



715 Green Road, Madison, IN 47250
812 273-1942 Fax 812 273-1955
Susan G. Stack, M.D., Health Officer
Lindsey Wyne, Administrator

2026 APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT LICENSE

ESTABLISHMENT NAME/DBA: _____
EVENT/S IN WHICH APPLYING: _____

OWNERS NAME(s): _____ PHONE: _____
MAILING ADDRESS: _____
CITY/STATE: _____ ZIP CODE: _____
TAX IDENTIFICATION NUMBER: _____ - _____
PERSON IN CHARGE (at event): _____
EMERGENCY CONTACT NAME: _____ PHONE: _____

NAME OF CERTIFIED FOOD HANDLER: _____ EXP DATE: _____

(REQUIRED - Must submit a copy of your Certificate to be considered for festival)

MENU (may attach a copy): _____

Note: All fees and applications must be turned in 7 days prior to operation of the temporary food establishment. A \$50 late fee will be enforced if not received 7 days prior to the event. Please mail or hand deliver the payment with application to the Jefferson County Health Department, 715 Green Road, Madison, IN 47250

FEES ARE ESTABLISHED AS FOLLOWS:

_____ \$50.00 for each event of operation
_____ \$200.00 for four or more events of operations in Jefferson County annually.
(The \$200.00 fee **MUST** be paid prior to the first date of operation in Jefferson County)
The payment of such fees will be required for **each** Temporary Food Establishment operated or to be operated by any Person.
_____ **\$50 Late Fee (If paperwork will be received within 7 days of the event; the application will not be processed until the late fee is received)**

EVENTS/DATES OF OPERATION IN JEFFERSON COUNTY: _____

I, attest to the accuracy of the information provided in this application. I will comply with Jefferson County Food Ordinance 2016-01, and allow the Jefferson County Health Department access to this establishment and all records or information pertinent to the inspection as specified in 410 IAC 7-15.5 and 410 IAC 7-24.

DATE OF APPLICATION: _____ AMOUNT ENCLOSED: _____

SIGNATURE OF OWNER OR OPERATOR: _____

FOR OFFICE USE ONLY:

License # _____ **Check#** _____ **Date Issued** _____ **Receipt#** _____

TEMPORARY FOOD OPERATION CHECKLIST

Hand washing stations must be setup in the stand or no more than ten feet from the stand and accessible at all times prior to starting food handling activities. Hand wash station must be provided with warm water, liquid soap, and single service towels.

Food handlers should wash their hands each time they enter the food booth, change tasks inside the booth (Example: after handling money) or take a food and/or smoke break.

All food must be from an approved food source (this includes ice).

Food must be prepared on site or in an approved food service establishment.

Any home baked goods donated to a non-profit org. should be accompanied by the name of the person preparing the item.

Adequate refrigeration on site to hold cold food at **41°F** or below.

Adequate equipment must be provided on site to hold hot food at **135°F** or above.
(A food thermometer registering 0°F-220°F MUST be in use.)

When dispensing ice, use an ice scoop.

If open food is to be handled, proper utensils (such as tongs, single-use gloves, and deli tissue) must be provided and used. Bare hand contact with ready-to-eat foods is prohibited. ("Ready-to-eat" means no further washing; cooking or additional preparation steps will take place before it is consumed.)

Food and single service items must be stored at least 6 inches off the floor/ground and in original containers.

All surfaces used for food prep or serving must be a smooth, easily cleanable surface.

A three-well sink or three basins to wash, rinse and sanitize must be provided. **(A vacuum breaker backsiphonage prevention device must be installed on any water hose connection.)**

A 50 PPM bleach sanitizing solution OR 200 PPM Quat ammonia sanitizing solution must be provided to sanitize utensils, equipment, and prep surfaces. (Example: Approximately 1 teaspoon bleach per 1 gallon water.)

Test strips for testing sanitizing solution and a metal stem thermometer that registers from 0°F-220°F must be present in food booth at all times.

