

Hendricks County Health Department

Environmental Health

355 South Washington Street G30
Danville, IN 46122
Phone (317) 745-9217
Fax (317) 745-9218



Nursing

355 South Washington Street G40
Danville, IN 46122
Phone (317) 745-9222
Fax (317) 745-9383

Public Health
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Regarding: Temporary Food Establishments Operating in Hendricks County, Indiana

To Whom It May Concern:

All Temporary Food Establishments in Hendricks County are required to meet minimum sanitation requirements and obtain permits as set forth in the Hendricks County Food Ordinance and the Indiana Retail Food Establishment Sanitation Requirements 410 IAC 7-26. A summary of these basic requirements for Temporary Food Establishments is provided.

Temporary Food Establishments may need a Certified Food Protection Manager (CPFM). A copy of the CPFM certificate must be provided, if required by law, before a permit may be issued. The requirement does not apply to a food establishment when there is no cooking of raw animal food. Due to the complexity of the rule, please contact a Hendricks County Health Department food specialist prior to making application if you have questions. You may visit the following web site for more information regarding the CPFM.

<https://www.in.gov/health/food-protection/retail/food-protection-manager-certification/>

Please complete the enclosed Temporary Food Permit Application for each food stand. These permits are valid only for the specific temporary event and stand specified. Permits may not be transferred from one unit to another or switched between sites or events. An application fee is required for each permit. **Application and fee for a Temporary Food Establishment Permit must be submitted to the Health Department at least One Week prior to start of the event, or a late application fee of \$25.00 will apply. Application and fee received less than 48 hours notice will not be accepted.**

You may mail your completed Temporary Food Permit Application(s) and the appropriate fee to the Environmental Health address provided on the top of the page. Permit application may also be made by visiting the Health Department from 8:00 a.m. to 4:00 p.m. Monday through Friday. Permit application must be submitted and reviewed before the establishment will be allowed to operate, as Health Department staff cannot accept the application and fee while on-site.

If you have any questions, you may contact me by email at lchandler@co.hendricks.in.us or by telephone at (317) 745-9297. Thank you in advance for your cooperation.

Sincerely,

Lisa Chandler, Foods Program Team Lead
Environmental Health

Enclosure(s)

Temporary Food Permit Application

Send completed application with payment to:

Hendricks County Health Department
355 South Washington St. G30, Danville, IN 46122
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Name of Stand: _____
Name of Event: _____
Event Address: _____ City: _____
Beginning and End Date of Event: _____
Hours of Operation During Event: _____

Owner/Operator's Name: _____
Owner/Operator's Address: _____
City: _____ State/Zip: _____
Contact Phone Number(s): _____ Email: _____

Certified Food Protection Manager (Name) _____
Type of Exam: _____
Expiration Date: _____ (month/day/year)

Copy of a Certified Food Protection Manager certificate must be provided, if required, before a permit is issued

Water Source: _____ Electrical Source: _____
How will waste water be disposed: _____
List of all Food Items to be served: _____

Food Suppliers: _____
How will excess quantities of food be stored outside of Temporary Food Establishment? _____

Does *each* stand have its *own* Hand Washing Station on Site? (Yes) (No)

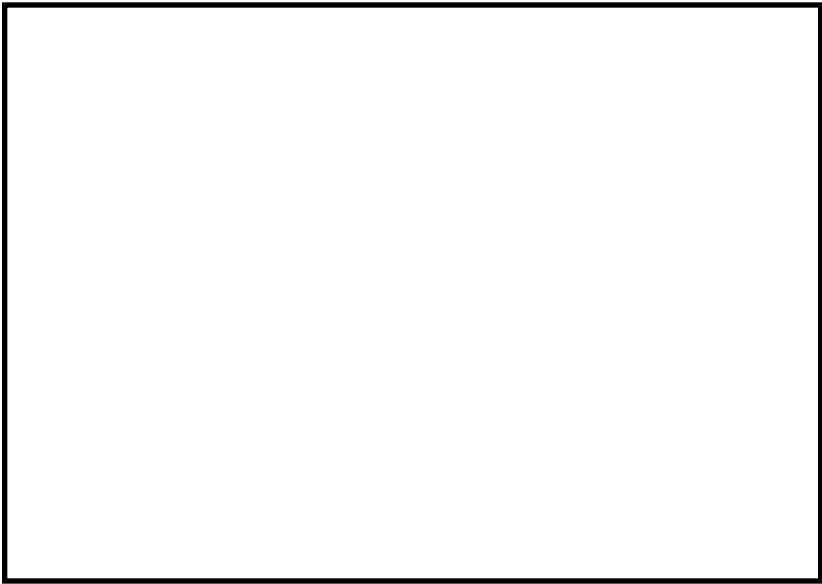
Note: Temporary Food Establishment shall comply with the provisions as set out in
410 IAC 7-26 and the Hendricks County Food Ordinance.

Permit is valid only for the above specified event and valid for no more than 14 consecutive days.

Signature of Applicant: _____ Date: _____

Temporary Food Establishment \$40 per event / per stand
Application/Fee without 1 Week notice \$25 late fee
Applications will not be accepted if notice is given less than 48 hours prior to start of event.

