



Trumbull Health Department
335 White Plains Road, Trumbull, CT 06611
Phone (203) 452-1030 Fax (203) 452-1050



Application for a Temporary/Seasonal Food License Instructions

- Obtain a Temporary/seasonal Food Service Application from the Trumbull Health Department or complete online application at www.trumbull-ct.gov and print.
- Complete this form in its entirety. If a question does not apply, write N/A in the appropriate section.
- Return application to the Trumbull Health Department **at least two weeks prior to event** with appropriate fee. Late fee is \$50 Commercial Vendor and \$20 Non-Profit.
- The Trumbull Health Department will review the application before approval which can take up to 3 business days. An inspection of your food booth by the Trumbull Health Department may be required.
- If you have any questions about this form, contact THD at 203-452-1030, between 8am-4:30am to speak with or make an appointment with the sanitarian.

Menu Items

- This should include all foods, condiments, and beverages that are being served or sold.

Describe how foods will be prepared, cooked, and transported

- List foods that are pre-packaged (such as cookies) and where they will be purchased from.
- Describe food preparation and cooking methods for each menu item, and how foods will be transported. For example, chili will be precooked, cooled, cold held, reheated, and then hot held. For example, burgers will be cook to serve.
- **If food is being stored/prepared off site please provide documentation showing it is an authorized site/location. For example the site/locations license.**

Explain how cold foods will be kept cold or frozen

- Please be specific. For example, milk used for coffee will be stored in a cooler on ice or stored in an on-site refrigerator.

Explain how hot foods will be kept hot

- Please be specific. Explain how foods will be cooked to the appropriate temperature and how temperatures will be maintained on site. For example, warmers or oven will be used to maintain appropriate hot temperature.

Explain how serving utensils will be sanitized

- Please be specific. What type of sanitizing solution will you be using? How often will you be sanitizing utensils?

Describe how handwashing will take place in your booth

- Handwashing stations are required when handling foods. Describe how handwashing will take place in your booth.

Provide a diagram of how your booth will be set up

- Be sure to label tables, equipment, coolers, lighting, handwashing stations, etc.