



TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION

All Food Establishments must comply with 410 IAC 7-24 and Allen County Code, Title 10, Article 2 at all times or be subject to the penalties therein.

THIS APPLICATION AND THE APPROPRIATE FEE MUST BE SUBMITTED TO THIS DEPARTMENT AT LEAST 24 HOURS OR ONE BUSINESS DAY PRIOR TO THE INTENDED DATE OF OPERATION. APPLICATIONS SUBMITTED LESS THAN 24 HOURS PRIOR TO THE EVENT ARE SUBJECT TO A PENALTY AS DEFINED IN ALLEN COUNTY CODE (Title 10, Article 2, Section 4-16).

EACH QUESTION MUST BE ANSWERED (on both sides of this sheet) IN ORDER FOR THIS APPLICATION TO BE PROCESSED.

APPLICANT INFORMATION:

Date of Application: _____ Name of Applicant: _____

Establishment or Organization: _____ Owner: _____

Establishment/Organization Address: _____
(Street) (City) (State) (Zip)

Establishment Telephone: _____ Email: _____ Contact Person: _____

EVENT INFORMATION:

Name of Event _____ Date(s) of Event: _____

Organizer of Event: _____ Phone/Email: _____

EXACT Location of Event: _____

Total # of Days of Operation: ____ Time Food preparation will begin: ____ Time Food will be served: ____
(This is the time your inspection will take place) ↑ Hours of Operation: ____

FACILITY INFORMATION:

Type of Structure: Trailer Tent Booth Inside Building Other: _____

Type of Water Service: Tank Hose from Approved Source Other: _____

Do you have a Backflow Prevention Device? Yes No Not applicable

Type of Power Source: Will plug into direct source Generator LPG Other: _____

Type of Handwashing: Sink Thermos w/spigot Urn Other: _____

Type of Dishwashing: 3-Comp. Sink Tubs/Buckets Other: _____

Name of the Person-In-Charge at the event (for your establishment): _____

Name of Certified Food Handler: _____ Position: _____ Cert. Expiration: _____

(Unless exempt from 410 IAC 7-22, you must attach a copy of the Certified Food Handler certificate to this application.)

FOOD PRODUCT INFORMATION:

Please list ALL FOODS AND BEVERAGES to be prepared, sold, or served: _____

Please list ALL MENU ITEMS that will be prepared and stored at another location and brought to the event: _____

List the location at which the above-listed foods will be prepared and stored: _____

FEES:

1-2 days	\$ 45.00	9-10 days	\$225.00
3-4 days	\$ 90.00	11-12 days	\$270.00
5-6 days	\$135.00	13-14 days	\$315.00
7-8 days	\$180.00	(days must be consecutive)	

NOTE: Payments made by check that result in non-sufficient funds will result in the requirement for immediate payment to the Allen County Department of Health (plus an additional NSF check fee) via cash, money order or certified check within 5 business days. If payment is not received within 5 business days of notification, no future permits will be issued until fees are paid in full.

THIS IS A NON-REFUNDABLE FEE

Make all checks or money orders payable to the Allen County Department of Health.

By signing below I agree to ALL terms and conditions listed on this permit application

After you have read and understand the list of "Temporary Guidelines", sign here: _____

Permit will not be issued if not properly signed!

Signature of Applicant(s) or Corporate Officer: _____

Printed Name of Applicant(s): _____

Signature of Inspector: _____ Date: _____

Date Event Organizer Contacted by Staff: _____ Staff Initials: _____

Notes: _____

Establishment #: _____

Receipt #: _____

Clerk: _____

Date Entered: _____

INSPECTION POLICY

Due to repeated problems with vendors being late for inspections, the following policy has been adopted into the Ordinance for inspections of Temporary Food Establishments:

- On the permit application form there is a space entitled “Time food preparation will begin” — this is the time the inspection will take place. Be sure to fill in the appropriate time that you will be on-site, set-up (with everything there including handwashing, dishwashing, etc.) and ready for inspection prior to food preparation.
- **IF YOU HAVE NOT BEEN INSPECTED, YOU MAY NOT OPEN. A RE-INSPECTION WILL ONLY OCCUR UPON THE FILING OF A NEW REQUEST FOR A TEMPORARY FOOD ESTABLISHMENT PERMIT DURING NORMAL BUSINESS HOURS (Mon- Fri, 8:00 a.m.- 4:30 p.m.).**
- If you open without a valid permit, you are subject to the penalties of Title 10, Article 2 (Allen County Food and Beverage Ordinance).

IN ADDITION, the following will apply, in accordance with the Allen County Food and Beverage Ordinance:

10-2-4-16 A. Should any permittee fail to obtain a Temporary Food Service Establishment or Temporary Food Market Establishment permit **twenty-four (24) business hours prior** to the scheduled date of operation, a penalty of **fifty dollars (\$50.00)** shall be assessed to the total fee amount of the permit for the first violation. Each additional such violation by the same permittee will carry a penalty that is escalated by an additional **\$25 each time**.

B. Should any permittee of a Temporary Food Service Establishment or Temporary Food Market Establishment fail to arrive at their designated location of operation **within one hour (1 hour)** of their designated time of operation, a penalty of **twenty-five dollars (\$25.00)** shall be assessed to the permittee payable within seven (7) days of the date of proposed operation. No future permits will be granted to the permittee until all outstanding penalty fees are paid in full.

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COLLECTIONS NOTICE:

Any and all charges for services and permits are your sole responsibility and are to be paid in full upon application. In the event any legal proceeding must be instituted to recover the amount due, the Allen County Department of Health shall be entitled to recover the cost of the collections, including reasonable attorney fees.

I have read the above guidelines and agree to comply with them.

Signature of Applicant

Date