

Application for a Permit to Operate a Temporary Food Establishment

RENSELAER COUNTY DEPARTMENT OF HEALTH
1600 Seventh Avenue Troy, New York 12180

Permit fee \$50.00 in advance
(518) 270-2678 fax (518) 270-2638

Name of Temporary Establishment _____

Name of Operator _____ Email _____

Address of Operator _____ Telephone # () _____

City _____ State _____ Zip _____

Type of Event Set Up (please check one): **Food truck** **Hot Dog Cart** **Tent Set up**

Dates of Operation From: _____ To: _____

Hours of Operation: _____ Approx. set up time: _____

Name of Event: _____ Location: _____

Food to be served _____

Name source of food to be served _____

Commissary Name and location: _____ License/Permit #: _____

(Food is to be obtained from sources that comply with all laws relating to food and food labeling. The use of food prepared in any place that is not operated under the jurisdiction of an appropriate regulatory agency and having a current permit or license as required, is prohibited.)

Proof of Workers' Compensation and Disability Insurance Coverage or a Certificate of Attestation of Exemption from NYS Workers' Compensation (CE-200) MUST be submitted with this application.

FALSE STATEMENTS MADE ON THIS APPLICATION ARE PUNISHABLE UNDER THE PENAL LAW

Failure to sign this form may delay issuance of your permit to operate. Operation without a valid permit is a violation of the State Sanitary Code.

Signature of operator or authorized person _____

Date ____/____/____ Title _____

FOR OFFICIAL USE ONLY

Date Received: ____/____/____ Permit recommended ____ YES ____ NO Permit No. _____

Date permit issued: ____/____/____ Expiration date: ____/____/____ Risk assessment _____

Signature _____ Title _____ Date ____/____/____

Temporary Food Facility Requirements

ALL WATER USED IN THE PREPARATION OF FOOD AND DRINKS, MUST BE **PURCHASED** OR OTHERWISE APPROVED BY THE RENSSELAER COUNTY DEPARTMENT OF HEALTH.

Food Protection:

1. All food must be purchased from an approved source.
2. Use of potentially hazardous foods, i.e. meats, milk products, eggs, rice, etc. must be kept to a minimum unless approved by the Rensselaer County Department of Health.
3. **Mechanical Refrigeration** required for storage of potentially hazardous foods.
4. Accurate thermometers required in all refrigerators and/or coolers.
5. Ice coolers must be drained so no water accumulates in the bottom of cooler.
6. Ice must be **purchased** from an approved source.
7. Ice use for human consumption must not be used to store food and must be dispensed with a utensil.
8. Thawing of meats must be done in the refrigerator.
9. All milk products, seasonings, and condiments must be dispensed in individual packets or containers.
10. **No Smoking or Eating** in food preparation and service areas.
11. Food may not be stored on ground.

Food Handling:

1. Adequate hand washing facilities must be provided; handwash facilities consist of: flowing water and dispensed soap and paper towels.
2. Hands must be washed frequently, especially after: using toilet, smoking, eating, taking out the garbage, or anytime they become contaminated.
3. Food workers must use plastic gloves, deli sheets, or utensils so prepared ready-to-eat food is not touched by bare hands.
4. All food workers must be free of apparent infections. All food workers must wear clean clothes and hair restraints
5. Accurate **Stem Thermometer** (capable of measuring hot and cold temperatures) are required to monitor food temperatures.
6. Potentially hazardous foods that have been cooked may not be cooled and reheated for service the next day!

Sanitation:

1. A sanitizing solution for wiping cloths must be in place at all times. Wiping cloths are to be stored in sanitizing solution when not in use. Use of sponges is prohibited.
2. Equipment and utensils are to be washed and sanitized after each use.
3. 3 wash tubs are required for dishwashing (wash, rinse and sanitize).
4. Paper products used to dispense food must be protected from dirt and dust during storage.
5. Food preparation areas or food displays must be separated from the public by a wall, canvas or sneeze guards.
6. Toxic items, i.e. medicines, cleaning compounds must be stored separately in original packaging or clearly labeled containers.

RENSSELAER COUNTY DEPARTMENT OF HEALTH
1600 SEVENTH AVENUE, TROY, NY 12180
(518) 270-2678 or (518) 270-2717

Insurance Forms:

Worker's Compensation

Form C-105.2

Form U-26.3

Form SI-12 (Self Insurance)

Form GSI-105.2 (Group Self Insurance)

Disability Benefits

Form DB-120.1

Form DB-155 (Self-Insurance)