



Village of Northbrook

1225 Cedar Lane

Northbrook, Illinois 60062

847.272.5050

Fax 847.272.1892

www.northbrook.il.us

The Village of Northbrook Temporary Food Service Permits

Dear Event Organizer/Planner:

Thank you for your interest in holding your event in the Village of Northbrook. Each year, the Village receives a number of questions regarding when temporary food service permits are required and the procedures for the issuance of these permits. This letter and the attached flow chart are designed to help you determine if a permit is necessary and how to submit the necessary documentation. **Please review the flowchart on the next page to determine if a permit is necessary.**

If one or more permits are necessary, please complete and submit the items below:

1. Event Organizer Contact Information:

Event Organizer Name: _____

Event Organizer Mailing Address: _____

Event Organizer Telephone Number: _____

Event Organizer E-mail Address: _____

2. A list of all food/beverage vendors anticipated to be serving at the event. Include name, phone number and email address of point of contact on the list.
3. One completed Temporary Food Service Application submittal for each vendor.
4. A \$25 payment for each permit.

These items must be submitted a **MINIMUM of 10 days** prior to the event to be considered for participation. Please note that no vendor may operate until a Temporary Food Service Permit Application has been completed and approved by the Village Sanitarian. For questions, please contact Lynn Hoette, Village Sanitarian, at (224) 240-4561 or email lynn.hoette@northbrook.il.us.

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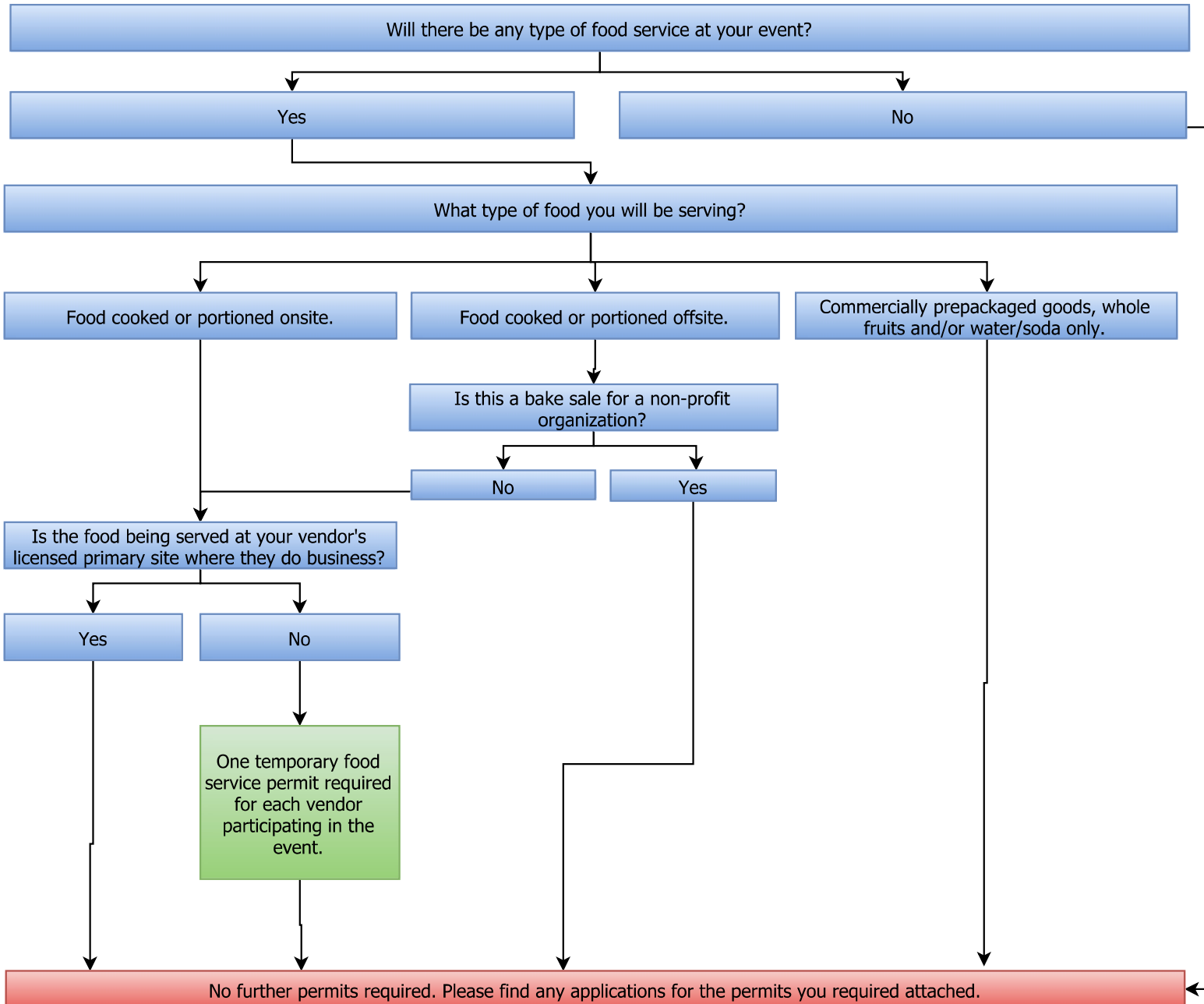
Debra J. Ford

