORARY FOOD SERVICE PERMITS**

Fees and requirements for Temporary Food Service Permits are based on the type of menu items and amount of food preparation being done on site. We reserve the right to limit menu item to assure food safety. The following chart defines the fees and risk categories.

<b>FEE</b>	<b>RISK CATEGORY</b>	<b>DEFINITION</b>
\$ 40.00	1	Foods with minimal to no handling during preparation and service
\$75.00	2	Potentially hazardous foods that require limited handling and assembly on-site prior to cooking or serving <b>OR</b> non-potentially hazardous foods that require extensive on-site preparation.
\$150.00	3	Potentially hazardous foods that require extensive preparation or assembly on-site prior to cooking or serving.
Fee Exempt	Fee exempt organizations must still obtain a permit and are subject to all permit requirements.	<b>A temporary event operator that has Illinois not-for-profit status that uses the event as a fundraising activity.</b>

Determination of fee and risk type are made by the Area Sanitarian, an application including menu items must be submitted at least 10 days in advance of the event. If you have questions, or to obtain an application for a Temporary Food Service Permit, please contact the Area Sanitarian at one of the Public Health Centers Listed below.

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**Temporary Food Vendor  
Checklist**

Environmental Health Services  
www.dupagehealth.org/safefood

**Did you remember?**

- To complete your application and submit fee to the DuPage County Health Department 10 days prior to the event.
- To determine your electrical needs. Verify with event organizer that your booth will have the necessary power available.
- Transportation equipment for hot and cold foods.
- Mechanical hot holding equipment (i.e. no sterno, heat lamps, or crockpots).
- Mechanical cold holding commercial refrigeration or freezers (i.e. no household refrigerators).
- Probe and equipment thermometers for checking food and equipment temperatures.
- Flooring and overhead cover, if not provided by the organizer.
- Dunnage racks or pallets to store all food and paper goods off the ground.
- Dispensers for condiments (i.e. pre-packaged, squeeze bottles, hinged lid containers).
- Additional clean wrapped cooking utensils.
- Hand washing facilities with paper towels and liquid hand soap (i.e. a camp sink or a container with a tap and a bucket to catch the wastewater).
- Clean clothes and hair covering (i.e. cap, visor, or bandana).
- Containers that are large enough to wash, rinse and sanitize soiled utensils and equipment.
- Cleaning supplies (i.e. dish soap, sanitizer, sanitizer test strips, brooms, trash bags and garbage cans with lids).
- Wiping cloths and extra buckets, fans, containers for used cooking oil and charcoal, extension cords fire extinguishers and first aid kits.

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