



**THE CITY OF ENGLEWOOD
DEPARTMENT OF HEALTH**
73 S Van Brunt St, Englewood, NJ 07631

Revised May 22, 2024

(201) 568-3450

TEMPORARY RETAIL FOOD ESTABLISHMENT APPLICATION

TEMPORARY LICENSE FEES ARE NON-REFUNDABLE.

☐ **TEMPORARY**

☐ **SEASONAL**

☐ **PORTABLE TOILET**

Temporary Food License

| | |
|--|--------------------------------------|
| Current (Annual) Retail License holder | \$0.00 |
| Single Day Event | \$36.00 |
| Up to 3 days | \$90.00 |
| Up to 10 days | \$150.00 |
| Set-up Deposit (Refundable after end of event upon inspector's verification of on-time set-up) (separate deposit check required) | \$72.00 (for all licenses) |

Seasonal Events

(Farmer's Market, Sports Concessions, etc.) **\$60.00**

Portable Toilet

Single-day events **No fee**

First Portable Toilet **\$18.00**

Each additional Portable Toilet **\$6.00**

Late Fee

Late application fee for any/all license(s) received by Health Dept. less than 3 business days prior to event start date. **\$30.00**

Business/Establishment Name _____
Business Address _____ **City** _____ **State** _____ **Zip** _____
Phone _____ **Fax** _____ **Email** _____
Mobile Food Vendor Vehicle (if applicable) License Plate No. _____ **State** _____

Owner Information

Name _____ **Phone** _____
Home Address _____ **City** _____ **State** _____ **Zip** _____

Event Information

Name of Event (if applicable) _____

Event Address _____

Proposed Date(s) of Operation _____ **Event Start Time:** _____ **End Time:** _____

Vendor Set-up Date: _____ ***Vendor Set-up Time*:** _____ ☐ AM ☐ PM

*** Food vendor must be set up to vend foods 2 hours prior to the event start time.**

Person in Charge of Food Preparation

Name _____ **Cell Phone** _____

Site of Food Preparation _____

List all foods and/or beverages that will be offered at this event. If additional space is needed, please continue on the back of this application.

| | | |
|--|--|--|
| | | |
| | | |
| | | |

Portable Toilets

Quantity _____ **Set up Date:** _____ **Pick up Date:** _____

IN CONSIDERATION OF THE ISSUANCE OF THIS LICENSE, THE APPLICANT AGREES TO COMPLY AT ALL TIMES WITH THE HEALTH DEPARTMENT CODE AND/OR AMENDMENTS THERETO AND ANY OR ALL OTHER CODES PROMULGATED.

Legal Signature _____ **Date** _____

----- For Health Department Use Only -----

License Application: Approved _____ Disapproved _____ Date: _____ Amount Paid: _____

Temporary Event Guidelines

A temporary retail food establishment means a retail food establishment that operates for a period of no more than 10 consecutive days in conjunction with a single event or celebration. Fairs, festivals, cookouts or similar celebrations, as well other events sponsored by organizations, serving food and open to the public, are all examples of temporary events.

The Englewood Health Department requires food service operators to apply for a food license 3 days prior to the event.

Food service operators should have a basic understanding of food safety to prevent foodborne illness. By following these guidelines, temporary food service operators can minimize the possibility of a foodborne illness occurrence.

The following actions and equipment are required for all temporary food operations.

FOOD

- All foods must come from an approved source.
- All foods and beverages are to be prepared on-site or at a licensed commercial kitchen.
- **Home prepared foods cannot be sold at a temporary food establishment.**
- Prepared foods being transported from a commercial kitchen must arrive at the event hot at 135°F or above or Cold 41°F or below. Foods brought to the event at an improper temperature will not be allowed to be sold. Using a refrigerated truck or insulated containers to keep foods hot and/or cold is required.

BARE HAND CONTACT

A food employee's bare hands may not touch ready-to-eat-foods. Tongs, spatulas, deli tissues, or gloves must be used.

HAND SINK

A hand wash sink is **REQUIRED** if you are serving open foods.

Adequate hand washing facilities consist of

- Hot and cold running water
- Soap
- Paper towels.