VILLAGE MANAGER

Richard A. Nahrstadt

Temporary Food Service Permit Flowchart

Use this chart to determine if your event requires one or more temporary food service permits.



Flow Chart Guide:

Work Flow Item

Permit Required.

Stop. No further work needed.

**FORM 1.16****VILLAGE OF NORTHBROOK
Development & Planning Services**

1225 Cedar Lane
Northbrook, Illinois 60062
847 664-4050 FAX: 847 272-5068
www.northbrook.il.us

Permit #: _____

Fee: _____

TEMPORARY FOOD SERVICE PERMIT APPLICATION

Temporary food service means any food service which operates for a temporary period of time, not to exceed 14 days, in connection with a fair, carnival, special event/grand opening or similar public gathering with food service and/or sales. Any vendor that is not approved a minimum of ten (10) business days prior to the event will not be allowed to participate in the event. It is recommended that the vendor providing the food for the event submit the application. **For assistance with the form, please contact Lynn Hoette, Village Sanitarian, at (847) 664-4059, or email hoette@northbrook.il.us. Fax (847) 272-5068.**

Submit completed application and \$25.00 fee to the Development and Planning Department, Village of Northbrook, 1225 Cedar Lane, Northbrook, IL. 60062 a minimum of ten (10) business days prior to the event.

SECTION I APPLICATION

Name of Event: _____

Organization Hosting Event: _____

Location of Event: _____

Date(s) of Event: _____

Time(s) of Event: _____

Initial Set-up time for Purpose of Inspection: _____

****IF FOODS ARE PREPARED AT A FOOD ESTABLISHMENT OUTSIDE THE VILLAGE OF NORTHBROOK, PLEASE SUBMIT A COPY OF ITS LAST HEALTH INSPECTION REPORT. THIS INSPECTION MUST HAVE TAKEN PLACE WITHIN THE LAST SIX MONTHS. ALSO, INCLUDE A COPY OF A VALID FOOD SERVICE MANAGER CERTIFICATION, IF APPLICABLE.**

SECTION II FOOD VENDOR INFORMATION

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Fax: _____ E-mail: _____

Food Establishment Name: _____

Food Establishment Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

SECTION III

TEMPORARY FOOD OPERATOR MENU REQUIREMENTS FORM

All Potentially Hazardous Foods (including, but not limited to, most animal products, sliced melons, cooked starches) must be stored at temperatures out of the Danger Zone (41°F-135°F). A calibrated thermometer is required to monitor temperatures often at the event.

Will you use a clean, calibrated thermometer during the temporary event? ☐ Yes ☐ No ☐ N/A

☐ Indicate below all temperature control measures you will use to keep potentially hazardous foods either below 41° or above 135°. Specify how many units and source of power (electric, generator, propane) (freezer packs). Identify which food items correspond to each category.

