



West Haven Health Department
355 Main Street, 2nd Floor West
Haven, CT 06516
203-937-3660 Fax: 203-937-3976
www.cityofwesthaven.com

TEMPORARY FOOD EVENT APPLICATION

Length of Event (day ends at midnight)	For profit	Non-profit
1-Day	\$100 \$35. (with existing WHHD permit)	\$25.00 No fee (with existing WHHD permit)
2-14 Days	\$200	\$50.00
Late fee (if application and fees are not received by Health Department within 10 days of event.)	\$50.00	\$25.00
Seasonal (15 – 90 Days)	\$300 (New)	

Date: _____

Name of Event: _____

Name of Vendor: _____

Date and Time of Event: _____

Location of Event: _____

Vendor Phone Number: _____ Email: _____

Time You will be ready for the Inspection: _____

Name of Sponsor: _____

Organizer of Event: _____

Organizer Phone#: _____ Email: _____

Will all foods be prepared at the temporary food service booth? Y or N

If no, provide name and address of licensed kitchen _____

*Include a copy of the current food service license if not licensed by West Haven Health Department.

Person who will be present at the event:

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Phone: _____

Signature: _____

Is this a nonprofit organization? Yes/No

REQUIRED sign offs below. Building Dept #203-937-3590 Fire Dept #203-937-3710

Building Official: _____

Fire Official: _____

NO HOME COOKED FOODS OR FOODS PREPARED IN AN UNAPPROVED FACILITY ARE PERMITTED

List all foods being served at the event.

1. Food _____

Preparation needed: _____ If hot food, indicate the final internal temperature _____ °F

2. Food _____

Preparation needed: _____ If hot food, indicate the final internal temperature _____ °F

3. Food _____

Preparation needed: _____ If hot food, indicate the final internal temperature _____ °F

4. Food _____

Preparation needed: _____ If hot food, indicate the final internal temperature _____ °F

5. Food _____

Preparation needed: _____ If hot food, indicate the final internal temperature _____ °F

(additional room provided on attached menu information chart)

List all beverages and desserts _____

Where and when will foods be purchased? _____

Where will foods be stored prior to event? _____

Will foods be cooked/prepared prior to the event? Y or N

If yes, how will they be cooled? _____

How will foods be reheated and to what temperature? _____

When and how will foods be delivered to the event? _____

How will foods be kept cold (below 45°F)? _____

How will foods be kept hot (above 140°F)? _____

Will any foods be thawed? Y or N

If yes, how and when? _____

Will there be a probe thermometer available to take food temperatures? Y or N

Explain how food workers will limit bare hand contact with foods _____

Describe in detail the hand washing facility at the food booth _____

Describe how you will sanitize utensils, etc. at the food booth _____

Are sanitizer test strips available to verify the concentration level of sanitizer? Y or N (ex: 50-100ppm Chlorine)

If the food booth is outside, what will be used for overhead food

protection? _____
(If cooking underneath tents, they must be approved for use by the Fire Department)

Requirements for temporary food service booths:

