

**CITY OF PATERSON
DEPARTMENT OF HEALTH & HUMAN
SERVICES**

Joel D. Ramirez, MBA. *Director*

DIVISION OF HEALTH

Thakur "Paul" D. Persaud, M.D., M.P.H., PhD
Health Officer



André Sayegh
Mayor

ENVIRONMENTAL DEPT.
176 BROADWAY
PATERSON, NEW JERSEY 07505

OFFICE: (973) 321-1277
FAX: (973) 321-1248

**TEMPORARY EVENT FOOD
LICENSE & APPLICATION PACKET REQUIREMENTS**

For Office Use

☐

Letter from Sponsor of Event

☐

Completed Application with All Required Information

☐

*Copy of Required Food Handlers Certificate or Food Safety Certification
for all employees handling, serving or preparing any food.*

☐

*Commissary Information and/ or receipt and/or copy of Satisfactory
Placard of a Retail Food Inspection done less than 6 months of location
where food/beverage items were purchased from.*

Payment Form

Business Check # _____ Money Order _____ Credit/Debit Card _____

_____ \$75.00 (Single event) _____ \$300.00 (Seasonal license)

Reviewed by: _____ Date: _____

***For any additional information
Call***

***Paterson Division of Health / Environmental office at
(973) 321-1277 ext: 2762 or 2756***

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TEMPORARY EVENT FOOD LICENSE APPLICATION AND REQUIREMENTS

APPLICANT INFORMATION:

APPLICANT NAME: _____

ADDRESS: _____ PHONE: _____

TYPE(S) OF FOOD SERVED: _____
(i.e. fruit shakes, BBQ, shish kebobs, popcorn, cotton candy, ice cream, hamburgers, hot dogs etc.)

NUMBER OF INDIVIDUAL SPACES /TABLES AT EVENT: _____
(\$75.00 LICENSE FEE) A License is required for each individual independent vendor for the location originally applied for and the specific dates indicated.

NOTE: FOOD CAN ONLY BE PREPARED AT THE EVENT –ON-SITE OR AT A LICENSED RETAIL FOOD ESTABLISHMENT THAT HAS A SATISFACTORY. COPIES OF THE SATISFACTORY (WITHIN THE LAST 6 MONTHS) PLACARD MUST BE PROVIDED WITH THIS APPLICATION.

SPONSOR INFORMATION:

SPONSOR OF EVENT: _____

ADDRESS: _____ PHONE: _____

LOCATION OF EVENT: _____ ☐ INDOOR ☐ OUTDOOR

DATE(S) OF EVENT: _____ TIMES: _____

HAS PERMIT BEEN ISSUED BY CITY BUREAU (such as; Fire Dept., Department of Public Works etc.?) YES _____ NO _____
(A copy of this permit **MUST** be on file in the Environmental Health Office **PRIOR** to issuing Temporary License)

MAJOR REQUIREMENTS:

- 1. THE SPONSOR OF THE EVENT MUST PROVIDE PORTABLE HAND WASHING FACILITIES FOR THOSE VENDORS THAT DO NOT HAVE HANDWASHING FACILITIES (A PORTABLE HANDWASHING STATION WITH COLD AND HOT WATER BETWEEN 90° TO 110° MUST BE PROVIDED FOR EVERY 4 VENDORS).**
- 2. YOU MUST OBTAIN FROM THE SPONSOR -WRITTEN PROOF OF APPROVAL TO PARTICIPATE IN THE EVENT AND IT MUST BE ATTACHED TO THIS APPLICATION.**
- 3. ALL PARTICIPANTS HANDLING FOOD MUST OBTAIN a Food Handler's Course" certificate prior to the Temporary Event. If you fail to attend this course you WILL NOT BE ALLOWED TO PARTICIPATE IN THE EVENT.**

APPLICANTS SIGNATURE: _____ VENDOR SIGNATURE: _____

This license is considered temporary and may not be used for any other location AND ONLY FOR THE DATES INDICATED. Vending vehicles with a current valid Food Vending Vehicle license are not required to obtain any other license. **PERMIT APPLICATIONS AND FEE MUST BE RECEIVED NO LATER THAN TWO (2) WEEKS BEFORE THE EVENT MONEY ORDER OR BUSINESS CHECK ONLY!**

