

Temporary Food Service Establishment Permit Requirements

1. Completed “Application for a Permit to Operate Food Service Establishment” *
2. \$50.00 permit fee payable by cash or check (no fee for nonprofit organizations)
3. Workers Compensation *and* Disability Benefits Insurance certificates for business/organization
OR
CE-200 Exemption Form (www.businessexpress.ny.gov)
4. Temporary Food Service Safety Class certification for all employees/volunteers who are preparing, handling or serving food. The Broome County Health Department offers a free online course on our website. *

NOTE: Failure to submit **ALL** of the above documentation will result in denial of permit request. No food service may occur without a food permit. Serving food without a food permit is a violation of the New York State Sanitary Code and will result in enforcement action which may include closure and/or fines.

NOTE: Workers Compensation *and* Disability Benefits Insurance coverage, or exemption from this requirement with the CE-200 Exemption Form, is a requirement of the New York State Workers Compensation Board, **NOT** the Broome County Health Department. Please refer all questions, concerns or complaints to the NYS Workers Compensation Board by calling _____ or visiting www.wcb.ny.gov.

Items required at the event

- Temporary Food Permit from the Broome County Health Department displayed where it is visible to customers
- Hand washing station:
 - Container of water with a spout that releases water continuously (i.e. flip lever)
 - Container to collect waste water (water cannot be allowed to pour onto ground)
 - Hand soap (hand sanitizer is not an acceptable substitute for hand washing)
 - Disposable towels and trash receptacle
- Equipment and utensils are to be washed, rinsed and sanitized at regular intervals throughout the day or when contamination may have occurred. An acceptable dish washing station for a temporary event includes:
 - Three basins or buckets where in items are washed with a detergent in the first container, submerged in water in the second container, immersed in a sanitizing solution for 1 minute in the third container, and finally left to air dry.

Note: Chlorine, quaternary ammonium or other sanitizers must be EPA approved for such use.
Sanitizer test strips must be available to measure chemical concentration.

- Probe thermometer for measuring food temperatures
 - Accurate to $\pm 2^{\circ}\text{F}$ with range of 0-220 $^{\circ}\text{F}$
 - Dial or digital display acceptable
- Gloves and hair restraints available and used (hair net, baseball cap, visor, etc.).
- Water supply from an acceptable source that meets the requirements of Part 5 of the State Sanitary Code (private wells without approved disinfection are not permitted).
- Other applicable items/procedures as outlined in Subpart 14-2 of the State Sanitary Code, Temporary Food Service Establishments. *