



## Temporary Food License Packet

### Packet Contents:

1. Obtaining a Temporary Food Operation License
2. Fees
3. Requirements
4. Temporary Layout Example
5. Application

Ottawa County Health Department  
Phone: 419-734-6800 Fax: 419-734-6888  
1856 E. Perry St. Port Clinton OH 43452

## Obtaining a Temporary Food Operation License

1. A temporary food operation must be obtained for any event where foods are being prepared or served for a charge or required donation.

A temporary event is an event that operates over a period of 5 days or less. A separate license must be obtained for each 5-day period. 5-day periods cannot be consecutive.

Only 10 temporary licenses are permitted to be taken out by one person or group per year.

2. To obtain a temporary food operation license, the attached application must be completed and submitted with the fee listed below to the Ottawa County Health Department at least ten (10) days prior to the planned event.

2022 Temporary Food Operation Fee
\$42.88/day

3. The application outlines information that is necessary for obtaining the license. Below are items necessary for completing the application.
  - A diagram of the layout of the temporary location
  - A listing of all foods to be served
  - Equipment used to keep foods hot and cold
  - Water source and how hot water will be obtained
  - Setups used for dishwashing and hand washing

### Requirements

1. Approved sources

All foods must be obtained from approved sources. Home canned foods cannot be used as ingredients or sold at the temporary location.

- Food Suppliers (Sysco, GFS, etc.)
- Grocery Stores, Meat Shops.

2. Preparation

Foods CANNOT be prepared in the home and transported to the site. All foods must be prepared at the licensed temporary location or in a licensed food operation.

3. Hot Holding

Hot foods must be held at or above **135° F** at all times. Hot holding equipment may include:

- Grills
- Crockpot's
- Roasters

#### 4. Cold Holding

Cold foods must be held at or below 41°F at all times. Cold holding equipment may include:

- Refrigerators
- Ice Chests/Coolers

#### 5. Dishwashing

Proper dishwashing of utensils must occur through the use of a three compartment sink system. This may be accomplished in several ways:

- An actual three compartment sink
- Using a three bucket or dish pan setup

Proper washing and set up:



1. Wash  
(Dish Soap)

2. Rinse  
(Clear water)

3. Sanitize  
(Bleach/Quaternary Tablets)

4. Air Dry

#### 6. Sanitizer

A proper test kit must be provided to test the level of sanitizer used in the three-compartment sink.

- Bleach = Chlorine test kit
- Quaternary tablets = Quaternary test kit

#### 7. Thermometer

A probe thermometer must be provided for checking cooking, hot holding, cold holding and storage temperatures. Any thermometer used must be in a range of 0°- 220°F.

#### 8. Handwashing

Handwashing facilities must be provided to ensure all persons working at the temporary location have the ability to wash their hands frequently. Acceptable hand washing facilities include:

- Hand washing sink with hot and cold water
- Coffee Urn for hot water with catch bucket

- All facilities must be supplied with soap and disposable towels.

## 9. Barriers

Barriers must be provided when handling ready-to-eat foods (foods that can be consumer without any preparation needed.) The following are acceptable barriers:

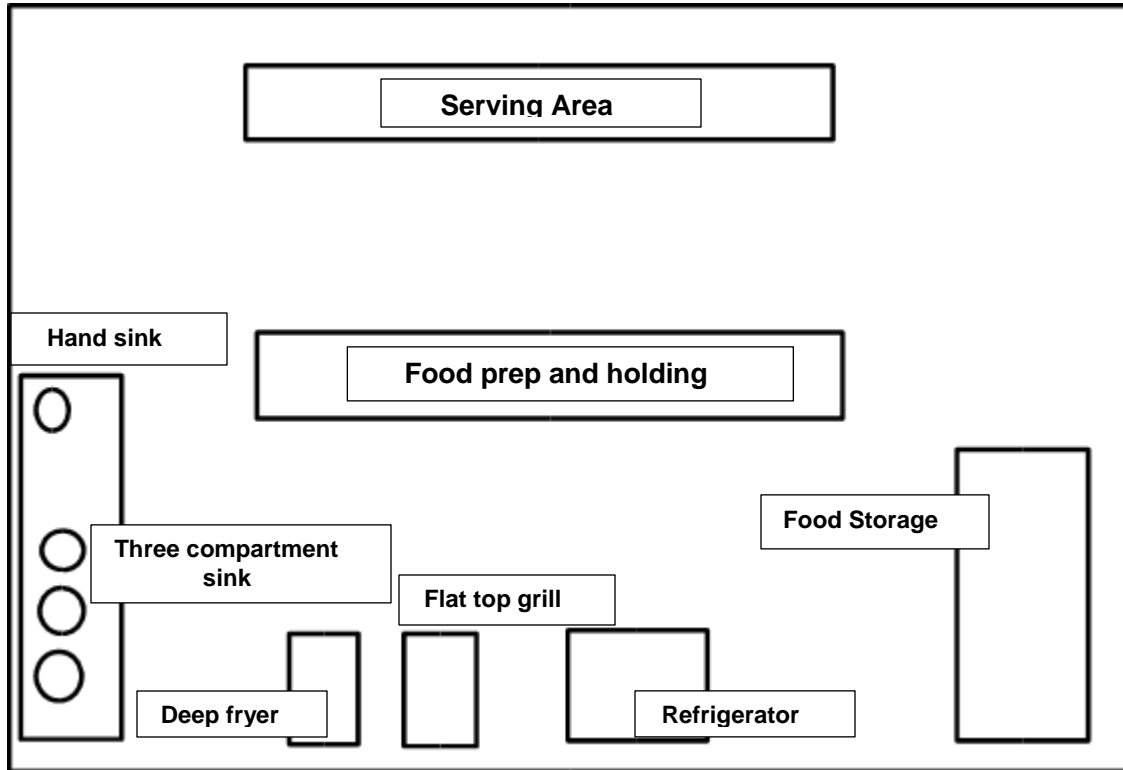
- Gloves
- Tongs
- Food Tissue

## 10. Storage and Flooring

Ensure all food storage is up and off the ground a minimum of 6" and all foods are kept covered. If the temporary location is in an unpaved area with exposed soil/grass, flooring of smooth, cleanable surface must be laid under all food preparation, serving and storage areas.

- Use tables to elevate food and food equipment
- Use foil, plastic wrap and container tops for coverings for food
- Wood planks, tarp or felt paper or similar smooth materials for flooring

# Temporary Food Layout



If you have any question please call our office



Ottawa County Health Department  
Phone: 419-734-6800 Fax: 419-734-6888  
1856 E. Perry St. Port Clinton OH 43452

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

**Instruction:**

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:
4. Return check and signed application to:

- Food Service Operation**  
 **Retail Food Establishment**

**Ottawa County Health Department  
 1856 E. Perry Street  
 Port Clinton, OH 43452**

Before the 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	Email
Start date: / /	End date: / /	Operation time(s):	
Name of license holder:			Phone number:
Address of License holder			
City	State	Zip	Email
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
-----------	------

**Licensors to complete below**

Valid date(s):	License fee:
----------------	--------------

Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
----	------

Audit no.	License no.
-----------	-------------

## TEMPORARY FOOD SERVICE OPERATION FACILITY LAYOUT AND SPECIFICATIONS

List every food to be offered for sale.	List establishments where food ingredients will be obtained.	List cold holding food units (Maintain potentially hazardous foods at 41°F or below)	List hot holding food units (Maintain potentially hazardous foods at 135°F or above)

Will foods be prepared at the temporary location?  YES  NO      If no, where is the food prepared?

How is the prepared food protected from contamination by the consumer? (i.e. food displayed wrapped; a sneeze guard is provided; food is kept back, away from the consumer serving area)

What is available for hand washing for your food handlers?

How will you prevent bare hand contact with ready to eat foods?  
 disposable gloves  utensils  deli tissue  other (specify)

Is water supplied at the temporary location?  YES  NO      If no, what is the water supply?

How/Where is waste water disposed?

What is supplied for garbage/refuse storage? How frequently is it removed?

Are toilet facilities available?  YES  NO      If yes, where?

If you are serving potentially hazardous food, you must have an accurate food temperature measuring device, i.e. thermometer, available.

### LAYOUT OF THE TEMPORARY FOOD SERVICE OPERATION

This sketch is to include labeled equipment and a statement of the surface materials (floors, walls, ceiling)