<p>COLD HOLDING: Un-drained ice is not acceptable as a cold holding device.</p> <p><input type="checkbox"/> Refrigerator <input type="checkbox"/> Refrigerated Truck</p> <p><input type="checkbox"/> Freezer <input type="checkbox"/> Ice Chest</p> <p><input type="checkbox"/> Dry Ice <input type="checkbox"/> Other</p>	<p>COOKING (Note: STERNO is not acceptable as a heating source)</p> <p><input type="checkbox"/> Oven <input type="checkbox"/> Barbecue</p> <p><input type="checkbox"/> Wok <input type="checkbox"/> Fryer</p> <p><input type="checkbox"/> Roaster Oven <input type="checkbox"/> Stove</p> <p><input type="checkbox"/> Gas Grill <input type="checkbox"/> Other</p>	<p>HOT HOLDING</p> <p><input type="checkbox"/> Oven <input type="checkbox"/> Barbecue</p> <p><input type="checkbox"/> Steam Table <input type="checkbox"/> Stove</p> <p><input type="checkbox"/> Gas Grill <input type="checkbox"/> Toaster Oven</p> <p><input type="checkbox"/> Chafing Dish <input type="checkbox"/> Other</p>
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FOOD/BEVERAGES

List all foods and beverages you will serve at the event. Only items listed will be approved for service. **Any changes must be approved by the Village Sanitarian before the event.**

Food/Beverage Item	Where Purchased – Source	Preparation/Transportation/Holding Procedures
<i>Example: Potato Salad</i>	<i>Restaurant (Joe's Pizza)</i>	<i>Prepared at restaurant, kept on ice and in refrigeration onsite.</i>
<i>Example: Hamburger Patties</i>	<i>Retail Store (Costco)</i>	<i>Frozen meat, kept in reach in freezer.</i>

If off-site preparation is selected, you must use an approved (permitted) kitchen facility.
CANNOT BE SERVED at events open to the public.