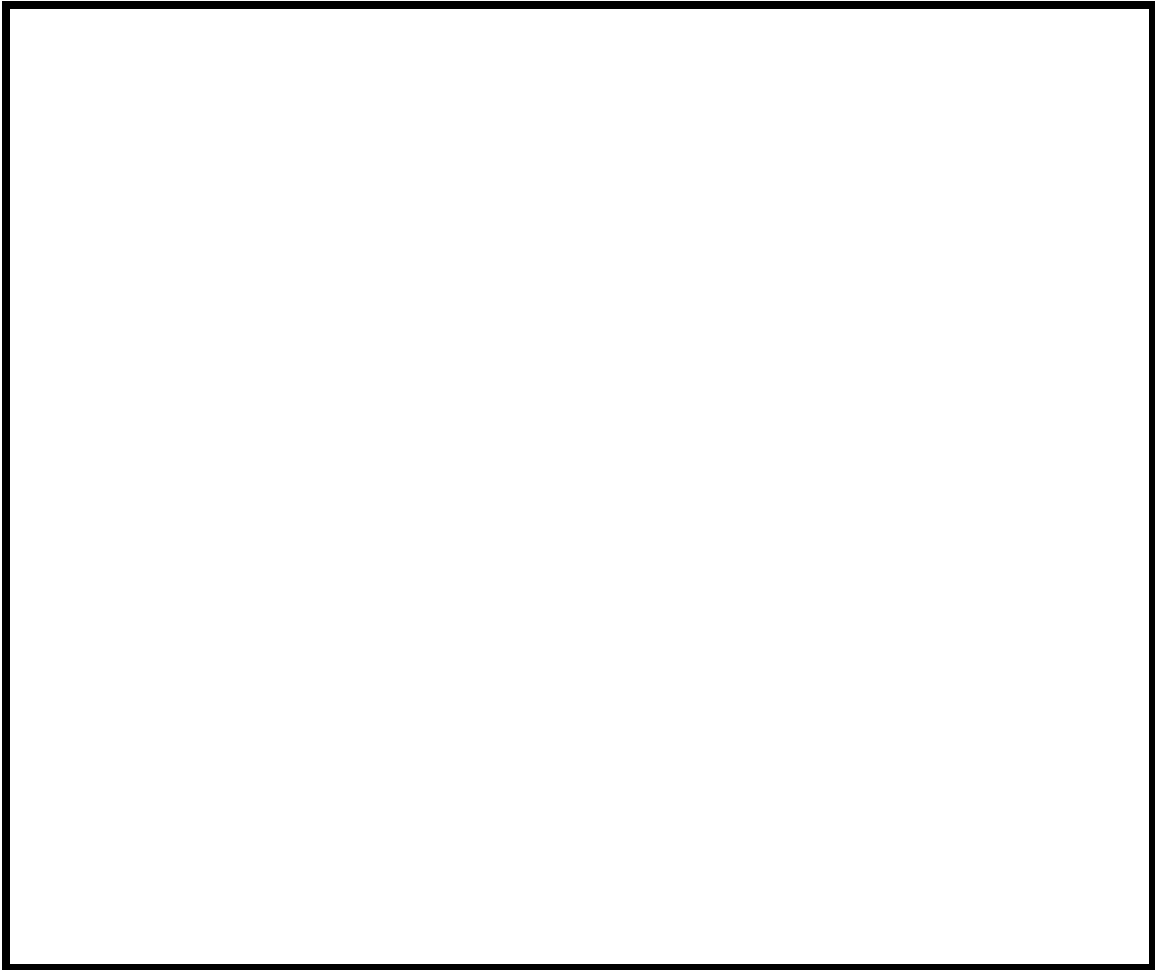
- A logbook showing the name, phone number, date and time worked must be signed by all food handlers for each day of the event (**attached**)
- All events must have hand washing facilities including soap, paper towels and waste water receptacle at each food booth.
- A digital thermometer must be available to take food temperatures.
- Hair restraints such as hairnets and baseball caps must be used when working in the food booth.
- Foods must be stored in food grade containers (do not use buckets or trash cans).
- Ill workers are not allowed to work at the event.
- No smoking or eating is allowed in the food booth.
- All foods must be covered and stored off of the ground.
- All foods and beverages (including water and ice) must be from an approved source.
- An approved sanitizing solution must be used.
- A sketch of the food booth layout (**attached**)

Signature _____

Date: _____

BOOTH LAYOUT

Please draw a sketch of the proposed food booth. Indicate the placement of all major pieces of equipment including work surfaces, serving area, refrigeration, freezers, hot holding devices, cold holding equipment, cooking equipment, hand washing station, utensil washing facility, dry storage provisions, and/or any other equipment that you intend to use in the food booth. Specify flooring, roof, sides (type, placement).



