Montgomery County Department of Health and Human Services
Licensure and Regulatory Services
255 Rockville Pike, 1st Floor, Suite 100, Rockville, Maryland 20850
Phone: 240-777-3986 Fax: 240-777-3088
www.montgomerycountymd.gov/licensure

TEMPORARY FOOD SERVICE LICENSE APPLICATION

Type of License: For Profit ☐ Non-Profit ☐ TODAY'S DATE:_____

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

Location of Event: _____
(include Street Number/if appropriate, Street name, City, State, and Zip Code)

Telephone Number:_____ Hours of Operation: _____

Corporation/Organization:_____ Telephone No.: _____

Contact Person:_____ Email (Applicant) _____

Fax No. (with area code): _____ Federal Tax Identification No.:_____

Name of Event Coordinator: _____ Telephone No.: _____

On-Site Preparation: ☐ Outside Tent: ☐ Indoor Booth: ☐ Mobile Truck/Trailer - Tag No. & State _____

Off-Site Preparation (Facility Name and Address): _____

Water Supply: _____ Waste Water Disposal: _____
(If well water is used, allow 30 days for water supply testing by DPS – Well & Septic Office. Call 240-777-6300)

I hereby certify that the above information is accurate and complete:

Signature of Applicant: _____

Printed Name and Title of Above Signatory: _____

Payment Method: ☐ Check ☐ Money Order ☐ Visa ☐ Mastercard
Make checks or money orders payable to "**Montgomery County, Maryland**". Cash is not accepted. Credit card payments may be faxed to 240-777-4531 (confidential fax line).

Fee: $_____ Credit Card No: _____3 Digit Security Code:_____ Exp. Date: _____

Credit Cardholder's Name: _____ Amount Charged: $_____

I agree to pay the indicated total amount according to card issuer agreement:

Cardholder's Signature: _____

NOTE: LICENSES ARE NOT TRANSFERABLE FROM LOCATION TO LOCATION OR PERSON TO PERSON.

OFFICE USE ONLY

Receipt No: _____ Date Issued: _____

Amount Paid: $_____ Date Expires: _____

Check/Money Order No:_____ Staff Initials: _____

FEE SCHEDULE

(All licenses are issued for a maximum of 14 consecutive days at the same event and location)

Type of License	Fee
For Profit Organizations:	
• Potentially hazardous or open food (including samples). Each license at an event: …….……..	$70.00
• Commercially prepackaged non-potentially hazardous food: ……..…….	$40.00
• Commercially prepackaged non-potentially hazardous food. Additional license at the same event:	$35.00
Non-Profit Charitable Organizations (Submit a copy of the organization's 501-C(3) letter):	
• Potentially hazardous or open food (Including products to be sampled): ……..……..……..……..	$30.00
• Non potentially hazardous food: ……..	$15.00

Late Fee - For **all** applications received less than 2 business days prior to an event:
(Applications will not be processed until all fees have been received) …… $30.00

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Licensure and Regulatory Services
255 Rockville Pike, 1st Floor, Suite 100
Rockville, Maryland 20850-2368
240-777-3986 Fax 240-777-3088

TEMPORARY FOOD FACILITIES GENERAL SANITATION REQUIREMENTS

1. ***Food for a temporary event may not be prepared or stored at home.***

2. Keep cold food at 41ºF or below and frozen food at 0ºF or below.

3. Cook food to the proper **minimum** temperature:
   a. vegetables and commercially processed foods 135°F;
   b. seafood, meat not otherwise specified, and shell eggs for immediate service 145ºF;
   c. ground pork or ground and ground beef, and eggs not for immediate service 155ºF; and,
   d. stuffed meats and poultry 165ºF.

4. Maintain hot food at 135ºF or above. Pre-heat hot holding units before use.

5. No bare hand contact with ready-to-eat food. Wear plastic gloves or use clean, sanitized utensils, foil, or wax paper. Wash hands before putting on the gloves and change gloves between tasks, when torn or soiled.

6. Store raw products below meats, poultry and seafood where they can not drip onto on or contaminate ready -to -eat foods. to prevent contamination of ready-to-eat foods. Store all food, equipment, and supplies off the ground and protect them from contamination. Protect all food on display (including exposed condiments) with sneeze guards, equipment lids, foil, or plastic wrap.

7. Provide and use a metal stem thermometer with minimum 2°F increments to monitor food temperatures.

8. All water and ice must come from an approved source. Provide scoops or utensils with handles to dispense ice.

9. Provide and use a hand washing station with tempered running water (minimum 100°F). Water must be dispensed through a faucet, valve, or spigot that does not require the use of hands to hold in the open position. Provide soap, paper towels and a catch bucket to collect waste water at all times. **No food preparation may begin without an operational and properly supplied hand washing station**.

10. Provide and use three containers of adequate size to first wash, second, rinse and third sanitize all food contact equipment and utensils. Unscented household bleach is an approved sanitizer. Use one tablespoon of bleach for each gallon of water to obtain 50 ppm (parts per million) chlorine. Allow the utensil to air dry before use. Provide and use appropriate test papers to check the sanitizer concentration.

11. Dispose of all waste water into the sanitary sewer system.

12. All storage, food handling, preparation, cooking, and serving of food must be conducted under an approved overhead cover, tent, canopy, or tarp.