For office use only: Receipt # _____ Receipt Amount \$ _____ Date Payment Received: _____ Permit # _____



**Location of stand in relation to entire event
(i.e. next to expo. hall)**

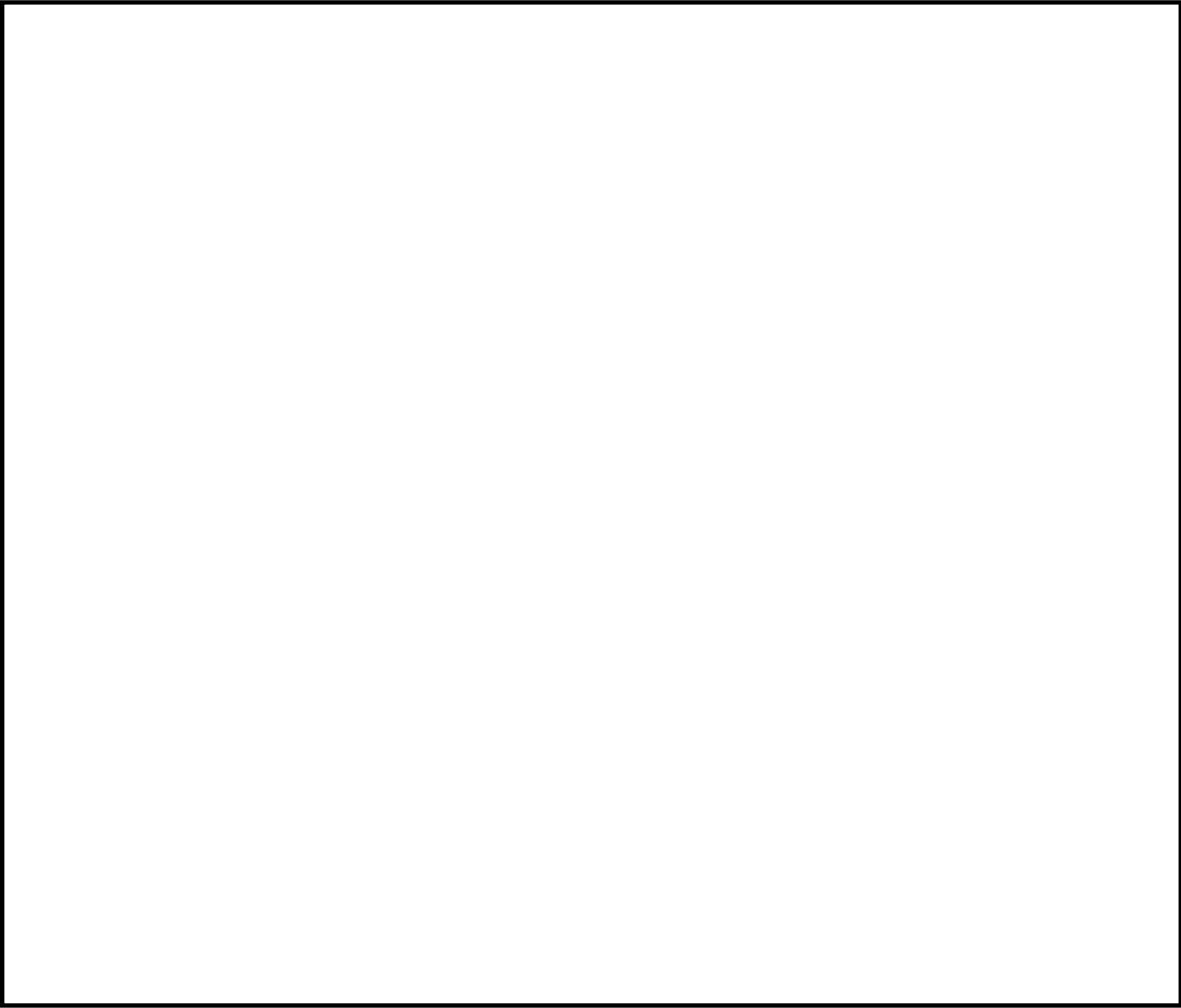


Diagram of the layout of the Temporary Food Establishment including all equipment and hand washing stations

Basic Requirements for Food Establishments in Temporary Settings

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- No ill employees
- Certified Food Protection Manager's certificate provided on-site and with application, if applicable (cooking of raw animal foods)
- Potable (drinkable) water for hand washing and food prep
- Employees must wash hands at appropriate intervals
- Adequate insect and rodent control
- Employees wearing hats, hair nets, or visors
- Chemicals stored separately from the food and single service items
- Adequate facilities and equipment to maintain food temperatures
- No bare hand contact with ready-to-eat food; gloves, utensils, deli tissue, tongs, etc. must be used
- Hand washing station should be equipped with soap, paper towels, and trash can (set-up should be similar to the one pictured to the right)
- Catch basin provided to hold hand washing wastewater until the water is disposed into sanitary sewer system (do not discharge the waste into storm sewers or on the ground)
- Food from approved sources (no home-prepared foods can be used or offered to the public)
- Potable water hoses are of food grade quality and incoming sources of water must have back siphonage preventers installed
- Thermometer for checking food temperatures (TCS foods must be held below 41° F or above 135° F)
- Flooring to cover the ground if food is to be stored at the site (clean cardboard is acceptable)
- A three-compartment sink supplied with potable water if washing and sanitizing food equipment on-site
- Sanitizer such as chlorine (bleach) or quaternary ammonia to sanitize all food contact surfaces. Proper sanitizing concentrations: chlorine 50-100 ppm* and quaternary ammonia 200 ppm* (* or as otherwise indicated by the Code of Federal Regulations [CFR] or by the manufacturer of the product)
- Chemical test strips to test concentration of sanitizers
- Employees not permitted to smoke or eat in food prep areas (drinks must be from a closed beverage container)
- Foods, utensils, and all single-service items must be stored at least six inches off the floor or ground
- Do not store food or other items in ice that is to be used for human consumption
- Food must be protected from consumer contamination at all times