Home prepared foods

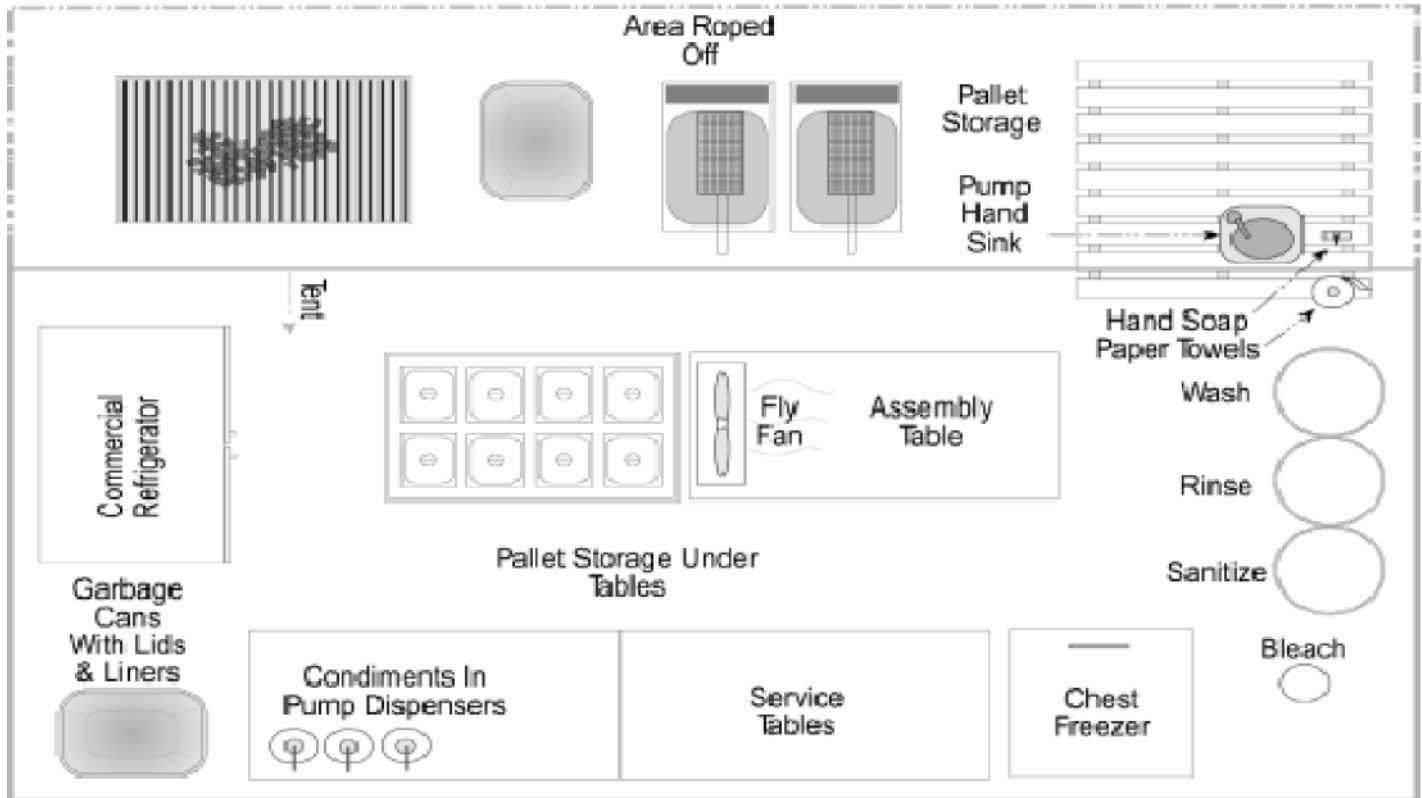
SECTION IV

BOOTH LAYOUT

BOOTH LAYOUT INFORMATION:

Indicate all food service equipment, including mechanical cold and hot holding units, cooking equipment, hand washing facilities, dish washing facilities, sneeze guards, sanitizer, potable water supply, garbage cans, racks or pallets for food and single service storage, electrical source, gas cylinders, fire extinguishers, and insect fans.

SAMPLE



↓ PROVIDE DRAWING OF BOOTH LAYOUT BELOW ↓

RETURN PAGES 1, 2 & 3 OF PERMIT APPLICATION TO THE VILLAGE

SECTION V TEMPORARY FOOD OPERATOR MENU REQUIREMENTS FORM

The organizers of a special event that will offer food or beverages must complete a **Temporary Food Permit Application** and a **Temporary Food Operator Menu Requirements Form**. Each food vendor is responsible for submitting a completed application and must be approved by the Village Sanitarian.

Any vendor that is not approved a minimum of ten (10) business days prior to the event will not be allowed to participate in the event. For assistance with the form, please call the Village Sanitarian at (847) 664-4059.

Extraordinary foodborne hazards exist in temporary food service facilities, especially those exposed to the natural elements. To eliminate or minimize incidents of foodborne illness, the Village requires organizers of special events to follow the regulations set forth below.

Definitions:

Potentially Hazardous Food: This term refers to any food that is likely to support bacterial growth when mishandled. This includes meat, poultry, fish, and dairy products. These have certain temperature requirements (typically 41°F or below or 135°F or above). All potentially hazardous foods to be served at a special event must be approved by the Village Sanitarian.

Sanitizing Solution: This term refers to a chemical agent used to eliminate or limit bacteria. The most frequently used sanitizing solution is chlorine (i.e., bleach), but iodine or quaternary ammonium solutions may also be used. Sanitizing solutions (also known as sanitizers) must be used to clean utensils and prepare wiping cloths.

Thermometers: This term refers to metal stem thermometers. These are required for temporary food handling events. Their temperature range must begin below 40°F and go up to at least 165°F. Thermometers are to be inserted into food in order to test it. Temperatures of both hot and cold foods must be tested frequently. Thermometers must be sanitized before and after they are inserted into any food. This should be done by wiping them off with disposable alcohol wipes or cloths prepared with an approved sanitizer.