Keep floor and area around stand clean. Floor should be an easily cleanable surface.

Booth must provide protection from the elements. (Awning and ground cover, if not located on asphalt.)

Keep stand as free as possible of insects, birds and vermin.

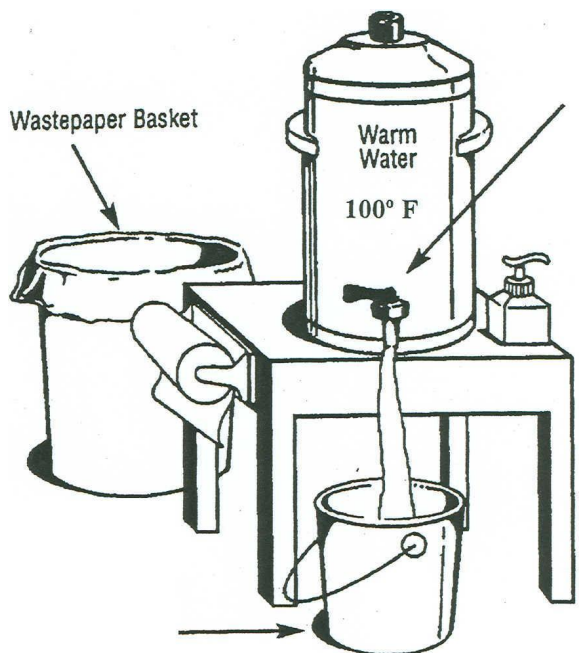
Any person with a respiratory infection, boil, cut or any communicable disease shall not be working.

Smoking is prohibited inside the food booth.

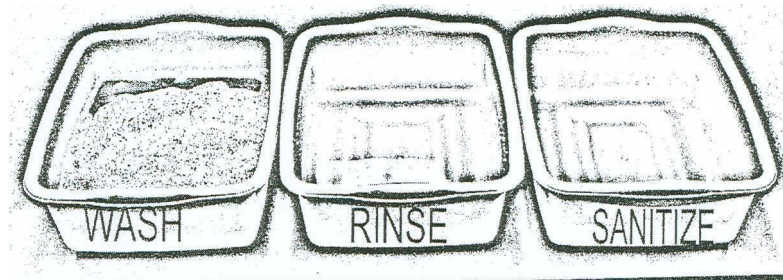
All food handlers must wear a hat, or hair net.

Must have at least one (1) certified food handler unless you are a non-profit tax exempt org. and can provide a tax ID #.

Grease, food waste, and grey water must be properly disposed of. (Do NOT put waste water into the storm drains or river)



DISHWASHING



DISTRIBUTED BY **JEFFERSON CO.** HEALTH DEPT 812.273-1942

At least one convenient handwashing facility must be available for handwashing on site at all times. This facility must consist of, at least, a container with 100° F potable running water (via spigot if sinks won't be utilized), a catch bucket for wastewater, soap, individual single-use paper towels, and a trash container for disposal of paper towels. Employees must wash their hands at all necessary times during food preparation and service as specified in 410 IAC 7-24, such as:

- . Prior to starting food handling activities
- . After using the restroom
- . After sneezing, coughing, blowing your nose, eating, drinking, smoking, or touching a part of the body
- . After touching an open sore, boil, or cut
- . After handling money or other soiled items . After taking out the trash or following any activity during which hands may have become contaminated.

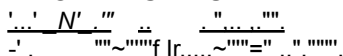
Free Flowing Spigot

Soap

Discard Bucket

Facilities must have provisions available to wash, rinse, and sanitize multi-use utensils, dishware and equipment used for food preparation at the site. Proper chemical sanitizer and the appropriate chemical test kit must be provided and used at each site. All dishes and utensils must be air-dried.

PROPER SET-UP



PROPER SANITIZER CONCENTRATIONS

Chlorine 25-200 ppm*

Quaternary Ammonia

200 ppm*

Iodine 12.5-25 ppm*

HANDWASHING