LICENSE ISSUED BY _____ DATE _____ FEE: _____ LICENSE # _____

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GUIDELINES FOR FOOD PROTECTION AT TEMPORARY FOOD STANDS

- 1. Adequate hand-washing facilities shall be provided for employees or individuals handling the food. Hand-washing is required.**
 - Hands must be thoroughly washed before food handling begins.
 - Use the provided vinyl gloves when unwrapped food must be handled directly.
 - Use the provided hand wipes/gel in between glove changes and for food stand workers who will not be handling foods directly with their hands (e.g. workers grilling or serving with utensils)
- 2. Food must be from an approved source held at a safe temperature and protected from contamination.**
 - Food **MUST** be purchased from an approved source or a licensed food establishment.
The sale of home prepared food is prohibited.
 - **Hot** foods must be kept at **135°F or above.**
 - **Cold** foods must be kept in a container holding the product at **41°F or below.**
 - Foods requiring hot holding or refrigeration should be **delivered or picked up within one hour of the food stand opening for sales.** Recommend vendor delivery of hot foods.
 - The temperature of hot and cold foods should be checked at the time of delivery or pick up to make sure they comply with the **135°F** and/or **41°F** temperature requirements. The vendor should have a metal stem thermometer for checking food temperatures.
 - Hamburger patties should be pre-formed, and bratwurst should be precooked.
 - **Hamburgers** need to be **thoroughly cooked (not pink inside).** **Cooked to 155° F**
 - All unwrapped food must be kept covered.
 - All poultry (chicken) to be **cooked to an internal temperature of 165° F**
 - **Beef and pork roasts to be cooked to an internal temperature of 150° F**
- 3. Hair restraints required.**
 - A baseball cap, paper hat, scarf, or another form of effective hair restraint must to be worn when preparing or handling unwrapped food items.
- 4. Napkins should be provided for customers.**
- 5. Suitable waste receptacles need to be located in the vicinity of food stands.**
 - Provide customers an easily accessible waste container.
 - Be sure to properly dispose of all food containers, food spillage and trash at the conclusion of each day's food stand operation.
- 6. Have an appropriate fire extinguisher on site when conducting outdoor grilling.**
(Fire Safety (973-321-1414) can provide extinguisher information)
- 7. The "Temporary Food Stand Permit" issued by our office must be present at the food stand during operation. Recommend posting the permit if possible. Must obtain temporary license for every temporary event.**

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8. **All those involved in the handling of food must be trained for safe food handling. (Food handlers certificate)**
9. **All temporary events participants must obtain a license from the Paterson Division of Health prior to any event.**
10. **Any violation to these guidelines will result in embargo of food products and suspension of temporary license.**

By signing I understand that the above are minimum guidelines that are necessary to minimize the risk of a food-borne illness and to provide a safe and sanitary operation.

(Signature)

Date

If you have any questions, please contact the
Paterson Division of Health / Environmental Health
office at 973-321-1277 Ext. 2762 / 2756.

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EVENT NAME:		
VENDOR NAME:		
INSPECTION DATE:		
Item	Yes	No
1. Basic Requirements: All food vendors should complete this portion of their self-inspection. If you are only serving pre-packaged, non-potentially hazardous food, you do not need to complete parts 2-4 of the self-inspection form.		
Self-inspection completed and posted on the booth.		
Approved source; *Food is purchased from an approved source and, if prepared off site, the facility is permitted by a Health Department.		
All foods stored off the floor a minimum of 6 inches and no food stored outside of the booth.		
Adequate trash and garbage disposal receptacles available in booth.		
2. Protection of food from contamination. All vendors serving food that will be unwrapped prior to sale should complete this portion of the self-inspection. If you are serving non-potentially hazardous food, you do not need to complete parts 3-4 of this form.		
Hand washing facilities provided within booth.		
All non-packaged food covered or otherwise protected from contamination and condiments served from approved dispensing units.		
Ice kept free from contamination and scoop used and refrigeration ice not used for beverages.		
Three step utensil washing within the booth.		
Waste water from sinks and other equipment disposed on a sanitary sewer.		
3. Temperature control. All vendors serving potentially hazardous food, regardless of the packaging, should complete this portion of their self-inspection. If you are preparing the potentially hazardous food on site in your booth you do not need to complete part 4 of this form.		
Potentially hazardous food: (a) held hot at or above 135° F (potentially hazardous food shall be destroyed at the end of the day) or *(b) held cold at or below 41° F (potentially hazardous food shall be discarded at the end of the day)		
Adequate and appropriate equipment for meeting temperature control requirements.		
Thermometers provided to monitor potentially hazardous food refrigeration and metal stem thermometer provided to measure potentially hazardous food cooking temperature		
Potentially Hazardous food previously held hot not to be re-served to the public.		
Potentially Hazardous food, previously cooked and then refrigerated, rapidly re-heated to 165° F prior to hot holding.		
Frozen potentially hazardous foods properly thawed (not thawed at ambient temperature)		
Outdoor BBQ: (a) adjacent to booth, (b) free from dust, (c) roped off from public access		
4. Protection of transported food. All food vendors preparing potentially hazardous food off site should complete this portion of their self-inspection.		
Food transported and stored in tightly covered, washable containers.		
Transport containers adequately insulated to maintain potentially hazardous food either: (a) hot \geq 135° F, or (b) cold \leq 41° F		
Comments and Notes.		