Cross-Contamination: This term refers to the spreading of bacteria that occurs when blood and juices from uncooked meats make contact with other food, food utensils, or food preparation surfaces. This must be avoided by keeping raw foods separate from prepared foods and foods that do not require cooking. Raw foods should be prepared on work surfaces that are separate from those used to prepare other foods. Any food worker who handles raw food should wash their hands frequently. If raw food is going to be kept in the same refrigeration unit as prepared food and food that do not require cooking, it must be kept below the other food so that its juices cannot drip onto and contaminate it.

Food temperature:

At special events, potentially hazardous food needs to be kept within a safe temperature range at all times other than during preparation, which should be done in an efficient manner. Hot food must be rapidly heated to 165°F after preparation and should be maintained above 135°F thereafter. (Crock pots may be used to hold foods that have already been heated, but they must not be used to slowly cook or reheat foods.) Uncooked/pre-cooked pork and poultry must be heated or cooked to 165°F before it may be served. Ground beef products and hot dogs must be heated or cooked to at least 155°F. All potentially hazardous foods must have their internal temperatures checked frequently with metal-stem, numerically-scaled thermometers. Cold food must be maintained at or below 41°F. A mechanical refrigerator should be used to keep food cool, unless another type of refrigerator or cooling device is approved by the Village Sanitarian. Potentially hazardous frozen foods may only be thawed in a refrigerator set at or below 41°F. Food packed in ice will only be allowed if 41°F can be continuously maintained on the product.

Food supplies:

All food supplies for special events must be obtained from sources approved by the Village Sanitarian. No home canned or home prepared food may be served. All food must be clean, wholesome, unadulterated and properly labeled. The label must contain the common name of the product, list of ingredients, name and address of place of manufacture. All ground beef must be purchased in patty form.

Ice that will be consumed or that will come into contact with food or food containers must also be obtained from a source approved by the Village Sanitarian.

Food storage and protection:

All food supplies for a special event, including bagged ice, must be stored off the ground on pallets, shelves, tables, or other elevated surfaces. Food must be covered or wrapped so that it is adequately protected from all forms of contamination. Condiments should be contained in individual packets, squeeze bottles, or covered bulk containers.

No food may be stored in direct contact with water or undrained ice. Canned and bottled beverages may be stored in ice only if the ice is drained frequently and kept clean. Ice used to keep beverages cool may not be served for consumption.

Food handling:

At special events, food should be handled in small quantities and should be cooked by order whenever possible. Food must be prepared with sanitized utensils on sanitized surfaces with as little human contact as possible. All fruits and vegetables must be thoroughly washed before use.

Utensils must be used to dispense food and ice. They must be kept clean and dry when not being kept in food or ice containers. When in food or ice containers, their handles may not touch food or ice.

During transportation, food and utensils must be kept in covered containers or in wraps or packages that will prevent contamination. Potentially hazardous foods must be kept either below 41° F or above 135° F.

Utensils for attendees:

Food service workers may only offer single service tableware (e.g., cups, plates, flatware, etc.) to special event attendees. If unused tableware is stored in bulk containers, it must be covered. Food service workers must provide any non-individually wrapped utensils (e.g., knives, forks, spoons, etc.) to attendees directly or dispensed in an upright container.

Food Service Workers:

Food service workers must be hygienic. They must wear clean aprons and hair restraints and they must wash their hands frequently. They may not smoke in food preparation or food serving areas.

Supply washing facilities:

Food service workers must provide adequate facilities for washing, rinsing and sanitizing food service supplies (e.g., pots, pans, utensils, cutting boards, etc.). Supply washing facilities must have at least three buckets in which utensils may be fully immersed. One bucket must contain soapy water for washing, one must contain clean water for rinsing, and one must contain sanitizing solution (1 ounce bleach per 2 gallons water).