For Office Use Only

Fee Required: Yes/No

Application Received on: _____

Amount Paid: _____ Date Paid: _____

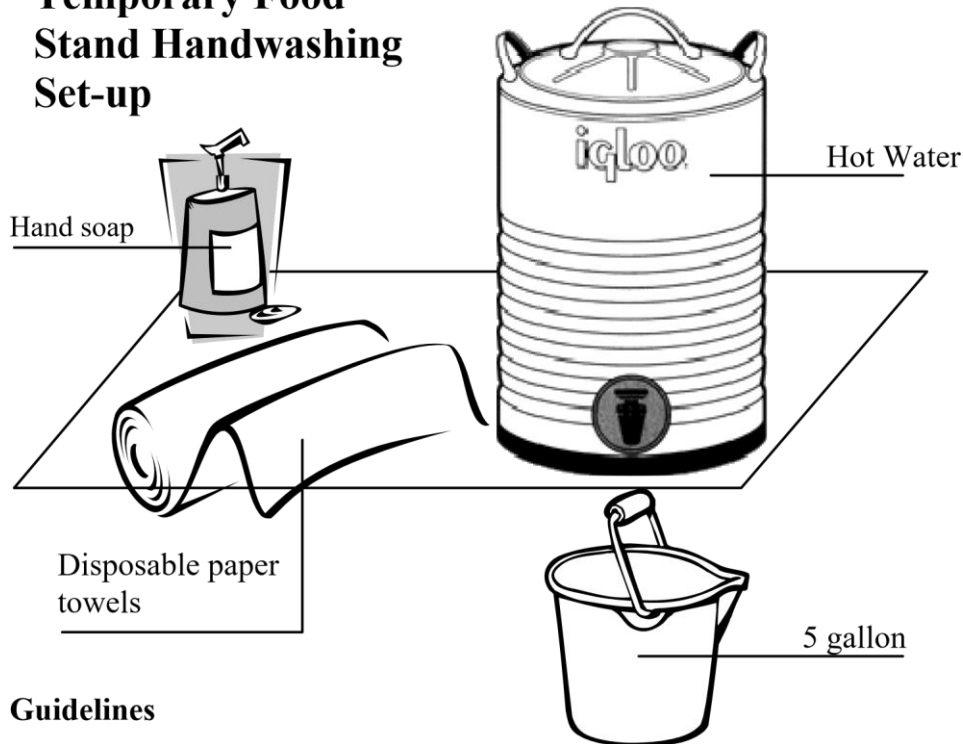
Permit Issued By: (Circle which applies)

Delivered: _____ Picked up: _____ Mailed: _____

Approved by (Sanitarian): _____

Rev. 4/5/21

Temporary Food Stand Handwashing Set-up



Guidelines

Handwashing

1. An accessible and functional hand washing facility **with warm water** shall be provided within the perimeter of any business involved in the sale of food. If only pre-packaged food products are sold, hand washing facilities are not required.
2. Handwashing facilities shall not be used for the cleaning of equipment, storage of wiping cloths, or the disposal of liquid waste.
3. All food products, cooking equipment, and serving utensils shall be protected from any splash or spillage involved in the washing of hands.
4. Disposable paper towels shall be provided with each handwashing facility and will be properly disposed of after being used.
5. Any of the following set-ups can be used as a handwashing facility:
 - Portable commercial hand sinks that produce water flow within 10 seconds of activating a hand pump or opening a dispensing valve. Soap from a sanitary dispenser shall be provided.
 - Minimum of 2-5 gallons of potable water will be maintained in a container capable of dispensing water through a valve. This valve shall enable a constant flow of water when opened. The waste water shall be collected and disposed of to a sanitary sewer. Soap from a sanitary dispenser shall be provided.
6. An accessible and functioning commercial hand sink will accompany any toilet utilized by food handlers. Soap from a sanitary dispenser and disposable single-use towels shall be provided. The sink shall be used for hand washing only. Handwashing facilities shall be checked regularly for adequate soap, towels, and water.

