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

DIRECTIONS: Temporary Food Service License

A temporary food service permit must be obtained for commercial and non-profit operations that wish to sell food to the public for no more than 14 consecutive days. Facilities licensed by the Trumbull Health Department are required to pay the fees for a temporary food service license if they will be selling food at a public event in town outside of their establishment.

- The application below must be completed and returned to the Trumbull Health Department ***at least two weeks prior to the event*** with the appropriate fee.
- The Trumbull Health Department will review your application and may call the food booth operator with questions.
- An inspection of your food booth/truck may be required.
- If you have any questions about this form or requirements, please contact THD at (203) 452-1030 and ask to speak with a sanitarian.

MENU

- List all foods and beverages to be served or sold.
- List items that are pre-packaged and where they will be purchased from, and where they will be stored prior to the event date.
    - **If food is being stored or prepared off-site, you must submit documentation that it is being done so in a licensed food service establishment**
- Describe all food preparation steps and cooking methods. If food is being cooked to order please note this.
- Describe all hot and cold holding methods – please be specific. Explain how hot foods will be cooked to the appropriate temperature and how foods will be kept warm on site.

HAND WASHING

- Hand washing is required when handling foods. If there is not a hand sink in your prep area/booth, you may need to use a temporary hand wash station. Ask sanitarians for details on set-up.
- Soap, paper towels, and waste bin are also required.

SANITIZING

- List the type of sanitizing solution to be used on site and indicate if there will be test paper available to test concentration.
- If you are unfamiliar with the sanitizing process please speak to a sanitarian.

LAYOUT

- Provide a diagram of your tent, booth, trailer, or food truck.
- Be sure to label all relevant equipment (hand sinks, 3 bay sinks, refrigerators, warmers, grills, steam tables, etc.)

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APPLICATION FOR A TEMPORARY FOOD SERVICE LICENSE

for operations serving food to the public for no more than 14 consecutive days

FEE: For-profit, $50 ☐ Non-profit, $20 ☐ Late fee, $20/day ☐

Name of Booth: _____

Name of Event: _____

Address of Event: _____

Days/Hours of Operation: _____

Food Booth Operator(s): _____

Email: _____ Phone: _____

The following items MUST BE INCLUDED in your application:

1. **Proposed Menu.**
2. **All relevant licenses (Department of Consumer Protection, Department of Agriculture, etc.).**
3. ***Class 2, 3, & 4 only: certified food protection manager certificate for person in charge.**

Will food be purchased the day of the event? Yes ☐ No ☐

Where will foods/beverages be stored and/or prepared prior to the event? _____

If food is being stored or prepared off site, attach establishment's food service permit with their local health department

Where will food(s) be stored at the event? Hot/Cold Holding Units ☐ Tables ☐ Pallets ☐

Will there be a probe thermometer available to check internal temperatures of foods? Yes ☐ No ☐

Will there be a hand washing sink or station available in your booth/space? Yes ☐ No ☐

How will cold foods be kept at 41 F or below? Refrigerator ☐ Cooler ☐ Other ☐

How will hot foods be kept at 135 F or above? Steam Table ☐ Propane ☐ Electric Warmer ☐ Other ☐

Sanitizer will be required at your station. Type of Sanitizer: Bleach ☐ Quat ☐ Test Paper ☐

Potable water supply on-site: Public Water ☐ On-site Well ☐ Bottled Water Only ☐

Potable water source where food is prepared: Public Water ☐ On-site Well ☐

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KEEP IN MIND: if foods will be purchased prior to the event OR prepared off site – this needs to be done in a licensed food service establishment. Provide THD with a copy of the establishment's food service permit if they are located outside of Trumbull.

FOOD ITEM	SOURCE	Where food will be STORED	SERVED	PREPARATION & FINAL TEMPERATURE
Ex: Grilled Chicken	Stop & Shop, Trumbull	Purchased day of event	Hot	Marinate chicken in refrigerator on truck, grill to 165 F
Ex. Pasta Salad	Ingredients purchased from Big Y	Stored in VFW coolers (see attached license).	Cold	Mix ingredients on-site, store in cooler at 41 F

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Received By: _____ Date: _____

Credit Card/Cash/Check#: _____Receipt Number: _____

Approved By: _____ Date: _____

Comments: _____
_____
_____
_____
_____