Food service supplies and surfaces that touch food must be washed, rinsed, and sanitized after each use. Supplies and surfaces used to prepare potentially hazardous foods must be washed, rinsed and sanitized at least once every two hours. Wiping cloths and sponges must be kept clean and in sanitizing solution when not being used.

Water facilities:

Food service stations must have an adequate supply of potable hot and cold water for drinking, washing hands, preparing foods and cleaning food service supplies and surfaces. If running water is not available, water storage containers may be used. Each storage container must be constructed of an approved material and have a tight fitting cover and easy to clean dispenser.

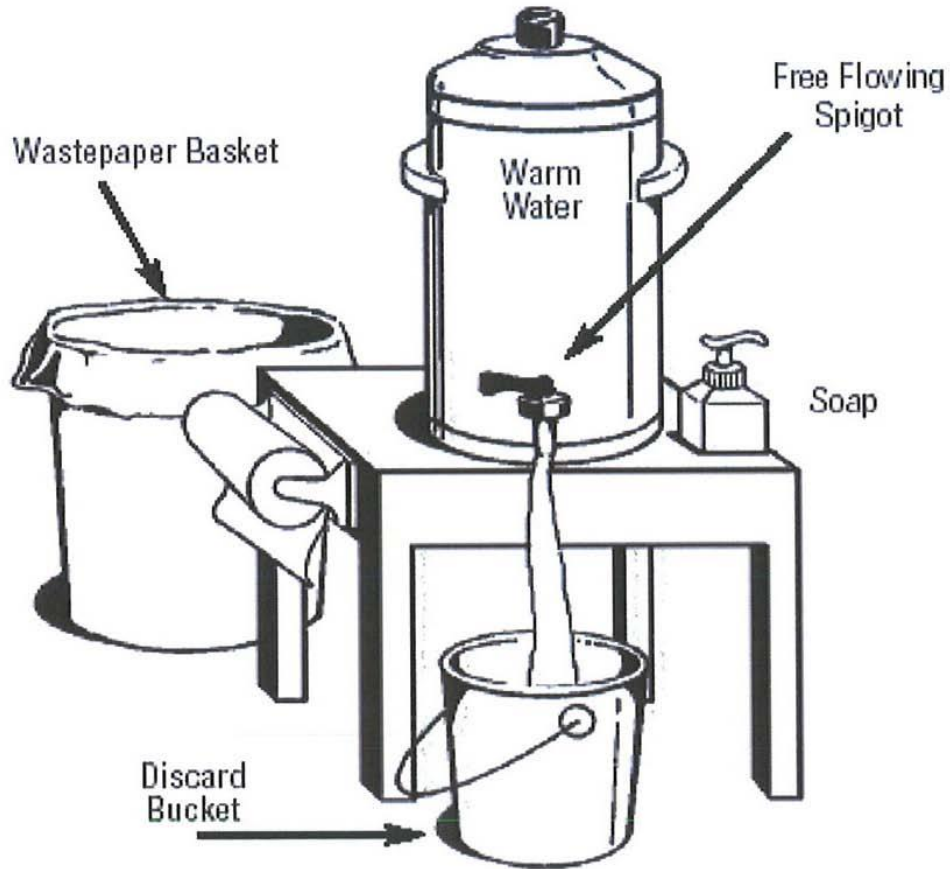
Hand washing facilities:

Food service workers must provide convenient and adequate hand washing facilities at each temporary food service facility. Hand washing facilities should have both hot and cold running water. Where this is not possible, provide a temporary hand washing station similar to the one demonstrated on the following page. Paper towels must be provided at all hand washing facilities. Cloth towels are prohibited.

Temporary food service facilities:

Temporary food service facilities must be sheltered by a canopy, enclosure, or other approved overhang.

TEMPORARY HAND WASHING SET-UP



Each temporary hand washing set-up for food service employees must be provided with:

- ☐ A container of clean water with a free flowing spigot
- ☐ A waste water discard bucket
- ☐ Liquid, dispensed hand soap
- ☐ Paper towels
- ☐ Wastepaper basket