



Transient Food Permit Application

The Eau Claire City-County Health Department requires a food permit to sell or serve food at a special event. All food vendors are required to apply for a Transient Food Permit when participating in a special event. **This application and applicable fees must be submitted prior to the event.** Please review temporary food stand requirements before filling out this application.

Fee's:

Transient Food Serving Meals: \$200 (examples: burgers, tacos, gyros, sandwiches, pizza, etc.)

Transient Food Not Serving Meals: \$150 (examples: beverages, confectionaries, bakery items, etc.)

If you have a permit from another Health Department in Wisconsin, please submit a copy. If the permit is valid, you will only be charged a \$60 inspection fee.

Applicant Information

Name of Business/Food Stand: _____

Name of Owner/Licensee: _____

Owner/Licensee Address: _____ City: _____ State: _____ Zip: _____

Owner Phone: _____ E-Mail: _____

Name of person in charge of food onsite: _____

Phone: _____ E-Mail: _____

Event Information

Event Name: _____

Location of Event: _____

Date(s) of Event: _____

Day and Time of Arrival: _____

Food Information:

1. Food Source (please specify name):

Restaurant: _____

Retail/Grocery Store: _____

Distributor: _____

Other: _____

2. Where will food be prepared?

Offsite (list location) _____

Onsite at event (what are you using for overhead protection?) _____

3. How will potentially hazardous food be transported?

- Cooler with ice
- Refrigerated Truck
- Mechanical Refrigeration
- Freezers
- Other: _____

4. List complete event menu or submit a menu with your application:

5. Provide list of cold holding equipment and indicate what food that will be stored in each

Cold Holding Equipment <small>*Mechanical refrigeration is required</small>	Food Held in Equipment
<i>Example: Chest Freezer</i>	<i>Cheese Curds, French Fries, Corn Dogs</i>

6. Will food be hot held?

- Yes, list equipment used: _____
- No

7. Cooling foods is not encouraged at temporary events. Will food be cooled onsite?

- Yes, indicate foods cooled and cooling process: _____

- No

8. Produce preparation:

- a. Will fresh produce be used?
 Yes No
- b. Where will produce be washed
 Onsite Offsite
If onsite indicate how and where: _____
- c. How will you keep cut potentially hazardous produce (tomatoes, lettuce, melon, etc.) cold?

9. Indicate how you will check food temperatures: _____

*digital thermometers are required for thin foods such as burgers or chicken

Stand Set-Up:

10. What handwashing facilities will be provided:

- Plumbed
- Temporary (list equipment used or sent a photo) _____
- Other _____

11. Water Source: _____

12. Waste water disposal: _____

13. Power source: _____

Employee Health and Hygiene:

14. **What is your employee illness policy?** For example, what symptoms would indicate a person is too sick to work with food? _____

Please be aware of the following requirements:

- Bare hand contact with ready to eat food is not allowed. Gloves or utensils such as tongs must be provided
- Provide an area for employees to store personal items that is not over food or equipment
- Employees cannot eat and smoke in the food stand, provide different location for breaks

Provide a diagram below of your food stand or mobile food cart. Please include the following:

- | | |
|--|---|
| <input type="checkbox"/> Handwashing station | <input type="checkbox"/> Cold holding equipment/refrigerators |
| <input type="checkbox"/> Dishwashing station | <input type="checkbox"/> Foods storage areas |
| <input type="checkbox"/> Cooking equipment | <input type="checkbox"/> Work tables |
| <input type="checkbox"/> Hot holding equipment | <input type="checkbox"/> Single service article storage |

Applications can be mailed or emailed to:

Eau Claire City-County Health Dept.

720 Second Ave

Eau Claire, WI 54703

echealth@co.eau-claire.wi.us

Make checks payable to "*Eau Claire City-County Health Department*".

Office Use Only:

Date paid: _____ Permit sent: _____ Contact date: _____