13. No person who is ill or has an open wound is allowed to work with the food operation. All staff must wear clean clothing and hair restraints as needed. Staff involved with handling money must wash hands prior to preparing food.

14. Provide and use covered trash containers.

15. Prepared food items may **NOT** include ingredients which contain 0.5 or more grams of artificial trans fat per serving (listed as partially hydrogenated oil, partially hydrogenated shortening or partially hydrogenated margarine). Exception: Commercially processed foods served in their original, unopened container

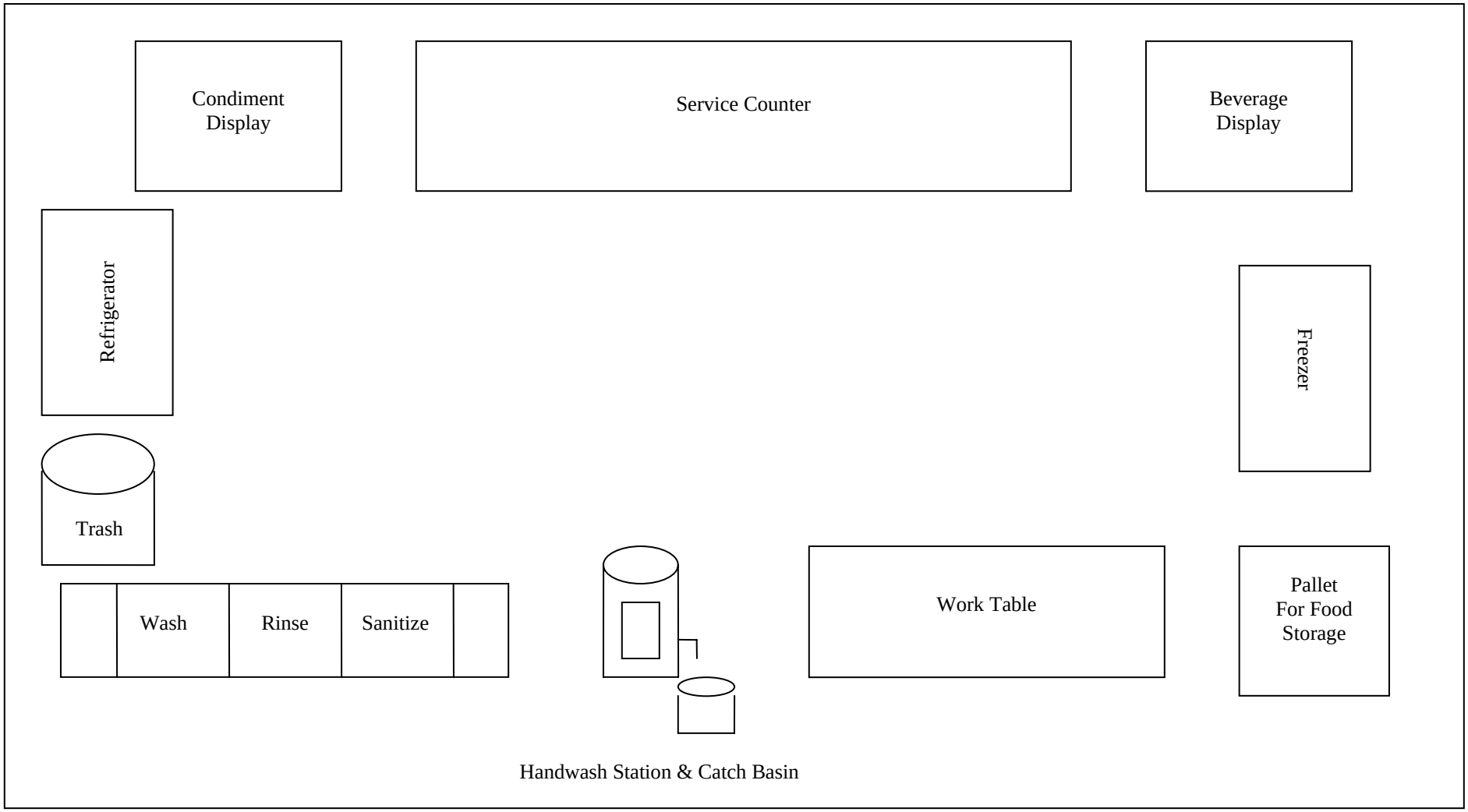
MENU PAGE

Please list all potentially hazardous food items that you are planning to serve. Include how you plan to keep hot food at 135° F. or above and cold food at 41°F. or below. If a section is not applicable, then place a "N/A" in the box. You MUST notify the Montgomery County Department of Health and Human Services, Licensure & Regulatory Services of any menu changes at least 48 hours prior to the event. Potentially hazardous food items not listed may result in a delay of permit issuance or in the denial of the permit. Please use one row for each food item, adding additional sheets if necessary.

Potentially Hazardous Menu Item	Thawing How? Where?	Wash & Cut How? Where?	Assemble How? Where?	Cooking How? Where? To What Temp?	Cold or Hot Holding How? Where?	Reheating How? Where?

All applicants must attach a drawing of how the tent, booth, or mobile truck will be set up for the event. Please include the location of all food equipment, hand washing stations, utensil washing stations, and trash receptacles.

Example Diagram of a Temporary Food Booth
Open Flame Cooking Equipment Should be Placed Outside of the Tent or Building
(not to scale)



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