A temporary sink set-up consists of

- A vessel full of warm water with a spigot type dispenser
- Soap
- Paper towels
- A wastebasket
- A bucket to collect wastewater

Remember to wash hands: before starting or returning to work, after eating, smoking, or using the restroom, when changing duties, before putting on gloves and whenever hands become soiled. The use of gloves or hand sanitizers is not a substitute for hand washing.



REMEMBER TO WASH YOUR HANDS PROPERLY.

- Use soap and water.
- Rub your hands vigorously as you wash them.
- Wash:
 - backs of hands
 - wrists
 - between fingers
 - around and under fingernails
- Rinse your hands well
- Dry hands with a paper towel

Turn off the water using paper towel instead of your bare hands.



FOODS STORED IN ICE

- Packaged and unpackaged foods and bottled or canned beverages may not be stored in direct contact with undrained ice or water.
- Ice used for food must be stored in a separate clean cooler. An ice scoop with a handle should be used to scoop ice to prevent bare hand contact with the ice. Ice shall be from a commercial source.
- Raw foods stored in ice must be in a tight sealed container and/or bags.
- Raw foods and ready to eat foods must be stored in different coolers to prevent cross contamination.

HOT AND COLD HOLDING

Sufficient equipment that is capable of keeping foods hot and/or cold must be provided. Mechanical refrigeration or ice is needed for cold foods. Refrigerators and freezers should be clean and contain thermometers. Coolers must be cleanable and have a drain. Hot holding units must be clean and contain a thermometer. **Hot foods are kept at 135 °F or hotter and cold foods are kept at 41 °F or colder.**



THERMOMETERS

A Digital metal-stemmed thin probe thermometer is **REQUIRED** to check the temperatures of the foods.



COOKING

An essential part of food safety is assuring that proper final cooking temperatures are met. Proper cooking temperatures for some common foods are:

- Chicken: 165° degrees
- Hamburgers: 155° degrees
- Pork: 145° degrees
- Fish/seafood: 145° degrees

The carry over or reuse of foods from one day to the next is strongly discouraged.

CONDIMENTS

It is best to have condiments or other consumer food toppings in individual packets, squeeze bottles or bulk dispensers with plungers.

Food items taken out of their original container and placed in another one must be properly labeled.

HAIR RESTRAINT

Food vendors should wear hats, scarves, visors or hairnets that are designed and worn to effectively keep hair from contacting exposed food.

TRASH

Trash must be handled in a manner so that it does not create a nuisance or act as an attractant to pests. The container should be covered when full or not in constant use. Solid waste is to be disposed of properly.

TOXICS

Cleaning solutions, sanitizers or other toxic items must be stored separately from foods, single-use and service items, and food contact surfaces. These same items need to be properly labeled. Over-the-counter insecticides not rated for use in or around a food establishment should not be used.

FOOD AND NON-FOOD CONTACT SURFACES

Food preparation and equipment surfaces should be smooth, easily cleanable and durable.

AUTHORIZED PERSONNEL

Only those individuals working as booth vendors, food handlers, or those who have duties directly related to the operation are allowed in the food booth.

EATING, DRINKING AND SMOKING

Eating and tobacco use are not allowed in food stands. A closed drink cup with a lid and a straw is allowed.

ILLNESS RESTRICTIONS

An individual who has any type of wound infection, or who has a communicable illness that could be transmitted through food shall not be allowed to work in the food stand.

SANITIZER AND WIPING CLOTHS

An approved sanitizer should be provided (chlorine or quaternary ammonium compounds, or iodine). Wiping cloths should be stored in the sanitizer bucket when not in use. ***When using bleach to sanitize, mix one teaspoon of unscented bleach to each gallon of water.***

WAREWASHING

Warewashing may be done in a three-bin sink or temporary set-up using bus tubs. First, items should be washed in hot, soapy water. Second, they should be rinsed in clean, warm water. Third, they should be chemically sanitized in warm water with an approved sanitizer. Finally, the items should be air-dried.



Reminders:

- Test Strips required to measure the concentration of the sanitizer.
- Water must be changed when dirty and/or every four hours.

STORAGE

All foods and single-use or service articles, paper plates, cups and lids, should be stored at least six (6) inches above the floor or ground and protected from contamination.